

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-4**

**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 second/third repeat attempt of the

**master's thesis on**

As such, you **failed to observe the deadline** set in accordance with Section 60 (5) 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.

The final thesis has now been definitively failed and you may not continue with your studies in this degree program.

You will be ex-matriculated ex officio, in accordance with Section 15 sentence 2 no. 3 of the Berlin State Higher Education Act (BerlHG) of 26.07.2011, most recently amended by Article 1 of the Act of 14.09.2021 (Berlin Gazette of Law and Ordinances p. 1039) unless you can provide sufficient reason for your continued enrollment within two months. If you are intending to continue your studies in another degree program, please read the information regarding the conditions for doing so on the

webpage of the Office of Student Affairs: <https://www.tu.berlin/go86/>. Please note the deadlines for application and enrollment.

It is not possible to re-register for the above-mentioned degree program for the coming semester. Should you have already re-registered for the coming semester and are not continuing your studies in another degree program at TU Berlin, your re-registration will be revoked pursuant to Section 49 (2) no. 3 Administrative Procedures Act (VwVfG) in the version of the announcement of 23 January 2003 (Federal Gazette I p. 102) last amended by Article 11 (2) of the Act of 18 July 2017 (Federal Gazette I p. 2745). Any fees you have already paid can be partially refunded to you. Your student ID is the property of TU Berlin and as such is to be returned to the Campus Center either in person or by post at the end of the current semester. Further information is available at <https://www.tu.berlin/go1325/> and <https://www.tu.berlin/go1376/>.

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**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.

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Sincerely,  
p.p.