

1. Make sure to submit your registration request for your Bachelor's or Master's thesis in good time before your expected start date. If your second examiner is not employed by TH Köln (i.e. works in a company), the additional form "External examiners for Bachelor's and Master's theses" is required.
2. In consultation with you, your thesis advisor determines the topic, duration and start date of the thesis and enters the information in the registration form. You and both examiners need to sign the form.  
The co-examiner is to provide their contact information in the form "External thesis advisors for Bachelor's and Master's theses" and signs the form.
3. Please submit your documents to the Office of Student and Examination Services by email (as a PDF file) using your university email address (smail), by mail or in person.
4. The Office of Examination services verifies that all requirements in accordance with the examination regulations are met and informs you of the outcome by email. Please note: You may withdraw from your thesis within the first four weeks of the assigned time frame without explanation. **Apart from that, it is not possible to change the topic of your thesis.**
5. If you need to extend the submission deadline, you need to submit a "Thesis Extension Request". Please note that this must be done **before the original submission deadline**.
  - a. Complete the respective form and include supporting documents (e.g. a medical certificate).
  - b. The main examiner is to include a written statement on the extension request.
  - c. You can submit the request form by email, mail or in person to the Office of Student and Examination Services. The Office of Student and Examination Services will inform you as well as your examiners on the the decision regarding the extension request.
6. You need to submit your thesis to the Office of Student and Examination Services by the submission deadline. You may submit your thesis by mail. In this case, the date of the postmark is relevant for meeting the deadline. In case the submission deadline is a Sunday or a holiday, the thesis is to be submitted on the next business day at the latest.  
For the Master's programs in Web Science, Product Design and Process Development and Automation & IT as well as in the Bachelor's program in Electrical Engineering, information on the number and format of the copies to be submitted is provided in the respective examination regulations. For all other programs offered at Faculty 10, examiners may decide that paper copies of Bachelor's or Master's theses are not required. This is to be annotated on the registration request. Digital copies of the final thesis are usually submitted by email to the examiner and the Office of Student and Examination Services. Once you have successfully registered for the thesis, you and your examiners are notified by email of the format and number of copies of the thesis that are to be submitted.
7. If you do not wish to make your 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 (confidentiality clause).
8. Do note that the declaration of authorship ("Eidesstattliche Erklärung") is to be signed by hand.

9. Should the actual submission of your final thesis not occur before the start of the following semester, you will have to re-register for the next semester. Semester fees cannot be reimbursed if the final oral examination takes place in the new semester.
10. Once you have submitted your thesis, you are to get in touch with your examiners to set a date for the final oral examination. Your main examiner will inform the Office of Examination Services of the date. The Office of Examination Services will verify that all admission requirements for the final oral examination are met and you will receive an official invitation by email. **An official invitation is always necessary and cannot be skipped.**
11. Upon completion of the final oral examination your thesis and final oral examination will be graded by your examiners. Your main examiner is to forward the grading sheet to the Office of Examination Services without delay. It is possible to submit the examination records (*Gutachten*) at a later date.
12. The Office of Student and Examination Services will issue a (provisional) certificate of graduation and your confirmation of removal from the student register (*Exmatrikulationsbescheid*) without delay. You will receive both documents by mail.  
Issuing the final graduation documents (Bachelor's/Master's certificate and examination certificate) may take up to 8 weeks. You will receive your graduation documents by mail. If you want to pick up your documents in person, please get in touch with the Office of Student and Examination Services to make an appointment. Do note that appointments are mandatory.
13. You will automatically be disenrolled at the end of the semester in which your final oral examination took place (either August 31 or February 28/29). You can request to be disenrolled at an earlier date. For more information, please visit: [www.th-koeln.de/leave\\_thk](http://www.th-koeln.de/leave_thk)