Information for external reviewers in the context of the joint supervision of Bachelor and Master theses at the TH Köln, F09, IRG

(the data for examinations at other institutes or universities may differ from this)

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TH Cologne
Status: 17.8.2020

1. Written work
Please evaluate the written work in terms of content, ambition, commitment and form (including structure, spelling, references, etc.). An expert opinion is not required; instead, there is now a template document for the entire faculty, which you can personally request from me by email: alexander.fekete@th-koeln.de. Please base your assessment on the standards you apply to such a paper. This is important for us to get a picture that is independent of our assessment. However, you are also welcome to contact me if you have any questions.

Grades are given in the levels 1.0, 1.3, 1.7, 2.0 etc. up to 4.0; if the grade is lower, the work is not passed. Your and my grade will then be set off against each other to form an average. If your and my grade are then more than 2.0 grades apart, a third examiner will be added.

With this written grade, the graduate can apply for a higher qualification at any other college/university, e.g. for a Master’s programme or doctoral thesis. Therefore, the work required to obtain the degrees B.Eng. or M.Sc. must also meet comparable standards, e.g. in the geosciences or engineering sciences, many other social and natural sciences, and of course in particular similarly specialised risk and safety study programmes.

Please send this assessment to me (alexander.fekete@th-koeln.de) as an electronic document (email or PDF or similar), signature is not necessary. As an alternative to the new template (spreadsheet), a few explanatory sentences are sufficient, too. And of course, you are welcome to use other templates you already use. If possible, please send it to me at least 2 days before the colloquium date. The written grade should be communicated to the candidate before the examination date, which is then my task.

2. Colloquium
The colloquium is an oral examination specifically for this thesis. The candidate has 30 minutes to present the thesis. For a bachelor thesis, questions are then asked for about 15 minutes - about the presentation and the written work. For a Master's thesis, the candidate has 30 minutes. Afterwards, the candidate leaves the room (also online), first and second examiners discuss the oral grade and create a common average grade. Both written and oral marks are entered into a sheet and signed (I will send it by Email). The candidate is then invited (alone) to come in to see the grade and to receive direct feedback on the content. Total duration; about 90 minutes.

Guests are welcome to attend as listeners, unless the work is restricted. Guests are admitted to the lecture but, according to the examination regulations, not to the subsequent examination questions (check new examination regulations if necessary).

As a rule, the place of the examination is the Technical University of Cologne and the university provides a room which the examinee has to organise via the secretariat. However, in consultation with me, examinations can also take place outside the university, or via video conference.

3. Preparation and communication
Candidates are required to observe my instructions for the preparation of a scientific paper (online at http://riskncrisis.wordpress.com under "education" in German). There you will find information on the desired scope, form, content structure and evaluation criteria, but also deadlines and communication with external examiners (making appointments, sending the examination copy, location of the examination, etc.).

You can inform yourself about this, but you do not have to.
As soon as questions arise, you are welcome to write to me or call me. In case of an unproblematic course of events, a meeting or further coordination before the colloquium is not necessary. It is your task to support the students in writing their thesis. However, the students have to write the paper on their own. As a rule, the students therefore also establish communication between us as required. However, you should always coordinate closely with your second supervisor.

I am looking forward to the joint supervision, which will not only give our students an excellent opportunity to look beyond the university’s borders, but will also give us, the lecturers, a chance to work together.