

- **Second Examiner**
 - Discuss potential second examiners with your supervisors.
 - The potential second examiner will be asked in time in form of an e-mail or in person whether he / she agrees to be a second examiner for the thesis. In case of an e-mail, this should also be sent to the corresponding secretariat.
- **Proposal Talk**
 - Proposal document: a document with a length of 2-3 pages describing the motivation, first results from the literature research as well as the goal-, the procedure and the schedule of the thesis (*Vorlage Proposal*). It is written during the preparation time.
 - Proposal Talk: a 10-minute talk in which the contents of the proposal document are presented (*Vorlage Folien*). An open discussion will take place after the talk (always on the last Wednesday of the month).
 - The registration form must be brought to the proposal talk. This is then completed and sent to the examination office (second examiner must have confirmed at this time).
- **Processing time**
 - The official end of the processing time will be communicated to you in a letter from the examination office. Inform your supervisors of this due date.
 - During this time, you are taking part in the weekly student Wednesday.
- **Final Talk**
 - Your final talk (20 minutes) should take place (if possible) within two weeks after submission of your thesis. Final talks are always on the last Wednesday of the month.
- **Grading time**
 - Remember that the correction and grading of your work takes some time, plan about 6 weeks (maximum 2 months).
- **Grade**
 - After completion of the correction by the first and second examiner, the grade will be sent to the examination office and communicated to you.
- **Final Meeting**
 - After all steps are completed, you will be invited to a final meeting. There you will be given detailed feedback on your work.

Mandatory Tools

- **[Sciebo](#)**
 - Exchange of documents
 - Create an account and send your username to your supervisors
 - Supervisors create a folder with templates
- **[RWTH GitLab](#)**
 - Code management
 - Log on once with your TIM-ID
 - Send your username to your supervisors
 - Supervisors create a project
- **[RocketChat](#)**
 - Communication with Supervisors and other students
- **[Zotero](#)**
 - Administration of literature
 - Sign in and invite the supervisors (ask the supervisors' usernames)