

Temporary regulation for the completion of final theses given the current situation (January 2023)

Registration of final thesis

1. The student obtains the necessary forms from the Faculty Service Office (where necessary, application for external second examiner + forms for external second examiner [grading guidelines, form confirming receipt of thesis], registration form, submission form).

Where applicable: 2. The student completes the application with the external second examiner, provides them with the forms and obtains the necessary documentation from them.

3. The student completes the registration form with the first examiner and, where applicable, the form listing the topic. The first examiner signs the application for an external second examiner where applicable. The student copies the information from the registration form to the submission form.

4. The student brings **two copies** of the completed forms and, where applicable, the documentation for the external second examiner to the chair of the Examinations Committee during their office hours. The chair reviews the documents, approves the secondary examiner where applicable, asks the student to fill out the declaration that they have fulfilled the prerequisites, approves the registration of the thesis, sets the deadline and lists this on both copies of the registration, then gives a copy of the registration form together with the submission form to the student as confirmation of registration.

If the student is permanently absent, the Faculty Service Office can send the forms by email or regular mail upon request. The student then sends **two copies of the completed forms, including all of the necessary documents, together with a self-addressed, stamped envelope** by regular mail to the Examinations Committee chair. The chair sends an approved copy to the student by post.

5. The chair submits all of the other documents to the Faculty Service Office. The Faculty Service Office keeps the submitted documents on file.

Extension of deadlines for final theses

1. The student downloads the application form for deadline extensions from the website, completes it, has it approved by the first examiner and provides **two copies, together with the necessary documentation and the copy of the registration form**, to the chair of the Examinations Committee during their office hours.

2. The chair reviews and approves the application, sets the new deadline and gives a copy to the student. The chair submits the original copy of the application form and the accompanying documentation to the Faculty Service Office.

Submission and evaluation of final theses

1. The student submits the thesis and the copy of the registration form and the submission form, together with all of the documents listed on the submission form, to the Faculty Service Office.

2. The Faculty Service Office reviews all of the documents provided and confirms receipt on the submission form. The Faculty Service Office copies the submission form and gives the copy to the student as confirmation of submission. The Faculty Service Office copies the submission form and sends the copy to the first examiner (and the second internal examiner where applicable) as a pick-up notice via in-house mail. The Faculty Service Office keeps the submitted documents on file.

3. The Faculty Service Office adds the grading forms (template for evaluation minutes, evaluation template where applicable, grading form) to the thesis for the first examiner.

4. The examiner picks up their copy of the thesis from the Faculty Service Office.

5. Following the colloquium and the grading of the thesis, the examiner submits all of the required documents (evaluation minutes, first examiner's evaluation, second examiner's evaluation, grading form) to the Faculty Service Office. The Faculty Service Office keeps the submitted documents on file.