

Master's thesis – written part

Registration documents

For obtaining the registration documents you send an email with a copy of your valid passport to pruefungsverwaltung-mb@tu-dortmund.de. Please note: Concerning the Examination Regulations the registration is only possible if a total of 80 credit points has been achieved by completed modules. If these conditions have been fulfilled you will receive the registration documents by email.

Completion period

A completion period of six months is set for the master's thesis. The topic of the master's thesis may only be returned once and within the first two weeks; the master's thesis is then not considered to have been commenced.

Extension of the completion period

Upon substantiated application of the candidate, the chairman of the board of examiners may exceptionally grant an extension of up to four weeks in consultation with the supervisor. An application for extension must be filed at the latest two weeks before the completion period ends.

Illness

In case of illness of the candidate, a medical certificate in the German language is required. The medical certificate must attest the inability of the candidate to continue writing on the master's thesis. The medical certificate has to be issued during the completion period and before the date of submission.

Submission of the master's thesis

The submission of the master's thesis has to be made digital by upload the master's thesis at the portal ExaBase.

Declaration in Lieu of Oath

When submitting the master's thesis, the candidate must affirm that he or she has written the thesis independently without having used any sources or aids other than those indicated in the text and that literal and analogous citations have been marked. Unpublished articles must also be included in the source list. A standard printed form issued by the central examination office of the Technischen Universität Dortmund needs to be used for the statutory declaration and submitted, duly signed, as an inherent part of the master's thesis.

http://www.tu-dortmund.de/uni/de/studierende/pruefungsangelegenheiten/Eidesstattliche_Versicherung.pdf

Oral Defense

The registration for the oral defense of the master's thesis is possible as soon as the master's thesis has been submitted on time. After checking the submission the Zentrale Prüfungsverwaltung will send you the documents for the registration of the oral defense by email.

Master's diploma (final documents)

On the request of the candidate, the final documents can be issued. The request form for the preparation of the final documents („Antrag auf Zeugniserstellung“) can be found on the following homepage www.tu-dortmund.de/team3 Vordrucke. The filled and signed request form can be send to the Zentrale Prüfungsverwaltung by email: pruefungsverwaltung-mb@tu-dortmund.de. After sending the request the final documents will be created and send in to the faculty for signing. The Zentrale Prüfungsverwaltung will inform you by email to your **unimal-address** as soon as your final documents are ready.

Exmatriculation

For the exmatriculation please send the “Antrag auf Exmatrikulation” to the Student Office. The “Antrag auf Exmatrikulation” can be find here <https://www.tu-dortmund.de/studium/antraege-formulare/>