





## From the Master's thesis registration to the exmatriculation in the Master's degree program Manufacturing Technology

- The most important steps at a glance -

First, check whether you **meet the admission requirements** according to your applicable examination regulations: <https://mb.tu-dortmund.de/studium/pruefungen/pruefungsordnungen/>.



1.  Submit the **Application for Admission to the Master's thesis** to the Central Examinations Office, Team 3: by e-mail to [pruefungsverwaltung-mb@tu-dortmund.de](mailto:pruefungsverwaltung-mb@tu-dortmund.de).
2.  The Central Examinations Office checks the application and creates the database entry of the thesis in the system. As soon as the application is processed, you will receive an e-mail to your @tu-dortmund.de e-mail address with the **registration documents** for your thesis.  
**Important:** The processing time of your thesis has not started yet!
3.  The supervising chair will **sent back** the fully completed registration document to Team 3 of the Central Examinations Office (by e-mail to [pruefungsverwaltung-mb@tu-dortmund.de](mailto:pruefungsverwaltung-mb@tu-dortmund.de) or by internal mail).

You will see your registration in BOSS or ExaBase. The end of the processing time and thus the last possible submission date is stored in BOSS as the examination date of the thesis.

4.  Please **check the information** on the ‚Quittung‘ you received by email of the ExaBase portal, in particular the correct writing of the title of your thesis.
5.  The **submission of the thesis** is possible within the processing period, at the latest on the last day of the processing period, via the ExaBase portal.  
**Affidavit:** Please note that **the affidavit** is part of the main document of the thesis and must be **signed** by you in **original (handwritten)**. Digital signatures, also by digital pad, are not acceptable!

If the submission date of the thesis happens to be in the following semester, re-registration is required in any case. This also applies if the submission date is automatically postponed - due to a Saturday, Sunday or public holiday - to the first or second day of the new semester.

! Since technical problems can occur at any time (e.g. internet problems, updates, system or power failure), please do not upload your thesis "at the last minute".  
**Allow sufficient time for uploading.**

6.  As soon as you have submitted your thesis on time and it has been released by Team 3 to your reviewers for evaluation, you fulfill the requirements for **admission to the oral presentation**. Your reviewers and you will receive an e-mail about this. There are no separate documents for the oral presentation.
7.  Once all grades (including the grades of the final thesis and the oral presentation) are entered into BOSS, please submit the **Application for Graduation Documents** (see team page [www.tu-dortmund.de/team3](http://www.tu-dortmund.de/team3)) via e-mail to [pruefungsverwaltung-mb@tu-dortmund.de](mailto:pruefungsverwaltung-mb@tu-dortmund.de) to Team 3.

Last but not least – **Exmatriculation!**



**Exmatriculation is not an automatic process. For exmatriculation, submit the application for exmatriculation (to be found in the campus portal) to the Student Registration Office.**

**This is a translation of the original German document for explanatory purposes only.  
For all legal purposes, solely the German version of the document shall be considered binding.**