

Guidelines for Completing *Diplom*, Bachelor's, and Master's Theses

The following guidelines are intended to make it easier for you to complete your final theses.

Please be aware of the following:

1. The writing period begins on the day the topic is assigned, either in person or via email or post, by the Examination Office. The writing period ends on the date specified on the form.

2. Applications for extensions are to be submitted to the Examination Office **before the writing period ends**.

When applying for an extension due to illness, you must submit **a sick note from a doctor (*Arbeitsunfähigkeitsbescheinigung*), a replacement certificate (*Ersatzbescheinigung*), or the form to submit a sick note (*Formular zum Krankheitsnachweis/Attest der TU*) (<https://www.tu.berlin/go1316/>)** within five days following your sick leave. The form to submit a sick note (*Attest der TU*) is required when applying for a third extension due to illness.

If you are applying for an extension due to issues related to the content of your thesis, you must submit your request together with a statement from the first examiner to the relevant examination committee. Generally, the examination committees provide a form for this.

3. **As a matter of principle, the study and examination regulations of your degree program apply.** This may mean that your thesis will need to include a short summary in German and/or English.

If a thesis is **not** in German, the examiner's approval must be provided when submitting the application for admission to the thesis. In such cases, a short summary in German must also be included with the thesis.

4. For group work projects, individual contributions must be clearly identifiable. You must make absolutely clear which sections of a thesis were completed by which student (for example by means of sections, page numbers or other transparent criteria). You must clearly specify in the application for admission 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 literally or paraphrased, must be cited clearly in the references. Longer passages of direct quotation should be clearly identified as such either by indenting, italicizing, setting in parentheses or by other suitable means. Failure to use such methods to indicate quotations could be seen as an attempt to plagiarize. Should a suspicion of plagiarism be confirmed, the thesis will be assessed as insufficient and thus determined as non-passing. 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. You must submit **two bound copies** of your thesis **and one digital copy** on a USB stick or CD/DVD to the Examination Office. The bound copy must be bound in a such a way that pages cannot be added or removed. The electronic version is to be submitted together with the bound copies and not separately by email. This does not apply to plans and models and similar material. These are to be submitted separately with the thesis.

You may submit **a digital version only of your thesis by email** with the approval of both reviewers. Please send your thesis as a PDF file to the relevant exam team or upload it to the cloud and send us the link. Please also include a photo or scan of your registration form. You must name the file as follows:
Abschlussarbeit_yourmatriculationnumber.pdf

Please include the following information in your email:

Name
Matriculation number:
Degree and study program:
Name and email address of the first examiner
Name and email address of the second examiner:
Title of the thesis:

Declaration that the thesis was completed independently in accordance with Section 60 (8) AllgStuPO
For theses written in a language other than the language of examination stated in the study and examination regulations: declaration that the thesis contains a summary in German.

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

Depending on how you submit your thesis, the following date of receipt is decisive for the timely submission

- Date of postmark
- Date of stamp from the information desk (24/7) or Campus Center confirming receipt
- Date of submission in person to the Examination Office
- Date of receipt via email by the Examination Office

If the submission deadline for the thesis falls on a Sunday or a public holiday, the deadline is extended to the following workday both for submission by post and submission in person. This regulation does not apply to discontinuing *Diplom* degrees, for which the submission date is binding. If you submit a digital version only, the specified submission date applies.

7. A sworn affidavit is to be included as the first page of the thesis, 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. You should inform us of any minor editorial changes or digressions from the agreed topic which we will then communicate to the examiners. In the event of more substantial changes, you are required to obtain written approval from the examiners and examination committee and provide this, at the latest when submitting your thesis.

We hope this information helps you observe the formal requirements and wish you every success with your thesis.

Your Examination Office