
Department 18
Electrical Engineering and Information
Technology



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Information on how to organise your final thesis

(for students of the Department (FB) 18 and of the MEC field of study (SB))

(Version: 2 September 2020)

The following are considered **final theses**:
Bachelor's thesis, Master's thesis.

Specified completion time

a) **Bachelor's thesis**

For details, please refer to the Implementation Regulations (Ausführungsbestimmungen (AB)) of the respective degree programme based on the General Examination Terms (Allgemeine Prüfungsbestimmungen (APB)) of TUDa and/or the Study Regulations (Ordnung des Studiengangs) Minimum: 3 months; maximum: 5 months (provided additional modules are completed)

b) **Master's thesis**

6 months

Information for part-time students:

In case of part-time studies, the completion time is extended (doubled at most); however, it cannot be extended retrospectively.

How to calculate the submission date

The submission date results from adding the specified completion time to the starting date.

Should the submission date fall on a weekend (Saturday or Sunday) or a public holiday, then the submission date is extended to the next working day.

Example: If the starting date is 2 October 2017, then 1 April 2018, a Sunday, would be the regular submission date. However, 2 April 2018 is a public holiday, consequently 3 April 2018 becomes the official submission date.

Extension of the specified completion time

An extension of the completion time requires an application addressed to the Examination Board. However, an extension is only possible if the reasons provided for justification have arisen through no fault of the student, can be documented by medical certificates or other proofs and are sufficiently severe to make a completion within the original timeframe impossible. The maximum possible extension is:

- 1.5 months for Bachelor's theses
 - 3 months for Master's theses.
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Getting to know the chosen/given topic

Contents for use in the final thesis must not be worked on earlier than start of specified completion time. The topic must be formulated such that it can be completed within the completion time specified. (§ 23 (5) APB)

Note: Subjects listed in the study and examination scheme providing the knowledge and skills needed to successfully complete a thesis and consequently considered a prerequisite (e.g. the etit proseminar) do not count as orientation for the final thesis.

Registration formalities

(Students cannot register their final theses in TUCaN themselves.)

- Students (etit, iCE, iST, MEC, MedTec degree programmes) receive their confirmation of admission to a final thesis at the Office for Student Affairs of FB 18 (Examination Management). Please note that due to Corona the following procedure applies:
 - Please write an E-Mail to the Examination Management including the the name(s) of the supervisor(s) and the corresponding group that you like to register your final thesis.
 - The confirmation will be sent directly to the group by the Examination Office to finish your registration.
- They need to present this confirmation to their supervisor asap. Supervisors are professors of the
 - FB 18 for the BEd/BSc/MSc etit, MSC iCE and BSc MEC degree programmes
 - SB MEC for the MSc MEC degree programme
 - SB iST for the BSc/Msc iST degree programmes.
- The supervisor completes the form provided by the Office for Student Affairs of FB 18 and returns it to the Office for Student Affairs of FB 18 (Examination Management), deadline: Received at the Office for Student Affairs no later than 14 days into working on the thesis. (A final thesis will be deemed invalid if the registration form is not submitted within 14 days of starting the final thesis.)

Returning a given topic

According to § 23 (6) of APB, returning a thesis topic is possible up until 8 weeks into starting on this topic. In addition, the student must submit a written statement acknowledged and signed by the student's supervisor. This statement must be submitted to the Office for Student Affairs of FB 18 within the deadline.

- A new topic must be chosen and started immediately.
- This new topic may be supervised by another institute or research group of FB 18 (or SB iST / SB MEC, respectively).
- It is not permissible to return this topic.
- Registering for this new thesis topic follows the same procedure as stated above.

External final theses

For final theses from outside FB 18 or SB Information System Technology or Mechatronics, the following additional requirements apply:

- Supervision by an active professor of FB 18 (or SB iST / SB MEC, respectively) and approval from the chairperson of the examination board responsible. (§ 23 (4) APB)
- Theses are only valid if the students concerned have been informed about approval in writing by the examination board.
- Note: Remuneration is not permissible. Compensation for expenses, though, is permissible.

Please note information available centrally (in German) http://www.intern.tu-darmstadt.de/media/dezernat_ii/referat_iig/fuer_pruefende/merkblaetter/info_externe_abschlussarbeiten.pdf

Submission

- When submitting the thesis, the student must upload and confirm the electronic version of the thesis in TUbama on the due date at the very latest. Please note that the uploaded version in TUbama has the status “in visual examination” (until it is verified that uploaded version corresponds with submitted printed copy). Note: TUbama is an archiving feature only!
- Submit (printed) copies to the examiner compliant with the relevant requirements at the same time (i.e. do not submit them to the Office for Student Affairs of FB 18!).
- The Office for Student Affairs of FB 18 then forwards the electronic version to the first examiner asap.

Information on Submissions:

- If the final thesis is not submitted (and uploaded to TUbama) within the specified deadline, the final thesis will be rated “insufficient” according to § 27 (6) of APB.
- Therefore, we highly recommend to get familiar with the system by uploading a trial version to TUbama marked as non-final version. This way, you can verify beforehand that your electronic version meets the technical requirements for submission to TUbama. You can then upload and confirm your final version on the due date to ensure that the Office for Student Affairs is informed of your submission to TUbama.

Seminar and grading

The results and grades must be presented within four weeks following submission by sending both reviews to the Office for Student Affairs of FB 18 (Examination Management) (§ 26 (3) APB).

Final examination certificates and final archiving in TUbama

- If the final thesis is the last examination of your Bachelor or Master degree programme, then the Office for Student Affairs issues the final examination certificates following the receipt of the two reviews. If not, we recommend informing the Office for Student Affairs personally after completing your last examination to have them issue your final examination certificates in time.
- Upon receipt of the two reviews, the Office for Student Affairs releases the electronic version of your thesis in TUbama for archiving.

Number of permissible rewrites of final theses

Rewriting of a final thesis is permissible once only. (§ 31 (2) APB)

Required information on title page of thesis

- Either “Bachelor's Thesis” or “Master's Thesis”
- Degree programme, the thesis is completed for
- **Title of the thesis**
- First and family name of the student
- Academic title and full name of first examiner, incl. institute or research group
- If required, second examiner, incl. institute or research group

Declaration of originality

Every final thesis must contain a declaration of originality stating that its author has completed it independently, that all rules for citation have been complied with and that the electronic and printed version submitted are identical (refer to template on the next page). Only the English version of this declaration may be omitted. The German version must always be used as it is legally binding! In printed copies, this declaration must be signed personally before submission.

Due to Corona you may either print, sign, scan and include the declaration in PDF-format in your final thesis or you can use the form available under https://www.tu-darmstadt.de/studieren/studierende_tu/studienorganisation_und_tucan/hilfe_und_faq/artikel_details_de_en_37824.de.jsp to print, sign and scan. Then, it can be forwarded directly to the Examination Office from which you will receive a confirmation of receipt.