

Procedure of a diploma thesis

Preparation

(1) Finding topic

- Student selects topic on [OPAL](#) or
- Student suggests topic supervisor or
- Student asks supervisor for available topics

(2) Approval

- Student collects registration form from the examination office (Ms. Lindner, HÜL184)
- Both examiners sign → give to student → must be available at the examination office when the topic is issued

(3) Task definition

- Supervisors formulate assignment → secretariat (Ms. Seifert, POT57) → examination office (Ms. Lindner HÜL184)

(4) Company participation

- Supervisors clarify with the student whether and how the results are accessible to the company

Editing

(5) Start of the processing time

- Student collects assignment and guidelines from the examination office (Ms. Lindner, HÜL184)
- Student signs usage agreement in die examination office (Ms. Lindner, HÜL184)

(6) Blocking notice (optional in consultation with examiner)

- If there is a reason for secrecy, a block notice must be attached, see the [faculty's specifications](#)

(7) Within the processing time

- Student uses [template for student work of the chair](#)
- Supervisors conduct consultations with student
- Organise at lest on interim presentation [10-15 min]
Concept presentation (after 1/3 processing time) and or current status (after 2/3 processing status)

(8) Extension of the processing time

- In case of illness: student hands in sick note at the examination office (Ms. Lindner, HÜL184)
- Upon request: student submits [form](#) to supervising university teacher → application to the examination office (Ms. Lindner, HÜL184) no later than two weeks before the submission deadline

Submission and defence

(9) Submission of the student thesis

- Student hands in two printed deposit copies at the examination office (Ms. Lindner, HÜL184) ab
- Student uploads electronic copy to the [ZIH-Cloudstore](#) → release for supervisors

(10) Correction of the student thesis

- Supervisors correct thesis
- Supervisors write expert reports

(11) Defence of the student thesis

- Supervisors suggest date(s) for defence
- Secretariat (Ms. Seifert, POT57) published date on homepage of the chair
- Student brings along:
 - Presentation (.ppt/.pptx/.pdf) [study thesis: 20 min; diploma thesis 25 min]
 - Poster A0
 - Poster A4
 - Mini poster in digital form for online publication
- Supervisors bring with them:
 - Expert report
 - Minutes

Follow-up

(12) After the defence

- Secretariat (Ms. Seifert, POT57) hangs up poster
- Secretariat (Ms. Seifert, POT 57) publishes topic and mini poster on chair website
- Supervisor gives student thesis in internal library
- Supervisor puts student thesis on group drive
- Supervisor submites expert report and minutes to the secretariat (Ms. Seifert, POT57) → examination office (Ms. Lindner, HÜL184)