Master’s thesis — modalities (Examination Regulations 2021)

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 70 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 24 weeks is set for the master’s thesis. The topic of the master’s thesis can only be returned once and within the first four weeks; the master’s thesis then considered not to have been started.

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, the deadline for submission can be extended by maximum of twelve weeks. A medical certificate in the German language is required for this purpose. 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. The extension corresponds to the period of illness. If the period of illness exceeds the deadline, the candidate can work on a new topic without recognition of an examination attempt.

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 confirm in lieu of oath that he or she has written the thesis independently and has not used any sources or aids other than those indicated, and that he or she has indicated verbatim and analogous quotations. For the affidavit, a standardized form* of the Central Examination Office of TU Dortmund University is to be used and, when submitting the master’s thesis, it is to be signed (originally) and included as an integral part of the master’s thesis or, in accordance with the digital submission procedure (pursuant to section 20 (1) examination regulations 2021), uploaded together with the thesis as one file.
* please see: 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 Zeugnisersstellung“) 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/