

Faculty of Organic Agricultural Sciences Examination Committee

To-do list at the end of studies after submission of the thesis

- **Return keys** (janitor's office)
- **Communicate the date of the colloquium** (Office of Student Affairs books the room and informs the examiners).
- **Provide technical equipment for the colloquium** (beamer, pointer etc. can be reserved and borrowed from Mrs Hacker, Dean's Office, if required)
- **Receipt of the final documents (transcript of records, certificate, diploma supplement** (pick up at the Office of Student Affairs or indicate the current address with the request to send them by post).
- **Participation in the graduation ceremony** (The graduation ceremonies take place digital in winter semester end of February, in summer semester in presence mid of July. Please register bindingly at the Office of Student Affairs up to one week before the celebration. If you do not participate in the celebration).
- **Membership in the Alumni Association** (We are pleased if you become a member of the Association Hochschulverband Witzenhausen. Information and membership form: www.hochschulverband-witzenhausen.de)