

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

### Step 1: Registration for the Master's thesis and the final oral examination:

To register for your Master's thesis you need to submit the "Registration for Master's thesis and final oral examination" 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.

- a) The form, duly completed and signed, is to be submitted via email to following addresses: [examination-f12@th-koeln.de](mailto:examination-f12@th-koeln.de) and [pruefungsservice\\_f12@th-koeln.de](mailto:pruefungsservice_f12@th-koeln.de). Please use the following structure as subject line: *F12\_Last Name\_Student ID\_Thesis Registration*
- b) The Office of Examination Services verifies that all registration requirements (according to the examination regulations) are met. It may contact you in case of questions.
- c) The Examination Board will set the submission date and the Office of Examination Services sends out the admission email to start on your master's thesis. Please note that the registration process can take up to 10 working days.

### Step 2: Request for extension and/or change of master's thesis titel (if applicable)

An extension of the submission deadline or change of titel is to be requested in due time, before the submission deadline (approximately 5-10 days before deadline). Please use the corresponding form, which is 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) Send the form, duly completed and signed, to following e-mail addresses: [examination-f12@th-koeln.de](mailto:examination-f12@th-koeln.de) and [pruefungsservice\\_f12@th-koeln.de](mailto:pruefungsservice_f12@th-koeln.de). Please use the following structure as subject line: *F12\_Last Name\_Student ID\_Request*
- d) The Chairperson of the Examination Board must approve the request; once it's signed, the Office of Examination Services informs the Examination Board, student and thesis advisor of the new submission deadline/title.

### Step 3: Submission of the Master's thesis:

- a) You need to upload a digital copy of your thesis to the previously announced online platform (ILU) 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 (and only in that case), you may send your thesis by email to [examination-f12@th-koeln.de](mailto:examination-f12@th-koeln.de) to meet the deadline. Please note that if you wish to upload more than one document, you must combine them into one zip document.
- b) All students must submit the printed copies (no punching/ring binding) to the first and second supervisor directly one day after submission to ILU and at least 5 days before the final exam.
- c) 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.

**Step 4: Final oral examination:**

- a) Once you submitted your master's thesis and it has been signed as passed the Office of Examination Services will send you your admission to the final oral exam.
- b) Please contact your thesis advisor and second examiner to schedule a date for the final oral examination
- c) After the final oral examination, your thesis advisor forwards the completed evaluation form (grade calculation form and minutes of the final oral examination) to the Office of Examination Services.

**Information on graduation documents:**

- Once the Office of Examination Services has received above-mentioned documents, you will receive a provisional certificate of your finished master's degree
- Please note that the official certificates can take between 6 and 8 weeks to be issued and can only be collected during the Student Office's service hours. Contact [studium-deutz@th-koeln.de](mailto:studium-deutz@th-koeln.de) for more information.
- It is also possible to receive your graduation documents by registered mail. 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.