

Faculty of Computer Science and Engineering Science  
Registration for and admission  
to the Bachelor's or Master's thesis  
and final oral examination

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

1. Students are to submit a registration request for the Bachelor's or Master's thesis in due time and are to enclose the following document:  
  
Form: "External thesis advisors for Bachelor's and Master's theses" (two copies) if your second examiner is not a faculty member  
The form is available online at: [www.th-koeln.de/thesisadvisor\\_industry](http://www.th-koeln.de/thesisadvisor_industry)
2. The first examiner is to fill in the topic, time frame and start date of the thesis as agreed upon with the student. The examination regulations are to be taken into account. Should an external second examiner be involved, the form "External thesis advisors for Bachelor's and Master's theses" is to be submitted as well. (The external advisor is to complete and sign the form.)  
Both the first and the external examiner are required to sign the registration form for the final thesis.
3. Student are to complete and sign the original copies of the registration form and all other documents and submit them to the Office of Student Services in person, by mail or by dropping them into mailbox no. 119. In exceptional cases, documents may be submitted by fax or email.
4. The Office of Examination Services verifies that all requirements to register for the thesis are met 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 reasons. Other than that, it is not possible to change the topic of a thesis.
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 is binding. You will receive a confirmation by mail. Please note: Should there be any issues requiring clarification, we contact you by email (using your email address).
6. An extension of the deadline of submission is to be requested **prior to** the deadline by submitting a thesis extension request (available in the "Forms & Regulations" section of the website).
  - a. Students need to complete and sign the request form and (if applicable) enclose supporting documents (e.g. medical certificate).
  - b. A confirmation of the first examiner is required.
  - c. Students need to submit this form as well as the registration confirmation to the Office of Student Services **prior to the original deadline**. The Office of Examination Services will inform students of the decision by email.

**Submission of the thesis:**

7. Students need to submit three copies of their thesis by the submission deadline to the Office of Student Services during service hours. Outside of service hours, the thesis may be deposited with the porter in a closed envelope. It will 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 on the very first (blank) page of all copies.
9. Please do not forget to sign the statement in lieu of an oath.
10. Students who submit their thesis after the start of the following semester will be required to re-register for the upcoming semester. Semester fees will not be reimbursed if either the submission of the thesis or the final oral examination take place in the new semester.

### **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, students receive a confirmation of graduation (incl. the final grade) and a confirmation that they have been removed from the student register (*Exmatrikulationsbescheinigung*).

Please note that it will take approx. 4-6 weeks for the official graduation documents to be issued.

Graduates receive their diploma during the graduation ceremony. All other graduation documents need to be collected from the Office of Student Services or will be mailed to students' home address if so requested in writing. Students can also authorize another person (in writing) to pick up the documents on their behalf.

13. It is not necessary to submit a separate request to be removed from the student register. Graduates will automatically be removed from the student register by the end of the semester in which they have passed the final oral examination (August 31 or February 28/29).

Students who wish to be removed from the student register before the end of the semester need to submit a request to the Office of Student Services. The form is available for download 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).