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Electrical Engineering and Information
Technology



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Information on how to organise your final theses

(for the etit, iCE, iST, MEC and MedTec degree programmes)

(Status: 21 January 2022)

The following are considered **final theses**:

Bachelor's thesis, Master's thesis.

Specified completion time¹

For details, please refer to the *Ausführungsbestimmungen* (AB - implementation regulations) of the respective degree programme based on the *Allgemeine Prüfungsbestimmungen* (APB - general examination regulations) of Technical University of Darmstadt and/or the *Ordnung des Studiengangs* (regulations of the degree programme).

a) **Bachelor's theses**

etit, MEC, MedTec: 22 weeks (12 weeks minimum)², iST: 26 weeks (12 weeks minimum)

b) **Master's theses**

26 weeks

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: Starting a Bachelor's thesis of 22 weeks on 03 May 2021 would result in the submission date: 03 October 2021, a Sunday. This is then extended to Monday, 04 October 2021, as the official submission date.

Extension of the specified completion time

In accordance with Section 23(5) APB, 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 half of the completion time, but no more than:

¹ In the examination regulations, in force from 2014, the completion time is given in weeks.

² Within a regular course of study, students also complete 18 CPs in addition to their Bachelor's thesis; therefore, the regular completion time is 22 or 26 weeks respectively. Students who do not have to achieve any additional credits during this time are permitted to complete their Bachelor's thesis in full-time. This is why their completion time will be shorter, but must not be less than 12 weeks.



- 11 weeks for Bachelor's theses in etit, MEC, MedTec or 13 weeks for Bachelor's theses in iST respectively,
- 13 weeks for Master's theses.

Illness³

If you become ill while working on your thesis, you must submit a medical certificate within 3 calendar days in which you are declared unfit for work and examination for an explicitly stated period of time based on health reasons determined by the doctor.

Supervisors of final theses are the active professors of the

- FB 18 for the BEd/BSc/MSc etit, BSc/MSc MedTec⁴ and MSC iCE degree programmes;
- SB MEC (FB 18 or FB 16) for the BSc/MSc MEC degree programmes;
- FB 18 or FB 20 for the BSc/MSc iST degree programmes.

Prerequisites for starting a thesis

- Bachelor's theses
iST and MedTec: at least 120 CPs, etit and MEC (PO 2014): at least 130 CPs;
- Master's theses
at least 75 CPs; possibly subject to conditions in accordance with Section 17a APB;
iCE: in addition, both German courses must have been passed.

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 from the Examination Management Office of the Department of Electrical Engineering and Information Technology (FB 18).

- Please inform the Examination Management Office⁵ by email that you would like to register your thesis stating the name of your supervisor and the institute/research group incl. contact details.
- If you meet the admission requirement(s) for starting the thesis, the Examination Administrator responsible will send a confirmation notice by email directly to the institute/research group that is responsible for registering the thesis.
- Please note that the registration takes place before/at the starting date of the thesis and must be with the Examination Management Office no later than 14 days after the starting date, otherwise the thesis is considered invalid.

External final theses

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

- Supervision by an active professor of FB 18⁶ or SB MEC respectively and approval from the chairperson of

³ We recommend using the online medical-certificate uploading function available at https://www.etit.tu-darmstadt.de/studieren/im_studium_etit/pruefungen_etit/attestformular.de.jsp

⁴ For MedTec, a thesis may be supervised at GU Frankfurt if, in addition, a supervisor from FB 18 is available.

⁵ pm@etit.tu-..., pm-medtech@etit.tu-..., pm@mechatronik.tu-... etc.

⁶ For iST, the thesis may be supervised by a professor of both FB 18 and FB 20.



the Examination Board responsible. (Section 23(4) APB)

- These are not valid until the respective student has received a written approval confirmation by the Examination Board responsible.
- Remuneration is not permissible. Compensation for expenses, though, is permissible. Please note information available centrally (in German) at http://www.tu-darmstadt.de/media/dezernat_ii/referat_iig/fuer_pruefende/merkmaleter/info_externer_abschlussarbeiten.pdf

No preparation in advance for chosen/given topic

Contents for use in the final thesis must not be prepared before the beginning of the reported completion time. The topic must be set in such a way that it can be completed within the completion time specified.

(Section 23(5) APB)

Note: Subjects that are listed in the study and examination plan to provide students with the necessary knowledge and skills to successfully complete a thesis are considered a prerequisite (e.g., the etit proseminar) and do not count as advance preparation of a thesis topic.

Returning a given topic

In accordance with Section 23(6) 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 Examination Management Office 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.
- It is not permissible to return this new topic.
- Registering for this new thesis' topic follows the same procedure as stated above.

Submission

The thesis must be submitted at the submission due date at the latest by:

- Uploading it as an electronic version (PDF/A) to TUBama. Please note that the uploaded version in TUBama must have the status "in visual examination" to be considered as submitted.
Note: TUBama is for archiving only!
- Submit copies (printed, if necessary) to the examiner in accordance with applicable requirements for submission, i.e., do not submit copies to the Examination Management Office/Service Centre of FB 18.
- Send a signed declaration of originality⁷ (for template, refer to footnote) to the Examination Management Office.

If the final thesis is not submitted (and uploaded to TUBama) within the specified deadline, the final thesis will be rated "insufficient" in accordance with Section 27(6) APB. Therefore, we highly recommend to get familiar with the system by uploading a draft version of the thesis to TUBama and to not confirm it as the final version.

⁷ For template, refer to https://www.tu-darmstadt.de/media/dezernat_ii/referat_iig/formulare_vorlagen/pm_1/erklarungen/Erklaerung_zur_Abschlussarbeit_Vorlage-fuer_digitale_Abgabe.docx



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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 Examination Management Office is informed of your timely submission to TUbama.



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 name and surname 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. The template can be found here: https://www.tu-darmstadt.de/media/dezernat_ii/referat_iig/formulare_vorlagen/pm_1/erklarungen/Erklaerung_zur_Abschlussarbeit_Vorlage-fuer_digitale_Abgabe.docx.

- For the version of the thesis to be uploaded to TUBama, the declaration has to be included but need not be signed. 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.
- You must sign a copy of this declaration, and email a scanned copy of this page to the Examination Management Office. This must be submitted within the deadline (at the submission due date at the latest).

Seminar and grading

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

Final archiving in TUBama

Upon receipt of the two appraisals, the Examination Management Office releases the electronic version of your thesis in TUBama for archiving.

Number of permissible rewrites incl. oral defences etc. of final theses

Rewriting incl. oral defending etc. a final thesis is permissible once only. (§ 31 (2) APB)

Final examination certificates

If the final thesis is the last examination of your Bachelor's or Master's degree programme, then the Examination Management Office issues the final examination certificates following the receipt of the two appraisals. If not, we recommend informing the Examination Management Office personally after completing your last examination to have them issue your final examination certificates in time.