

## Master thesis: Procedures and forms for the examination office

<b>Application form</b>	<ul style="list-style-type: none"> <li>• Fix your Master thesis title; have it signed by your supervisor, and hand in the application form (Application_master_thesis_stm.doc) at the examination office until <b>April 30</b>.</li> <li>• The submitted title cannot be changed.</li> <li>• If you write the Master thesis in a team, you still have to hand in separate application forms with the same title for each student.</li> </ul>
<b>Hand-in</b>	<ul style="list-style-type: none"> <li>• The date for submitting the Master thesis at the examination office is <b>May 31</b>.</li> <li>• Use the recommended Master thesis cover page (Deckblatt_Masterarbeit.doc).</li> <li>• The affidavit (Affidavit.doc) has to be on the last page of the thesis. If you write the thesis in a team, provide one affidavit for each student.</li> <li>• If you write in a team, you have to indicate the author of each chapter. This list of authors can either be on a separate page in the front of the thesis or pointed out in the table of contents.</li> <li>• The examination office needs two hardcover copies of your thesis, one of them with the digital version of your Master thesis (CD) in the back.</li> </ul>
<b>Defensio</b>	<ul style="list-style-type: none"> <li>• For all students who pass the Master thesis, the Defensio is scheduled by the Master coordinator of each specialization. Usually the Defensio takes place in the <b>last week of June</b> or the <b>first week of July</b>.</li> <li>• No separate registration at the examination office is needed for the Defensio.</li> </ul>
<b>Graduation certificate</b>	<ul style="list-style-type: none"> <li>• After the successful Defensio, grades are forwarded to the examination office. The examination office will take approximately <b>one month</b> to provide the final graduation certificate. You only need an ID to verify your identity in order to collect your certificate.</li> <li>• You can authorize another person to pick the graduation certificate up for you; however, a letter of authority is required. This person has to complete a survey regarding your study experiences abroad during your Master program. If you were abroad, the person needs to know destination and date.</li> </ul>