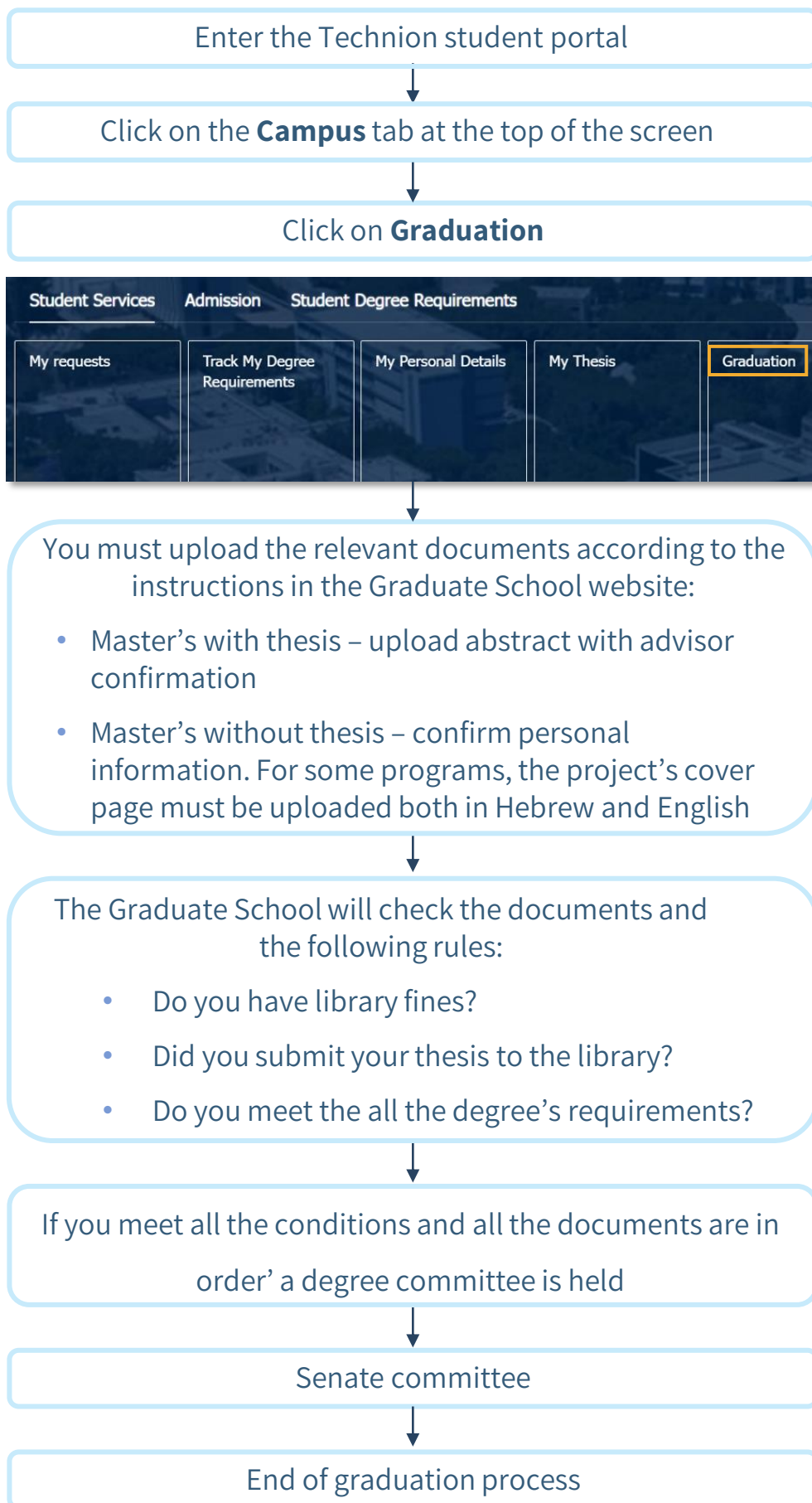




Graduation Process





Requirements

Graduation Rules

Academic Conditions fulfilled?: **Not Checked**
Checks for Library Debts: **Valid**
Is the thesis already available in the library?: **Not Checked**

Note 

All requirements mentioned at this stage must be met.

In master's without thesis there is one requirement: no library fines

After the requirements are checked by the Graduate School the status will change accordingly:

Possible requirement statuses



Not Checked

The requirement has not been checked



Valid

The requirement is met



Invalid


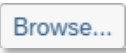

The requirement is not met and must be addressed

Graduation Rules

Academic Conditions fulfilled?: **Valid**
Checks for Library Debts: **Valid**
Is the thesis already available in the library?: **Valid**



Documents

- To submit the documents, click on 
- To select the file, click on 
- Click on  to display

 After submission, the documents cannot be changed or edited

 Only DOC/DOCX/PDF files can be uploaded

Possible Document Statuses



Not Uploaded

Initial status, awaiting document submission



Not Checked

The document has not been checked



Valid

The submitted document is valid.
All documents must be valid to continue



Invalid

The submitted document is invalid and must be resubmitted
according to the requirements

Example:

Graduation Files					
Abstract with Advisor Confirmation	Invalid	A signature is missing	Mon, 13.11.2023	Mon, 27.11.2023	 
Abstract	Valid		Sun, 12.11.2023	Sun, 12.11.2023	

In case corrections are needed, resubmit the corrected document using 

 A notice is emailed with every status change