



Master's thesis defense form

Name of student	Date
Name of 1 st examiner	Start of exam
Name of 2 nd examiner	End of exam
Name of keeper of minutes	Form of defense 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

minutes continued

The digital Master's Thesis defense form

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 using a digital signature* or manually.
 - c. emails the document to the 1st or 2nd examiner
8. The examiner
 - a. signs the document using a digital signature *or manually
 - b. emails the document to her or his colleague
9. The other examiner
 - a. signs the document using a digital signature *or manually
 - b. emails the document to MScBiol-Office@uni-koeln.de (use the link on the document) and all other members of the examination committee.

*The digital signature locks the document for editing except for the remaining signature fields. If all members of the examination committee use the digital signature, the document can be quickly signed and forwarded by email. If you prefer manual signatures then scanned copies have to be forwarded.

To use a 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.