

Step by step: Registration for the Master's thesis and final oral examination

Faculty of Spatial Development and Infrastructure Systems

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

1. To register for your Master's thesis you need to submit a "Master's thesis registration form", which is available for download in the "Forms and Regulations" section of your program's website.
Please fill the first page yourself, the second in consultation with your supervisor, and have it signed by your suggested supervisor and examiner(s). Add any further forms if so requested. Please note: You may suggest a start date of the thesis, the legally binding start and submission dates are determined in step 3.
2. The original document, duly completed and signed, is to be submitted to the Office of Student Services.
3. The Office of Student Services verifies that all registration requirements (according to the examination regulations) are met. It may contact you in case of questions.
4. The examination board will set the submission date. The registration form is then returned to the Office of Student Services without delay who informs you about the approval and respective deadlines. A copy will be sent to the responsible Faculty office.

Thesis extension request or change of topic (if applicable)

1. An extension of the submission deadline or change of topic is to be requested in due time, before the submission deadline. Please use the "Thesis extension request Form" or "Change of Topic of the Master's thesis Form" respectively which are available for download in the "Forms and Regulations" section of your program's website.
 - a. You need to complete the respective form and include supporting documents (e.g. medical certificate; if applicable).
 - b. Your thesis advisor must support your request.
 - c. The chairperson of the examination board must approve the request, which is then forwarded to the Office of Student Services without delay.
 - d. The Office of Student Services informs the examination board, student and thesis advisor of the new submission deadline/topic.

Submission of the Master's thesis:

1. You need to upload a digital copy of your thesis to the previously announced online platform (ILIAS) by the submission deadline the latest. If the submission deadline is a weekend or public holiday, the deadline is automatically extended to the next business day. In case the online platform is not accessible at the time of submission, you may send your thesis by email to examination-f12@th-koeln.de to meet the deadline.
2. In case your thesis is submitted or your final oral examination takes place in the following semester, you need to re-register for the new semester. This is also the case if your submission deadline is extended automatically until after a weekend or public holiday and the new deadline is the first or second day of the new semester. In this case, a refund of the semester fee is not possible. The public transport fee may be (partially) refunded. Please contact AStA for more information.

Example:

- a. Your thesis is submitted early enough so that your final oral examination takes place on February 28, 2021: You do not need to re-register for the summer semester 2021.
- b. Your thesis is submitted/your final oral examination takes place on March 1, 2021 or later: You need to re-register for the following semester. A refund of the semester fee is not possible.

Registration for the final oral examination:

1. Please schedule a date for the final oral examination with your thesis advisor and second examiner, then complete the "Registration for the final oral examination" and submit it to the Office of Student Services.
When requesting colloquium registration, please cc examination-f12@th-koeln.de!
2. The Office of Student Services verifies that all registration requirements are met (all compulsory modules must be completed and registered) and forwards the registration form to the Examination Board.
3. The Examination Board forwards the documents to your thesis advisor, along with the evaluation forms and the publication agreement. Please note that your final oral examination cannot take place before your thesis advisor has received these documents.

Final oral examination and grades:

Upon completion of the final oral examination your thesis and final oral examination will be graded. Your thesis advisor forwards the completed form (grade calculation form and minutes of the final oral examination) to the examination board, which will forward it to the Office of Student Services.

Graduation documents:

1. Once the Office of Student Services has received above-mentioned documents, it will issue your Master's certificate. You can pick up your graduation documents from the Office of Student Services. It usually takes 3 to 4 weeks for the documents to be ready.
2. It is also possible to receive your graduation documents by registered mail. Please note that your documents will be mailed to you at your own risk. In case of loss or damage, a duplicate can be issued upon request. However, it will not be possible to issue a new original document. A request form for the delivery of your graduation documents by mail is available for download in the "Forms and Regulations" section of your program's website.
3. You do not need to submit a separate request to be removed from the student register. You will automatically be de-registered at the end of the semester of your graduation (August 31 or February 28/29).