

# THESIS REGISTRATION PROCEDURE

After you have earned all of the required credits in the first and second semesters and have successfully completed two advanced modules in the third semester along with the Mandatory Advanced Module, you may register your thesis.

## **Start of Master Thesis**

A master's thesis is officially considered an examination at the University of Cologne.

Therefore, the thesis registration form is written like a letter, in which the head of the IMES Examination Committee and your first supervisor assign you a topic for your master's thesis. You are also required to sign the letter to (a) show you have read and agree to the topic assigned to you and (b) re-affirm that you have successfully completed all required courses and exams prior to the date on the form. Your thesis is due within six (6) months of the date listed on the registration form. Please note: According to the IMES Examination Regulations §8 (5), "The topic may only be rejected once and only within four weeks after it has been assigned." You can download the thesis registration form (with the heading "Start of Master Thesis") from the website. Once you have completed the form and have gathered the signature of your supervisor, please email the form to the IMES Academic Coordinator. The Coordinator will then crosscheck the records, and recommend the registration for signature to the Chair of the Board. A copy of the signed version will be sent to the student and the supervisor.

Finding a second supervisor or reader, IS NOT a requirement at the thesis registration stage, and the student is not responsible for contacting a second reader.

## **Receipt of Master Thesis**

After the thesis is completed, please bring/post two copies to the IMES-Office. In case you need it, you will be given a "Receipt of Master Thesis" and the organizational process for your defense will begin.

## **Defense**

After you submit your thesis, the Chair of the IMES Examination Committee will recommend a second reader for your thesis evaluation. In addition to the first and second reviewers, a member of the IMES Examination Committee and one additional person to write the examination protocol will attend the thesis defense. The IMES Examination Committee member will be contacted by the IMES-Office. For more details regarding the organizational requirements for the thesis defense, please refer to the IMES Examination Regulations.