Registration request for the Master's thesis and final oral examination

Digital Sciences (Master's program)

Technology
Arts Sciences
TH Köln

Specialization:

☐ Business Information Systems ☐ IT Management ☐ Software Architecture ☐ Data and Information Science

Last name: _____ Student ID no.: _____

First name: _____ Phone: _____

Address: _____ Email address: _____

Postal code, place of residence: _____

Date of birth: _____ Place of birth: _____

Topic of the Master's thesis:

➲ You may withdraw from your thesis within the first four weeks of the assigned time frame without explanation. After that, it is not possible to change the topic of your thesis.

Thesis advisor: _____

Second examiner: _____

Time frame for the thesis: 4 months

Individual thesis:	☐ 1st attempt	☐ 2nd attempt
Group thesis:	☐ yes	☐ no
External thesis*:	☐ yes	☐ no

*External thesis: Students work on their thesis mainly in the work environment of a company/institution[1] where they receive professional supervision and support from the company/institution. The topic of the thesis is of interest to the company's/institution's interest. The second examiner can be (but does not have to be) employed by above-mentioned company/institution.

[1]Definition of company and institution: Company: Commercial or social enterprises; Institutions: Associations, public institutions, non-profit organizations, non-governmental organizations

Thesis embargo: ☐ yes ☐ no

Gummersbach/Cologne, _____ Signature: _____

Thesis start date: _____ (To be completed by the thesis advisor)

(Only valid if admission requirements are met.)

Approved: _____ _____

(date) (signature of thesis advisor)

_____ _____

(date) (signature of second examiner)

_____ _____

(date) (signature of Chairperson of the Examination Board)

➲ Your thesis registration only becomes final once you have received the written confirmation by mail. There must be at least two business days between submission of the thesis and the final oral examination.

Information on Master's theses and final oral examinations in the program Digital Sciences

Faculty 10 and Faculty 03

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1. Make sure to submit your registration request for your Master's thesis in good time before your expected start date. If your second examiner is not employed by TH Köln (i.e. works in a company), the additional form "External examiners for Bachelor's and Master's theses" is required.

2. In consultation with you, your thesis advisor determines the topic, duration and start date of the thesis and enters the information in the registration form. You and both examiners need to sign the form.
   The second examiner is to provide their contact information in the form "External thesis advisors for Bachelor's and Master's theses" and signs the form.

3. Please submit your documents to the Office of Student and Examination Services by email (as a PDF file) using your university email address (sMail) to studium-gm@th-koeln.de, by mail or in person.

4. The Office of Examination Services verifies that all requirements in accordance with the examination regulations are met and informs you of the outcome by email. Please note: You may withdraw from your thesis within the first four weeks of the assigned period without explanation. **After that, it is not possible to change the topic of your thesis.**

5. If you need to extend the submission deadline, you need to submit a "Thesis Extension Request". Please note that this must be done **before the original submission deadline**.
   a. Complete the respective form and include supporting documents (e.g. a medical certificate).
   b. The main examiner is to include a written statement on the extension request.
   c. You can submit the request form by email, mail or in person to the Office of Student and Examination Services. The Office of Student and Examination Services will inform you as well as your examiners of the decision regarding the extension request.

6. For the Master's program in Digital Sciences, you need to submit one paper copy (hardcover) to the Office Student Services in (Gummersbach or Südstadt Campus) in person or by mail by the submission deadline. Addresses are provided at the end of this document. Additionally, you need to send your thesis as a PDF file by email to studium-gm@th-koeln.de and your examiners (one email to all addressees). If you submit your thesis by mail, the date of the postmark is relevant for meeting the deadline. In case the submission deadline is a Sunday or a holiday, the hardcover copy of the thesis to be submitted on the next business day at the latest.

7. If you do not wish to make your Master's thesis available to the public, this is to be clearly indicated in large print on the very first (blank) page of all copies (confidentiality clause).

8. Do note that the declaration of authorship ('Eidesstattliche Erklärung') is to be signed by hand.

9. Should the actual submission of your final thesis not occur before the start of the following semester, you will have to re-register for the next semester. Semester fees cannot be reimbursed if the final oral examination takes place in the new semester.

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10. Once you have submitted your thesis, you are to get in touch with your examiners to set a date for the final oral examination. Your thesis advisor will inform the Office of Examination Services of the date. The Office of Examination Services will verify that all admission requirements for the final oral examination are met and you will receive an official invitation by email. **An official invitation is always necessary and cannot be skipped.**

11. Upon completion of the final oral examination your thesis and final oral examination will be graded by your examiners. Your thesis advisor is to forward the grading sheet to the Office of Examination Services without delay. It is possible to submit the examination records (*Gutachten*) at a later date.

12. The Office of Student and Examination Services will issue a (provisional) certificate of graduation without delay. You will receive this document by mail. Your notification and certificate of disenrollment (Exmatrikulationsbescheid/Exmatrikulationsbescheinigung) will be available for download in CaMS (cams.th-koeln.de). Issuing the final graduation documents (Bachelor's/Master's certificate and examination certificate) may take up to 8 weeks. You will receive your graduation documents by mail. If you want to pick up your documents in person, please get in touch with the Office of Student and Examination Services to make an appointment. Do note that appointments are mandatory.

13. You will automatically be disenrolled at the end of the semester in which your final oral examination took place (either August 31 or February 28/29). You can request to be disenrolled at an earlier date. For more information, please visit: www.th-koeln.de/leave_thk

Addresses for the submission of paper copies:

Gummersbach Campus

Mailing and visitor address:
Studierenden- und Prüfungsservice
Campus Gummersbach
Vanessa Stracke
Steinmüllerallee 1
51643 Gummersbach

An overnight mailbox ('fristwahrender Briefkasten') is located in front of the main entrance.

Südstadt Campus

Mailing address:
Studierenden- und
Prüfungsservice Campus Südstadt
Janka Keimer
Gustav-Heinemann-Ufer 54 50968
Köln
(Postanschrift)

Visitor address:
Studierenden- und Prüfungsservice
Campus Südstadt
Janka Keimer
Claudiusstr. 1
50678 Köln
An overnight mailbox ('fristwahrender Briefkasten') is located in front of the building.

Faculty of Computer Science and Engineering Science

External examiners for Bachelor's and Master's theses

Technology
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Contact information of external examiners for Bachelor's and Master's theses

A person may be appointed examiner if they have at least successfully completed the corresponding Bachelor's/Master's examination or a comparable examination, or hold a comparable qualification (excerpt from the examination regulations).

The Office of Examination Services requires the following information for their records:

Salutation: _____

Student's first and last name: _____

Student ID number: _____

Degree sought: ☐ Bachelor's degree ☐ Master's degree

Degree program: _____

Topic of the Bachelor's/Master's thesis: _____

Contact information of the external examiner:

Salutation: _____

First and last name: _____

Academic degree: _____

Email address: _____

Company: _____

Company's address: _____

The above person is to be the second examiner of my thesis: ☐ yes ☐ no

_____ (date)

_____ (signature of the external thesis advisor)