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

ETIT

Prerequisites:

When you study according to ETIT SPO 2015:
- Professional internship (15 CP)
- Successfully completed achievements amounting to at least 60 CP (specialization and interdisciplinary qualifications)
- Approved Individual Study Plan

When you study according to ETIT SPO 2018:
- Successfully passed module examinations amounting to 75 CP, including the subject "Basics of the specialization"
- 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 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).

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 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 ("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").