Guidance for registration and grading of the master's thesis in the campus system   MIT

Prerequisites:

When you study according to MIT SPO 2015:
- Successfully completed achievements amounting to at least 75 CP
- Until start of study WS 19/20: approved Individual Study Plan

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 master's thesis** (e.g. at a company or another faculty), the examiner must sign a supervision agreement. You will receive the form from the MPA after submitting the approved Individual Study Plan and fulfilling the requirements (point 4).

   If the master'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 at the MPA. 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 examining board checks whether the requirements (see above) have been met. Your approved Individual Study Plan (if necessary, see above) must be available at this step at the latest. It is not possible to change the Individual Study Plan at a later date after this. 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 master's thesis and have given the presentation **within the processing time of 6 months** the date of submission will be entered in the campus system.

6. The examiner evaluates the thesis, enters the grade in the campus system and releases it. The examination board makes the grade visible to you ("publication").

Attention: Your examiner has eight weeks to grade your work; if the work was your last examination, the Master'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").