

How To Thesis



Info²: **EVENT**

KIT Department of Informatics
Informatics Study Program Service
(ISS)

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BACHELOR'S AND MASTER'S THESES

Key Information

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FAQ Theses



Final theses

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Prerequisites

Informatics

Bachelor's degree in Informatics: The student should have successfully completed module examinations of 120 CP. All mandatory modules with the exception of one mandatory module (in accordance with § 20 Para. 2 Clauses 1 - 4 of the SPO) are passed.

Master's degree in Informatics: Students must have already completed 60 CP during their studies, of which at least 15 CP must be in one of the chosen the specialization areas.

Information Systems

Bachelor's degree in Information Systems: The student should have successfully completed module examinations of 120 CP and have passed all modules in Mathematics, Information Systems and the Seminar in accordance with Section 20 (2) (1), (3) and (6) of the SPO.

Bachelor of Education in Informatics

Please refer to the German version of the FAQ, since these study lines are only offered in German.

FAQs Inhalt

- FAQ
 - Final theses
 - Graduation documents
 - Medical certificate
 - Recognition of exams
 - Forms
 - exchange programs
 - Bachelor Informatik SPO 2026
 - BAföG
 - Certificates in general / Degree / Certificate of Title / At least passed
 - Application for a study program
 - Double master's program
 - CP grading table
 - Minor studies (Informatics B.Sc. and M.Sc. and Computer Science M.Sc.)
 - Replacing modules and partial achievements
 - De-registration or Exmatrikulation (In German Exmatrikulation)
 - Deadlines / Deadline extension / Special regulations (Corona pandemic)
 - Generative AI
 - Internal transition from Bachelor's

Bachelor's and Master's Theses Overview

Bachelor's Thesis (Informatics; Business Informatics, Informatics Teacher Education)

- **Prerequisites:**
 - 120 ECTS completed
 - Maximum of 1 mandatory module still open
 - All mandatory modules with the exception of one mandatory module (have been are passed)
- **Number of credit points for final thesis:**
 - 15 ECTS
- **Processing time**
 - 4 months
 - *Extension: 1 month

Master's Thesis (Computer Science- INT ; Informatics –GER, Informatics Teacher Education)

- **Prerequisites:**
 - 60 ECTS completed
 - 15 ECTS from a specialization area
- **Number of credit points for final thesis:**
 - 30 ECTS
- **Processing time**
 - 6 months
 - *Extension: 3 months

* For an extension of the processing , students may apply to the Examination Board via ISS, at least two weeks before the deadline, time of their final thesis, if they have valid reasons for which they are not responsible (e.g. illness)

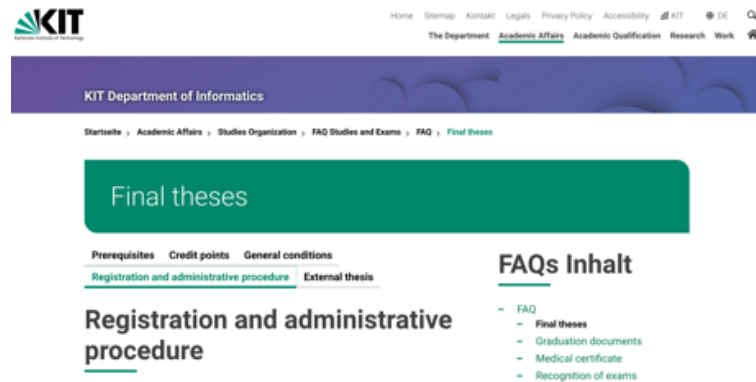
**Information on the Master's thesis in Information Systems can be found on the [website of the KIT Faculty of Business Administration and Economics](#)

***B.Ed., M.Ed. Informatics and and M.Ed. Erweiterungsfach Informatics: refer to the German version of the FAQ

Bachelor's and Master's thesis

Registration and administrative procedure

Don't Forget
to register
your thesis
at the start
of it!



The screenshot shows the website for the KIT Department of Informatics. The main navigation bar includes links for Home, Startpage, Kontakt, Legal, Privacy Policy, Accessibility, and KIT. Below this, there are links for The Department, Academic Affairs, Academic Qualification, Research, and Work. The page title is 'KIT Department of Informatics'. The breadcrumb trail is 'Startseite > Academic Affairs > Studies Organization > FAQ Studies and Exams > FAQ > Final theses'. The main content area has a green header 'Final theses' and a sub-header 'Registration and administrative procedure'. A sidebar on the right contains 'FAQs Inhalt' with a list: '- FAQ', '- Final theses', '- Graduation documents', '- Medical certificate', and '- Recognition of exams'.

Process steps in detail for all programs:

1. The examiner's office creates an instance of the thesis in the CMS system and assigns it to the student.
2. The student registers for the thesis via the student portal.
3. The examiner's office enters the registration date of the thesis. The system automatically calculates the submission deadline from the assignment date. The examiner then publishes the system entry. Only then can ISS check the information and approve the thesis (on behalf of the examination board).
4. The examination board approves the thesis (this step is omitted for theses in Information Systems).
5. The student works on the thesis and submits it to the examiner.
6. The examiner's office confirms the submission in the system and records the submission date.
7. The secretary's office of the examiner enters the grade of the thesis and provisionally publishes it. The examination date is the date of submission or the date of the presentation, whichever is later. Exception: In the teaching degree program, the submission date is always the examination date. The document containing the review of the thesis for students in the Informatics and Informatics Teacher Training study programs is forwarded to the examination board.
8. ISS checks the information and publishes the grade on behalf of the examination board.

Informatics B.Sc. and M.Sc. / Information Systems B.Sc. / Computer Science M.Sc.

No extra steps are necessary for an internal thesis.

Informatics B.Ed., M.Ed. M.Ed. Erweiterungsfach:

Please refer to the German version of the FAQ, since these study lines are only offered in German.

General Information



- Bachelor's thesis and Master's thesis are also possible as group work
 - Contributions of the participants must be clearly distinguishable!



- For a dual degree, an interdisciplinary thesis may be sufficient



- Termination of Thesis is possible, but only **one time**
 - only in the **1st month**
 - Does not count as a lost attempt!
 - termination of the thesis is documented in the system

General Information



- Theses also possible externally (e.g., FZI, Fraunhofer, international / regional universities or firms, etc....)
 - Consider the additional organizational effort!
 - Travel time
 - Read FAQ

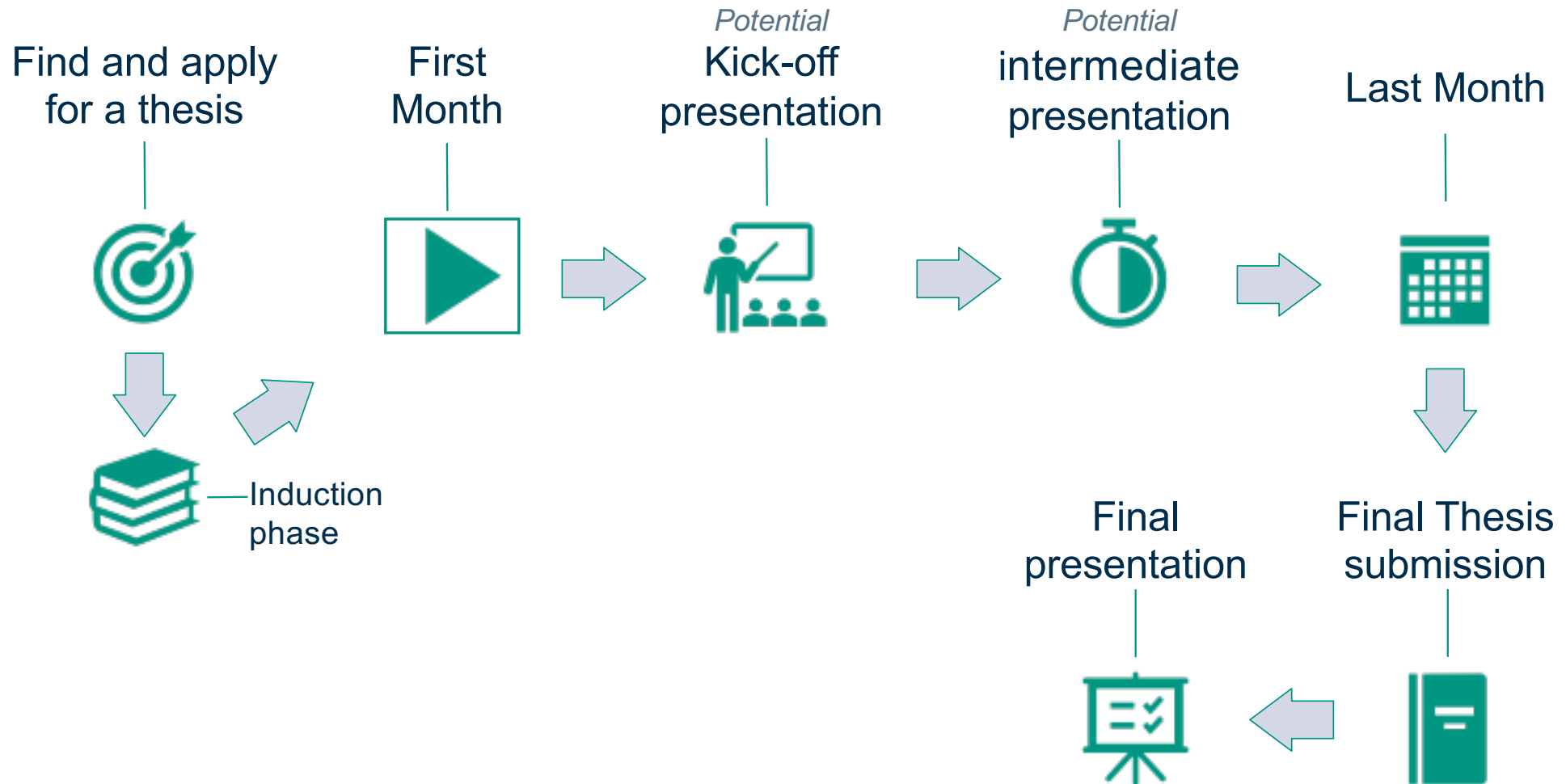


- A valid reason is always required for an extension of the processing time
 - Must be applied for and has to be approved!



- Presentation max. 4 weeks after submission, can also be held earlier!

Thesis Process



Best Practices



FROM PREPARATION TO PRESENTATION

Search for a topic

Advertised Theses

- Advertised by KIT institutes (Websites are the most up-to-date)
- Often, exact topics can only be found in conversation
- Topics often seem very abstract before conversations – don't be put off

Unsolicited applications

- Inquiries with your own ideas are almost always possible
- Topics can be found on the institute's website
- The scope of the work is then defined in the conversation

External work

- Must be accompanied by an examiner within KIT
- Requirements of the external and KIT must both be met
- IOSB (Fraunhofer) & FZI, for example, do not belong to KIT
- Communication between supervisors is very important

In Master: Making contacts



Internships and seminars provide good insights into institutes

„Praxis der Forschung“ (Pdf) brings experience to scientific work



HiWi jobs enable familiarization with topics and getting to know the potential team/supervisor



The variety of elective subjects offers a wide range of specialization options

In Master: Attention Master's profile



Attention:

If one of the nine profiles is carried out, the master's thesis must match this profile!



Master Profiles in Informatics / Computer Science:

- Master's degree with certified specialization in the chosen profile!
- Requires registration of certain modules and Master's thesis in the respective subject area



Important: Master profiles must be planned early!

Working / Dealing with supervisors

Contact person during the thesis

- Usually not the examining professor
- Supervisor also involved in grading

Clarify the type of supervision

- How familiar is the supervisor with the topic?
- What work rhythm can the supervisor expect?
- To what extent is the supervisor able and willing to help?
- To what extent is the supervisor willing to correct intermediate results?
- How difficult is it to reach the supervisor quickly?

Procedure – Before the Thesis



Defining the Scope

- Scope must be reasonable
- Precise goals and research question (exposé, induction)
- Working environment & technology
- Has there already been work on a similar topic at the chair?



Official registration

- After induction
- Start time must be recorded
- Title must be fixed for registration (Not too specific to avoid missing the topic!)



Avoid misunderstandings!

- Often different expectations in advance
- Record the results of conversations
- In case of doubt / in case of several participants: Group mail with protocol!

Procedure – First Month



Possibly kick-off presentation at the chair (often only in the Master's program)

Research and testing

- Write the basics in the paper during the research
- Always record sources! (BibTeX) (Zotero)
- Find out if the topic suits you!

Create a schedule with the supervisor

- Check expectations

If it turns out in the first month that you can't cope with the topic at all:

- You can terminate / withdraw the thesis 1x without losing the first attempt

Procedure – Intermediate Months



Work on implementation and writing

- Write your thesis continuously, not everything at the end
- Regular consultation with supervisor
- Write down decisions with justifications

Potential Intermediate presentation

- Depending on the institution

Report problems directly to the supervisor!

Procedure – Last Month

Write, Correct, and Finalize

- Formulate and improve the writing
- Finalize Order/Structure
- Include images in the latest version (PDF or SVG)
- Standardize terminology
- Check sources

Supervisor needs time to read through (intermediate) results

- Always plan time for feedback

Clarify whether the supervisor expects PDF or a printed version



Formulate the introduction, summary and outlook last

- Are very important (first impression on examiner)
- Reflect the rest of the work

Procedure – The final presentation



Inquire about conditions

- Online / Presence (sometimes both)
- Who listens (usually the working group)
- Time frame (usually around 15-30 minutes)



Setting priorities

- Present 1 or 2 points of interest in the thesis as vividly as possible
- Frame them within the "Preparation" and "Outlook" sections



Prepare for Q&A session

- Don't panic!
- Consider the contextual placement of your topic
- Content-related questions are often superficial or general



Rehearse your presentation!

- Practice several times
- At least one week in advance
- e.g. with supervisor or fellow student (also with questions)

Challenges

External factors

- Software unsuitable
- Language unknown
- Defect in the material being used

Internal factors

- Psychological stress
- Illness
- Writer's block

Desired result seems unattainable?

- In research, failures are normal and important
- If the work does not deliver the desired result, you can still write a scientific paper about it
- If problems at the beginning of the thesis: Reorientation of content?
- Later on, an extension may be enough?

Challenges in writing



Writing is always a priority



„Just One Thing“-Method

Choose a single task and work through it step by step



Fixed working hours

For example, always write 9 a.m. to 3 p.m.

→ Then take "free" on the weekend



Don't write in final form

On paper, schemes, bullet points

→ Formulate it later



Avoid the hurdle of getting started


Plan chapters/sections early on

→ Makes it easier to start new sections



Take a writing class at [HoC](#)

No-Gos



Large discrepancies between one's own ideas and the wishes of the supervisor


Poorly differentiating sub-problems of the overarching topic

Don't document code or document it poorly

Write half the paper three days before the deadline

Unprofessional communication or behavior

Forgetting to print, bind, and SIGN the paper when handing it in



After a Bachelor's thesis



Don't forget to apply for a Master's program of study on time

Application deadline for the winter semester: 15.07.
Application deadline for the summer semester: 15.01.



For the Master's application, all examinations must be completed before the end of the semester

Deadline in the summer semester: 30.09.
Deadline in winter semester: 31.03.
Request a 4.0 certificate if necessary



Submission is shortly after the start of the semester?

[Master's modules in the Bachelor's program](#)
up to 30 ects

After a master's thesis



Officially complete the degree

Don't forget to

- [Withdraw / De-Register](#)
- [Collect your graduation documents](#)



Pursuing a doctorate

[Doctorate in the KIT Faculty of Informatics](#)



Start Career

Job search, for example via the [CareerService](#)

Pro Tip:  Info career service

- [How 2 CV and How to Find a Job in Germany \(Part 1 of a 2 part series\)](#) 24 June 2026
- [Info²: CV Check \(Part 2, for participants who attended on 24.06.26 the How 2 CV workshop\)](#) 7 July 2026

FAQ from How2Thesis

Question	Answer
Application for a thesis at a different faculty	You have to fill out an application which must be approved by the examination board.
Can you still take exams after the Master's thesis?	Yes, as long as you are still enrolled
When should you apply for the BA?	Recommended 2-3 months before the desired start date, depending on the institute and topic.
Thesis in German or English?	Usually both are possible. This must be discussed with the supervisor.
Difference in page count between BA and MA	It varies greatly depending on the topic, whether it is more of a project, research, or literature-based thesis.
Where can I find institute websites?	Here is an overview of the institutes: https://www.kit.edu/kit/institute.php
“Mastervorzug” at another university	Master's credit transfer is possible after admission, check the FAQ for details

FAQ from How2Thesis

Question	Answer
Can the Bachelor's thesis be submitted earlier than 4 months?	It is possible, but uncommon and not recommended
Is seeking a lot of feedback a positive or negative thing?	There is such a thing as "too much," but it is way better than to ask for too little feedback. It is best to simply ask your supervisor.
What to do if the supervisor treats you poorly in the 1st month?	Seek a conversation early on, if necessary, contact the examiner, the student council (Fachschaft), or student advisory services. (If you feel you cannot work under these conditions, consider exercising your right to withdraw).
How much prior knowledge is required before writing a BA/MA?	Basic knowledge from your studies. Specific knowledge is usually acquired during the induction phase.
Should you have taken courses at the thesis institute beforehand (e.g., as a supplementary subject)?	It's not necessary. While it offers some benefits, you will acquire most of the required knowledge during the induction phase.

Resources

This FAQ provides essential information, for example:

- Registration & Procedures for Bachelor's and Master's theses (internal & external)
- Master's Modules during Bachelor's studies
- Transition: Moving from Bachelor's to Master's programs



<https://www.informatik.kit.edu/english/faq.php>

In diesem FAQ finden Sie alle wichtigen Informationen, wie z.B.:

- Anmeldung & Ablauf von Bachelor- und Masterarbeiten (intern & extern)
- Mastervorzug: Belegung von Mastermodulen im Bachelor
- Übergang: Wechsel vom Bachelor in den Master



<https://www.informatik.kit.edu/faq.php>

Additional Resources

- HoC - WritingLab: <https://studium.hoc.kit.edu/hocampus/index.php/en/writing/>
- HoC - WritingAdvice: <https://studium.hoc.kit.edu/hocampus/index.php/en/schreibberatung/>
- KIT-Dates and Deadlines: <https://www.sle.kit.edu/english/imstudium/697.php>
- Attestation of holding a title: <https://www.informatik.kit.edu/faq-wiki/doku.php?id=titelf>
- Promotion- Karlsruhe House of Young Scientists (KHYS): <https://www.khys.kit.edu/english/doing-phd-at-kit.php>
- Career-start: <https://www.careerservice.kit.edu/en/>

Thank you !



- On our [Info² event archive](#) :
 - PDF of the slides
 - [Link to Videos](#)
 - Here are videos in German and English about this theme



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