



## Procedure of a study thesis

### Preparation

#### (1) Approval

- Student collects admission documents from the dean's office (Ms. Woditschka, POT 155)

#### (2) Finding topic

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

#### (3) Task definition

- Supervisors formulate assignment → secretariat (Ms. Seifert, POT57) → dean's office (Ms. Woditschka, POT 155)

#### (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 dean's office (Ms. Woditschka, POT 155)
- Student signs usage agreement in the dean's office (Ms. Woditschka, POT 155)

#### (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 least 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 dean's office (Ms. Woditschka, POT 155)
- Upon request: student submits [form](#) to supervising university teacher → application to the dean's office (Ms. Woditschka, POT 155)  
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 dean's office (Ms. Woditschka, POT 155)
- 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) publishes 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, POT 57) 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 submits expert report and minutes to the secretariat (Ms. Seifert, POT57) → examination office (Ms. Lindner, HÜL184)