

Information on Bachelor's and Master's thesis for programs offered in the winter semester 2012/2013 or later

(7-semester Bachelor's programs and 3-semester Master's programs)

Technology
Arts Sciences
TH Köln

1) Registering for the thesis in time

All necessary forms are available for download from our website. Go to your program's site and select the "Ordnungen und Formulare" section ("Forms and Regulations" for English programs).

Please complete the first page of the form and submit it to the Office of Student Services or mail it to the Office of Examination Services.

Before you can start producing your thesis, the Office of Examination Services will verify that you meet all requirements to register for the Master's thesis. Please contact your first and second examiner to discuss the actual start date and submission deadline. The submission date of your registration request does **not** automatically equal your start date.

You will be notified by email once your registration request has been processed. This usually takes at least 3 business days but may take up to one week during busy periods. You can then pick up your request form from the Office of Student Services. Upon request, we can also send you the document by mail.

Additional information for Master's students: Students whose enrollment was conditional may only register for the Master's thesis if they have submitted proof that they have met these conditions to the Office of Examination Services.

2) Contact your first and second examiner

Once you have received the registration form from the Office of Examination Services you need to contact your first and second examiner. Your first examiner will fill in the topic as well as start date and submission deadline of your thesis. Your examiners will discuss these matters with you prior to completing the form. All information entered must be in accordance with the Examination Regulations. Both examiners need to sign the form. **Please allow for sufficient processing time. The earliest start date of your Master's thesis is the day the Chairperson of the Examination Board signs your registration request (see 3) for details).**

Please note: If your thesis will be examined by an external second examiner, the "External examiner form" must also be completed. Both first and second examiner need to sign both forms.

3) Return the form as soon as possible

With the Chairperson of the Examination Board's signature the registration becomes binding. In order to obtain the Chairperson's signature, you need to return your registration form to the Office of Examination Services **as soon as possible**. You can send it by internal mail (via your first examiner) or regular mail. You may also drop it off at the Office of Student Services. If your thesis will be examined by an external second examiner, the "External examiner form" must also be completed. Please do not contact the Chairperson of the Examination Board yourself. The Office of Examination Services will contact the Chairperson of the Examination Board.

4) Successful registration

Once the Chairperson of the Examination Board has signed your registration you and your first examiner will be notified by mail by the Office of Examination Services. In addition, all information is available from PSSO ("Exam Information").

5) Extension requests

In certain cases it is possible to extend the deadline for submission of the thesis. Your first examiner needs to approve of an extension of the deadline. Please present the "Thesis extension request" form as well as any supporting documents to your first examiner. Once he/she has signed the form you are required to submit it to the Office of Examination Services **prior to your original deadline for submission**. You can send it by internal mail (via your first examiner) or regular mail. You may also drop it off at the Office of Student Services. The Office of Examination Services will then contact the chairperson of the examination board and ask for his approval. Please note that this takes approx. 6 business days. If the Chairperson of the Examination Board supports your request, you and your first examiner will be notified by mail.

6) Submission of your thesis

Please submit your thesis by the submission deadline to your institute's office (*Instituts-Sekretariat*). Should the office be closed, please contact the Office of Student Services. You may also submit your thesis by mail or drop it off at one of Cologne University of Applied Sciences' night mailboxes (*fristwahrender Briefkasten*).

7) Final oral examination

A separate request is not required. If you submitted your thesis in time and both your first and second examiner graded your thesis "sufficient" or better you can schedule your final oral examination with your examiners.

8) Graduation

According to section 30 of the Examination Regulations you have passed the Bachelor's examination once you have accumulated 210 credit points/the Master's examination once you have accumulated 90 credit points. **If you passed all required examinations, you need to submit the form "All required module examinations passed"**. Without this form, your graduation documents cannot be processed. Once we have verified that you meet all requirements you will receive a provisional certificate of graduation. Graduation documents (Bachelor's/Master's certificate) are usually ready within 4 to 6 weeks. We can send your graduation documents by mail (upon request) or you may pick them up at the office of student services. You will receive additional information along with your provisional certificate of graduation.

9) Removal from the register of students

You are automatically removed from the register of students at the end of the semester during which you graduated (winter semester: February 28; summer semester: August 31) Upon request, you may be removed from the register of students at an earlier date. The earliest possible date is your graduation date.