



Master's thesis defense form

Name of examinee	Date
Name of 1 st examiner	Start of exam
Name of 2 nd examiner	End of exam
Name of keeper of minutes	<u>Form of defense</u> personal meeting video conference
Is the candidate capable of being examined? yes no	

Type in minutes here. No space limit because font size adjusts automatically.

Signatures (digital signatures after video conference)

Grade	1 st examiner	2 nd examiner	Keeper of minutes

Please return to MScBiol-Office@uni-koeln.de after signature by all three members of the examination committee

Student talk: 20 minutes. Discussion: 25 – 40 minutes

Grades: 1.0 – 1.5 very good, 1.6 – 2.5 good, 2.6 – 3.5 satisfactory, 3.6 – 4.0 sufficient, 4.1 – 5.0 fail

The digital Master's Thesis defense

1. The keeper of the minutes downloads the Master's thesis defense form
<https://biologie.uni-koeln.de/studium-lehre/master-of-science/master-thesis-and-defense>
2. **The minutes-taker fills in the form.**
3. The 1st examiner asks the candidate whether she or he is capable of being examined.
4. The candidate gives her or his talk (20 minutes).
5. The examiners ask questions (25-40 minutes). **The topics addressed by the questions are logged immediately by the minutes-taker.**
6. The examination committee agrees on a grade (or calculates an average grade and documents the calculation in the protocol).
7. The minutes-taker
 - a. enters the grade
 - b. signs the document*
 - c. emails the document to the 1st or 2nd examiner
8. The examiner
 - a. signs the document*
 - b. emails the document to her or his colleague
9. The other examiner
 - a. signs the document*
 - b. emails the document to MScBio-Office@uni-koeln.de (use the link on the document) and all other members of the examination committee.

*The digital signature. Click on the respective field in the document. If you have not already created a digital signature, your program (e.g. Adobe Acrobat Reader DC) will likely guide you through a menu for creating a digital signature.