

## Registration form for the final examination of the Fine Arts Bachelor's degree course

### **I. Registration**

- a) Please submit this registration form to the Examination Office before the deadline.
- b) Please obtain a signature from two members of the teaching staff as confirmation that they have assessed the Bachelor's thesis.
- c) Students must have gained a minimum of 180 credits (recorded in their Study Book) to register for the final examination. The Bachelor's degree course is made up of a total of 240 credits. 18 credits are awarded for a successful examination. **A further 42 credits must be achieved between registering for and sitting the examination**, unless you hold more than the 180 credits when submitting the application.

After completing the registration process, you will be issued with written confirmation that you have been registered for the examination.

### **II. Submission of the Bachelor's thesis**

You have three months in which to submit your Bachelor's thesis to the Examination Office. The exact date is stipulated on the written notification of registration for the examination.

Please submit the following:

- an original copy for both examiners
- an original copy for the library
- an electronic copy, which will be retained by the HFBK

### **III. Presentation / colloquium**

You are to produce a portfolio for your presentation for submission to the members of the examination board.

In order to receive your certificate documents (even the preliminary certificate), you are required to prove that you hold **222 credits** in your Study Book. It takes some time to issue the certificates; we are happy to issue a preliminary certificate reflecting your examination performance.

All information and deadlines are listed here:

[www.hfbk-hamburg.de](http://www.hfbk-hamburg.de)

Please do not hesitate to contact us should you have any questions about the examination procedure: [hfbk-pruefungsverw@hfbk.hamburg.de](mailto:hfbk-pruefungsverw@hfbk.hamburg.de)  
We are happy to help.

Your Students Office

Visitor's address: Wartenau 15, 22089 Hamburg

Office hours in the **teaching period**: Monday/Thursday, 9.30-12.00, 13.00-15.00, Tuesday 9.30-12.00 and 13.00-16.00

Office hours in the **non-teaching period**: Monday/Tuesday/Thursday, 9.30-12.00, 13.00-15.00  
Last updated: 7/2021

□ Proof of 180 credits provided \_\_\_\_\_ (date, initials)  
To be completed by the Examination Office

Name of the department in which the presentation of the Artistic development project (with colloquium) is to be conducted.

**Please mark only a single department!**

- Department of Sculpture
- Department of Stage Design
- Department of Design
- Department of Film
- Department of Graphic Art/Typography/Photography
- Department of Painting/Drawing
- Department of Time-Based Media
- Department of Theory and History

Second name: \_\_\_\_\_

First name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Telephone no.: \_\_\_\_\_

E-Mail: \_\_\_\_\_

## Written Bachelor's thesis

These specifications are binding.

The topic of the written Bachelor's thesis and the examiners cannot be changed after registration for the final examination.

Topic of the written Bachelor's thesis: \_\_\_\_\_

\_\_\_\_\_

First examiner: \_\_\_\_\_

First examiner's signature: \_\_\_\_\_

Second examiner: \_\_\_\_\_

Second examiner's signature: \_\_\_\_\_

What is the language in which you will complete your presentation/colloquium:

German       English

According to § 23 para. 4 of the examination regulations for the bachelor's degree program "Fine Arts", the colloquium is generally open to the public. If you have a valid reason to object, please contact your examiner or the examination board or its chairperson.

## Declaration

I hereby declare that I have not failed (once or finally) a final examination in the same or a related degree course; neither is a similar examination pending at another university.

Hamburg, date: \_\_\_\_\_

\_\_\_\_\_  
Student's signature