Using the SharePoint-based system *Abschlussarbeit* to apply for admission to a thesis

With the new *Abschlussarbeit* online system, students apply for admission to a thesis and track the status of their application from a single interface.

The following persons can access the *Abschlussarbeit* system:

- Student
- Staff of the Student Service Centre
- Examiners of the thesis
- Head of the Examination Board for the respective faculty
- Staff of the respective faculty (read-only access)

The system can be found at the following link:

https://sharepoint.hochschule-rhein-waal.de/sites/Abschlussarbeit/

Log in to the system using your main Windows login information.

Username: <matriculation number>@students.hsrw

The available functions depend on user permissions.

Available functions for students

Main menu

After logging in, you are immediately taken to the main menu screen, which contains an overview of your personal information (set when creating a new application) and the status of any applications you have submitted.

You can select the following options in the left sidebar:

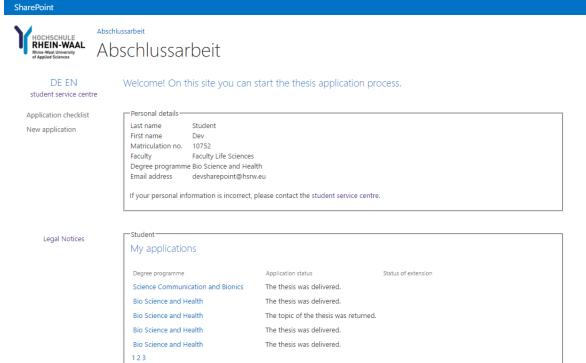- **Application checklist**: show detailed status information for an application, or return to main menu screen.
- **New application**: create and submit a new thesis application.

The main menu screen also has a link to the website of the Student Service Centre, where you can find more information and submit any questions.

To switch between the German and English interfaces, click the links "DE EN".

Abschlussarbeit

Abschlussarbeit

DE EN
student service centre

Welcome! On this site you can start the thesis application process.

Application checklist

New application

Personal details

Last name	Student
First name	Dev
Matriculation no.	10752
Faculty	Faculty Life Sciences
Degree programme	Bio Science and Health
Email address	devsharepoint@hsrw.eu

If your personal information is incorrect, please contact the student service centre.

Legal Notices

Student

My applications

Degree programme	Application status	Status of extension
Science Communication and Bionics	The thesis was delivered.	
Bio Science and Health	The thesis was delivered.	
Bio Science and Health	The topic of the thesis was returned.	
Bio Science and Health	The thesis was delivered.	
Bio Science and Health	The thesis was delivered.	

1 2 3

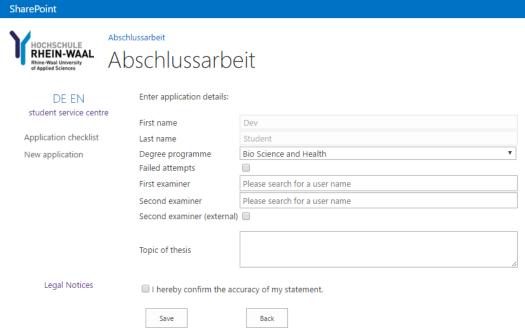## Creating and submitting an application

You can create and submit a new application by clicking "New application" in the main menu screen.

If your second examiner is an external examiner, then additional information is required (name, email address etc.) To enter this information, click the checkbox next to "Second examiner (external)" to toggle the necessary fields.

Click on "Save" to submit the application to the Student Service Centre. Staff there are notified automatically by email after each submission.

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Application checklist

New application

Legal Notices

Enter application details:

First name	Dev
Last name	Student
Degree programme	Bio Science and Health ▾
Failed attempts	☐
First examiner	Please search for a user name
Second examiner	Please search for a user name
Second examiner (external)	☐
Topic of thesis	

☐ I hereby confirm the accuracy of my statement.

[Save]   [Back]

Application checklist / edit a submitted application

Students and other users with access to the system (see first page) can check the status of an application at any time from the application checklist screen. This screen also shows where the application is and who is currently responsible for it.

For detailed information about your application, click on the related step in the workflow.
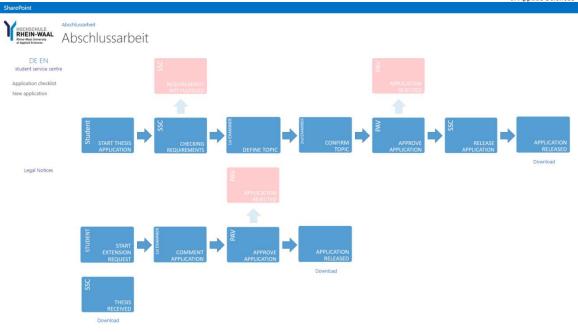
If actions are available to you (release application, edit application, download application as PDF, etc.), these are displayed as links under the related workflow step.

You will be notified by email once your application has been fully processed. This email contains the processed application as a PDF attachment.

This same document can also be downloaded from the application checklist page **once all steps in the workflow have been completed**.

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Application checklist
New application

Legal Notices

SSC
REQUIREMENTS
NOT FULFILLED

PAV
APPLICATION
REJECTED

Student	SSC	1st EXAMINER	2nd EXAMINER	PAV	SSC	
START THESIS APPLICATION	CHECKING REQUIREMENTS	DEFINE TOPIC	CONFIRM TOPIC	APPROVE APPLICATION	RELEASE APPLICATION	APPLICATION RELEASED

Download

PAV
APPLICATION
REJECTED

STUDENT	1st EXAMINER	PAV	
START EXTENSION REQUEST	COMMENT APPLICATION	APPROVE APPLICATION	APPLICATION RELEASED

Download

SSC
THESIS
RECEIVED

Download