

# Registration for and admission to the Bachelor's or Master's thesis and the final oral examination at Faculty 10

## **Registration for the Diplom, Bachelor's or Master's thesis and the final oral examination:**

1. The student is to submit a registration request for the Bachelor's or Master's thesis in due time and is asked to enclose the following document:

Contact person of the industry partner form (two copies) if your second examiner is a corporate partner

The form is available online at:

[https://www.th-](https://www.th-koeln.de/mam/downloads/englisch/studies/programs/f10/antraege_formulare/betreuung_der_industrie_und_wirtschaft__engl_.pdf)

[koeln.de/mam/downloads/englisch/studies/programs/f10/antraege\\_formulare/betreuung\\_der\\_industrie\\_und\\_wirtschaft\\_\\_engl\\_.pdf](https://www.th-koeln.de/mam/downloads/englisch/studies/programs/f10/antraege_formulare/betreuung_der_industrie_und_wirtschaft__engl_.pdf)

2. The first examiner is to fill in the topic, duration and beginning of the thesis. In compliance with the examination regulations, this is to happen upon consultation with the student. Should an external second examiner be involved, the contact person of the industry partner form is to be filled out in addition. Both the first and the external examiner are required to sign the registration for the final thesis. On the contact person of the industry partner form, the second examiner is to enter his/her contact details and sign the document.
3. The student is to fill out and sign the original copies of the registration form and all other documents and hand them in to the Office of Student Services. In exceptional cases, the form may be sent by mail or dropped into mailbox no. 119. Please note that forms submitted by email or fax will not be accepted!
4. The Office of Examination Services is to assess the admission requirements in accordance with the examination regulations.  
Please note: Students may withdraw from a topic of their thesis once within the first four weeks of the assigned time frame without stating their reasons for doing so. All other manners of changing a topic are not permissible.
5. The registration form is to be signed by the chairperson of the examination board or the Office of Examination Services. It is only with this signature that the registration becomes effective. You will receive the approval letter by mail.  
Please note: Should there be any issues requiring clarification, we will inform you by email (using the address you entered on PSSO).
6. An extension of the deadline of submission is to be requested in due time before the date of submission by handing in the extending the deadline of submission form!
  - a. The student is required to fill out the form, sign it and – if applicable – enclose all required documents (such as a medical certificate).
  - b. The student is to make sure to obtain the confirmation of his/her first examiner.
  - c. The student is required to submit this form as well as the registration form to the Office of Student Services prior to the end of the original deadline. The Office of Examination Services will inform the student on the decision via email.

## **Submission of the thesis:**

7. The candidate is to hand in the thesis (three copies) or (two copies Master Web Science) prior to the end of the deadline to the Office of Student Services during office hours. Outside of office hours, the thesis may be deposited with the porter in a closed envelope. It will subsequently be forwarded to the Office of Examination Services.
8. If students do not wish to make their Bachelor's or 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.
9. Please do not forget to sign the statement in lieu of an oath.

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10. Should the actual submission of the final thesis not occur before the start of the following semester, students will by any means be required to re-register for the semester in question. Semester fees will not be reimbursed if either the submission of the thesis or the final oral examination takes place in the new semester.

## **PLEASE TURN PAGE OVER!**

### **Final oral examination and grading:**

11. Upon completion of the final oral examination, both examiners will determine the final grade of the thesis and the final oral examination. The first examiner will then immediately forward the evaluation sheet / the minutes of the final oral examination to the Office of Examination Services.

### **Graduation:**

12. Once the Office of Examination Services has received these documents, you will receive a confirmation of graduation – which includes your final grade – , a confirmation of having been removed from the register of students as well as a request form for forwarding your final certificates.

Please note that it will take roughly 4-6 weeks before these documents (diploma and examination certificate) will be completed.

The graduate will be conferred his diploma during the graduation ceremony. All other certificates are to be picked up at the Office of Student Services or will be mailed to your home address if so requested. Alternatively, you may grant a written authorization to a person of your trust to collect the documents in your place.

13. You do not have to file a separate request for being removed from the register of students. You will be removed from the register of students by the end of the semester in which you have taken your final oral examination (August 31 or February 28/29).

Upon request, you may also be removed from the register of students before the end of the semester. If you wish to do so, please submit a request to the Office of Student Services. The corresponding form is available online at [https://www.th-koeln.de/en/academics/removal-from-the-register-of-students\\_5896.php](https://www.th-koeln.de/en/academics/removal-from-the-register-of-students_5896.php).