

## Procedure of a study thesis

### Preparation

- (1) **Approval**
  - Student collects admission documents from the dean's office (Ms. Woditschka, POT 155)
- (2) **Finding topic**
  - Student selects topic on [OPAL](#) or
  - Student suggests topic supervisor or
  - Student asks supervisor for available topics
- (3) **Task definition**
  - Supervisors formulate assignment → secretariat (Ms. Seifert, POT57) → dean's office (Ms. Woditschka, POT 155)
- (4) **Company participation**
  - Supervisors clarify with the student whether and how the results are accessible to the company

### Editing

- (5) **Start of the processing time**
  - Student collects assignment and guidelines from the dean's office (Ms. Woditschka, POT 155)
  - Student signs usage agreement in die dean's office (Ms. Woditschka, POT 155)
- (6) **Blocking notice (optional in consultation with examiner)**
  - If there is a reason for secrecy, a block notice must be attached, see the [faculty's specifications](#)
- (7) **Within the processing time**
  - Student uses [template for student work of the chair](#)
  - Supervisors conduct consultations with student
  - Organise at least on interim presentation [10-15 min]  
Concept presentation 8after 1/3 processing time) and or current status (after 2/3 processing status)
- (8) **Extension of the processing time**
  - In case of illness: student hands in sick note at the dean's office (Ms. Woditschka, POT 155)
  - Upon request: student submits [form](#) to supervising university teacher → application to the dean's office (Ms. Woditschka, POT 155)  
no later than two weeks before the submission deadline

### Submission and defence

- (9) **Submission of the student thesis**
  - Student hands in two printed deposit copies at the dean's office (Ms. Woditschka, POT 155)
  - Student uploads electronic copy to the [ZIH-Cloudstore](#) → release for supervisors
- (10) **Correction of the student thesis**
  - Supervisors correct thesis
  - Supervisors write expert reports
- (11) **Defence of the student thesis**
  - Supervisors suggest date(s) for defence
  - Secretariat (Ms. Seifert, POT57) published date on homepage of the chair
  - Student brings along:
    - Presentation (.ppt/.pptx/.pdf) [study thesis: 20 min; diploma thesis 25 min]
    - Poster A0
    - Poster A4
    - Mini poster in digital form for online publication
  - Supervisors bring with them:
    - Expert report
    - Minutes

### Follow-up

- (12) **After the defence**
  - Secretariat (Ms. Seifert, POT 57) hangs up poster
  - Secretariat (Ms. Seifert, POT 57) publishes topic and mini poster on chair website
  - Supervisor gives student thesis in internal library
  - Supervisor puts student thesis on group drive
  - Supervisor submits expert report and minutes to the secretariat (Ms. Seifert, POT57) → examination office (Ms. Lindner, HÜL184)