

Guidance for registration and grading of the bachelor's thesis in the campus system (MIT)

Prerequisites:

When you study according to MIT SPO 20161 (starting from 2018):

- Successfully passed module examinations amounting to 120 CP

Procedure for admission/registration of the thesis:

1. Please consult an examiner of the KIT Department of Electrical Engineering and Information Technology **or** the Department of Mechanical Engineering regarding the topic.

If the thesis is to be written as an **external bachelor's thesis** (e.g. at a company or another faculty), the examiner must sign a supervision agreement. You can find the form on our homepage („Antrag externe Bachelorarbeit“).

If the bachelor's thesis is to be written at the **Department of Computer Science (“Fakultät für Informatik”)**, the approval of one of the two study advisors of the Mechatronics program is necessary. The form is also available on our homepage. Important: **If the thesis is supervised at the Department of Computer Science, the thesis cannot be produced externally (e.g. in a company).**

2. After the examiner's institute has set up the thesis in the campus system, you will receive an automatic email asking you to register for the thesis in the campus system.
3. The examiner now enters the assignment date and makes it visible to you.
4. The examination board checks whether the requirements (see above) have been met. If all prerequisites are met, you will receive an email that the thesis has been approved. **You are not permitted to start the thesis before this approval.**
5. When you have handed in the bachelor's thesis and have given the presentation **within the processing time of 6 months** the date of submission and the date of presentation will be entered in the campus system.
6. The examiner evaluates the thesis, enters the grade of the thesis in the campus system and releases it. The examination board makes the grade and the date of the presentation visible ("publication").

Attention: Your examiner has eight weeks to grade your work; if the work was your last examination, the Bachelor's Examination Board recommends you to contact the examiner and ask for entering the grade as "at least passed". In this way, the credit points will be counted even without a grade and you can receive a certificate of successful completion of the program (“Titelführungsbescheinigung”).