

# Checklist for Students on How to Start a Master Thesis

## Procedure for the Computer Science Department

### 1. Meeting the Requirements for Registering for a Thesis

When registering for a Thesis you have to meet certain requirements:

#### 1.1 Student Studying according to Study Regulation 2009 (Batch 13 and before)

Requirement in order to begin your MT according to your study regulation summarized for convenience:

Study regulation 2009 §22(2):

*The Master thesis project topic can be issued regularly only after having provided all other required study and examination achievements, as well as prove of Industrial Internship and German language proficiency according to §2 section 1 no 3 of the Admission Regulation for the Master course of study INFOTECH. The examination commission decides upon premature issuance of Master Thesis project topic in case the prerequisites are not yet fulfilled.*

You have to make a request to the Chairman of the Examination Commission if you want to start your thesis with pending exams. The necessary documents are then issued at the INFOTECH Office.

#### 1.2 Student studying according to Study Regulation 2014 (Batch 14 and after)

If you are started studying in WS2014/15 the admission prerequisites Industrial Internship and German proficiency must not be fulfilled for batch 14 and the batches after. Furthermore, you can automatically register for your MT with the Central Examination Office if you have completed 78 CP.

### 2. Setting up the Contract with the Respective Institute

After meeting all the requirements your first step would be to setup a contract with the respective Institute. To do so you kindly meet with the secretary of the respective Institute and provide the necessary information (the secretary will guide you through it) – however to help matters please make sure you have your student ID with you. Once you and the examiner have signed the contract, the contract remains at the Institute.

### **3. Registering at the INFOTECH Office for Student according to Study Regulation 1009 (Batch 13 and after)**

After completing all the formalities at the institute, you also have to register your thesis at the INFOTECH Office. To do so please kindly pass by the office and provide the name of the examiner and Institute and the title of the thesis. The INFOTECH Office will then issue a document that you will have to sign. After you and the examiner have signed this document you are free to start your thesis – your registration is now valid.