

Contact

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My reference:  
I B X

Sprechstunden:  
Di und Do 10 - 12 Uhr,  
per WebEx

Opening times may differ outside of  
lecture period

Berlin, 31. March 2022

For English information see <https://www.tu.berlin/go1316/>, Document B-2

**Failure to meet deadline for final thesis in the master's degree program**  
**Matriculation number:**

Dear Mr. \_\_\_\_\_,

We regret to inform you that you did not submit the first repeat attempt of the  
**master's thesis on**

As such, you **failed to observe the deadline** set in accordance with Section 60 (2) of the General Study and Examination Regulations (AllgStuPO) of 9 September 2020.

You have the opportunity to respond with a detailed written explanation for your failure to meet this deadline **until [exact date 14 + 3 days from the date of dispatch]**. Your response will then be forwarded to the examination board for their decision.

Should you not respond, or if you respond only after the deadline has expired, then your grade will be set at **5.0 (insufficient)** as per Section 63 (8) sentence 2 AllgStuPO.

Pursuant to Section 30 (4) of the Berlin Higher Education Act (BerlHG) you may repeat the final thesis twice.

**Action against this decision may be brought before the Administrative Court of Berlin.**

This must be filed within one month of notification of the decision, either in writing to the Verwaltungsgericht Berlin, Kirchstr. 7, 10557 Berlin, or dictated in person to the clerk of the court (Urkundsbeamter), or via an electronic document as per Section 55a of the Code of Administrative Court Procedure.

The action is to be brought against Technische Universität Berlin, represented by The President, Straße des 17. Juni 135, 10623 Berlin. Please be aware that in the case of written or electronic filing of an action, the date on which the Berlin Administrative Court receives the action determines whether the aforementioned deadline for filing an action has been met or not.

Sincerely,