

## Guidance on Completing *Diplom*, Bachelor's and Master's Theses

We would like to provide you with some information to make it easier for you to complete your final thesis.

Please be aware of the following guidelines:

1. The writing period begins on the day the topics are distributed, either in person or via post. This will, in general, be done by Examinations. The writing period ends on the date specified.

2. Applications for extensions are to be submitted to Examinations in **good time, i.e.** before the writing period has expired.

In general, when applying for an extension due to illness, it is sufficient to submit **a certificate of incapacity** as proof with the application for an extension to the writing period. A medical certificate from a doctor is, however, required in the case of a third extension due to illness.

An application for an extension arising from issues related to content must include a statement from the referee.

3. **In general, the examination regulations of your own degree program apply.** These may include a regulation that your thesis will need to include a short summary in German and/or English.

If a thesis is **not** to be written in German, the approval of the referee must be provided when submitting the application for admission to the thesis. In such cases a short German-language summary must also be included when submitting the thesis itself.

Some examination regulations also require that a thesis be additionally submitted in electronic format.

4. For group work projects, individual contributions must be clearly identifiable. It is to be made absolutely clear which sections of a thesis were completed by which student (for example by means of sections, page numbers or other transparent criteria). It must be clearly specified in the application to submit a thesis that the thesis is to be completed as a group project.

5. Quotations and text contributions from other works (e.g. specialist literature, commentaries, other theses or the Internet), whether quoted verbatim or paraphrased, must be acknowledged clearly in the references. Longer passages of direct quotation should be clearly identified as such either by indenting, italicizing, setting in brackets or by other suitable means. Failure to use appropriate means such as those listed above could be construed as an attempt to cheat. Clear attempts at cheating will result in a thesis being graded as "insufficient" - in other words it will be deemed a fail. If the number of attempts permitted to pass is not thus exceeded, it is possible to reapply to write and submit a thesis, though with a different topic.

6. Theses are to be submitted to Examinations as **three bound copies** - using a type of binding which cannot be opened to allow pages to be inserted or removed. This does not apply to plans and models and similar material. These are to be submitted separately with the thesis.

Final theses can only be accepted by Examinations after at least half the writing time allotted by the relevant subject-specific study and examinations regulations has expired. Any final thesis submitted to Examinations prior to the expiry of half the allotted writing time must include a statement from the first referee, endorsed by the examination board, justifying the reason for the early submission.

Should the submission deadline for the thesis fall on a Sunday or a public holiday, a Saturday or a day on which Examinations is not open, the deadline is extended to the following workday or the next day that Examinations is open. No application for an extension is required.

**This regulation does not apply to discontinuing *Diplom* degrees**, for which the submission date is binding.

Theses can also be handed in to the main reception or in the Campus Center. Please note that receipt must be documented.

7. A sworn affidavit, serving as the first page of the thesis, is to be included, bearing the following statement:

I hereby declare that the thesis submitted is my own, unaided work, completed without any unpermitted external help. Only the sources and resources listed were used.

Berlin, (Date)

.....

Signature

8. Minor editorial amendments or deviations from the approved topic are to be related to the examiner when submitting the thesis. It is however advisable to provide written approval from the examiner at the latest when submitting the thesis.

We very much hope this information will prove helpful to you with all formal issues associated with writing your thesis and we wish you every success.

Your Examinations Team.