

Surname/ First name:		Register-number:	
Study programme (in depth):			
E-Mail:			

To the Examination Board  
of the Faculty of Engineering

**Bachelor's  
degree**

**Master's  
degree**

### Application for Admission of an External Second Examiner for my Thesis

*I hereby apply for the admission of Mr./Mrs.*

Title/ Name/ First name:	
University degree: University, Subject, Year)	
Company/ Place:	

*as second examiner for my thesis*

Topic:	
First examiner:	
Notes:	

Place/Date

Signature Student

Notes from the examination boards:

1. In principle, the second examiners for theses should be professors of our university. Under certain conditions, which are specified in Part A of the examination regulations, the responsible examination board may approve exceptions.
2. The examination committee decides on the basis of your application and after consultation with the first examiner on the further procedure, in particular whether further information must be obtained with the personal questionnaire.  
**Please do not hand in the personal data sheet to the second examiner until you have been asked to do so!**

## Personal data sheet

for the admission of second examiners within the framework of the

Bachelor's degree

Master's degree of

Name, First name	Register number	Study programme	First examiner

In suitable examination areas, the Examination Committee may appoint suitable persons in individual cases to take examinations who are not lecturers of a higher education institution entitled to take examinations. For further details and instructions on how to fill in this staff questionnaire, please refer to the enclosed "Explanations on the staff questionnaire".

**Please fill out this personal data sheet carefully and completely. The data requested will be used exclusively for the decision-making process for the appointment as an examiner.**

### 1. personal details

Name, First name, Title, Birth date	
Address	

### 2. Training, study, qualification (Please enclose a copy of your doctorate/diploma/bachelor's degree certificate.)

<input type="checkbox"/> Annexes

### 3. Current professional activity

Employer	
function exercised	
Telephone on duty, e-mail address	

### 4. Activities in practice, research and teaching (Please enclose attachments if necessary)

<input type="checkbox"/> Annexes

I certify that the above information is correct. In the event of an appointment as an examiner, I undertake to maintain confidentiality. I will treat all information that comes to my knowledge in the course of my appointment as an examiner as confidential.

\_\_\_\_\_  
Place, Date

\_\_\_\_\_  
Signature of second examiner

## Explanatory notes on the staff sheet for second examiners

as part of a Bachelor's or Master's thesis in the Faculty of Engineering at the Jade University of Applied Sciences Wilhelmshaven/Oldenburg/Elsfleth, Wilhelmshaven study location.

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The requirements for examiners are set out in Part A of the examination regulations:

### § 4 Examiners, assessors and assessors

The examination board appoints the examiners.

Only members of the Jade University of Applied Sciences Wilhelmshaven/Oldenburg/Elsfleth or other universities who have been appointed to teach independently in the respective examination subject may be appointed as examiners.

*Exceptions are regulated in the following sentences: :*

Teachers for special tasks as well as persons experienced **in professional practice and training** may be appointed to conduct examinations in suitable examination areas. Persons appointed as examiners or assessors must have at least the qualification to be determined by the examination or an equivalent qualification.

### § 21 BPO Bachelor's thesis or § 22 MPO Master's thesis

The Bachelor's or Master's thesis should show that the student is able to **independently work** on a problem from the subject area of the respective degree programme **on a scientific basis** within a specified period of time.

### § 22 BPO or § 23 DPO Colloquium

In the colloquium, the student has to prove on the basis of a discussion of the Bachelor's/Master's thesis and explain in a technical discussion that he or she is able to deal with interdisciplinary and problem-related issues from the field of specialisation independently on a scientific basis.

For the decision on admission as a second examiner, the personal data sheet must contain the following information in addition to the personal data:

Item 2: Training/studies/qualifications

- Education and university degree, incl. field of study (with specialisation, if applicable).
- Further qualifications, e.g. doctorate, advanced studies . . .  
in each case with details of the year of graduation (please enclose copies of the certificates).

Item 3: Current professional activity

The information on the position held must indicate the type of activity in the company as well as the duration (from . . . to). The information "engineer" or "development engineer" alone is not sufficient. At least five years of professional experience is required for admission.

Item 4: Activities in practice, research and teaching

This information must show sufficient experience in professional practice and education. Furthermore, it must be recognisable that a qualified assessment of the thesis and the colloquium can be made with regard to the scientific requirement in the broader environment of the subject area (see § 22 and § 23 of the PO). The experience in professional practice and teaching must therefore not be limited to a narrow field of specialisation.

Please send the completed staff questionnaire together with copies of the certificates to the

**Examination Office of the Jade University of Applied Sciences Wilhelmshaven/Oldenburg/Elsfleth,  
Campus Wilhelmshaven, P.O. Box 1465, 26354 Wilhelmshaven**