Admission and registration
of the Master's thesis and the oral defense/presentation
for the Master's degree program Manufacturing Technology

Application for admission to the Master's thesis
1. Please first check whether you meet the admission requirements according to your applicable examination regulations: https://mb.tu-dortmund.de/studium/pruefungen/pruefungsordnungen/
2. 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 or by dropping it in the appropriate outside mailbox in front of Emil-Figge-Str. 61.
3. The Central Examinations Office checks the admission requirements according to the examination regulations 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.
4. The fully completed original application for thesis registration will be sent promptly by the supervising chair to Team 3 of the Central Examinations Office (by e-mail to pruefungsverwaltung-mb@tu-dortmund.de or by internal mail). You will see your registration in BOSS or ExaBase.

Submission of the thesis
5. The processing time of your thesis is regulated in the applicable examination regulations. The end of the processing time and thus the last possible submission date is stored in BOSS as the examination date of the thesis. Your thesis must be submitted within the processing period, at the latest on the last day of the processing period, via the ExaBase portal.
6. 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.
7. 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 are not acceptable.

Admission to the oral presentation and recording of grades
8. The Central Examinations Office determines whether your thesis has been submitted on time and forwards it to your reviewers for evaluation.
9. With this, the admission requirements for the oral presentation are fulfilled. Your reviewers and you will receive an e-mail informing about this.
10. The grade of the thesis and the grade of the oral presentation will be communicated by the reviewers to Team 3 of the Central Examinations Office and entered into the system (BOSS) immediately after receipt.

Graduation and removal from register of students (Exmatrikulation)
11. 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) via e-mail to pruefungsverwaltung-mb@tu-dortmund.de to Team 3 of the Central Examinations Office.
12. Your graduation documents will now be created and sent to the Department of Mechanical Engineering for signature. Once the graduation documents are back in the Central Examinations Office, you will receive a notification to your @tu-dortmund.de e-mail address.
13. The removal from the register of students (Exmatrikulation) is not an automatic process, but must be applied for by you. You can find the application for the removal from the register of students in the Campusportal. Please submit the application for the removal from the register of students to the Student Registration Office promptly after graduation.