Department I – Student Services
Examinations

Guidelines for Completing Bachelor's and Master's Theses

The following guidelines are intended to make it easier for you to complete your final theses.

Please be aware of the following:

1. The writing period begins on the date set by the Examination Office. You will be informed of this when your topic is assigned, either in person or via email or post. The writing period ends on the date specified on the form.

2. Applications for extensions are to be submitted to the Examination Office **before the writing period ends**.

    When applying for an extension due to illness, you must submit **a sick note from a doctor (*Arbeitsunfähigkeitsbescheinigung*), a replacement certificate (*Ersatzbescheinigung*), or the form to submit a sick note (*Formular zum Krankheitsnachweis/Attest der TU*) (https://www.tu.berlin/en/go1316/)** within five days following the start of your sick leave. The form to submit a sick note is required when applying for a third extension due to illness.

    If you are applying for an extension for reasons related to the content of your thesis, you must submit your request together with a statement from the first examiner to the relevant examination committee. Generally, the examination committees provide a form for this.

3. **Essentially, the study and examination regulations of your degree program apply.** This may mean that your thesis will need to include a short summary in German and/or English.

    If a thesis is **not** in German, the examiner's approval must be provided when submitting the application for admission to the thesis. In such cases, a short summary in German must also be included with the thesis.

4. For group work projects, individual contributions must be clearly identifiable. You must make absolutely clear which sections of a thesis were completed by which student (for example by means of sections, page numbers, or other transparent criteria). You must clearly specify in the application for admission that the thesis will be completed as a group project.

5. Quotations and text contributions from other works (e.g. specialist literature, commentaries, other theses, or the Internet, etc.), whether quoted literally or paraphrased, must be cited clearly in the references. Longer passages of direct quotation should be clearly identified as such either by indenting, italicizing, setting in parentheses, or by other suitable means. Failure to use such methods to indicate quotations could be seen as an attempt to plagiarize. Should a suspicion of plagiarism be confirmed, the thesis will be assessed as insufficient. The attempt is then deemed a fail. If the number of attempts permitted to pass is not exceeded as a result, it is possible to reapply to write and submit a thesis, though with a different topic.

6. The regulations regarding the use of generative AI tools may vary from faculty to faculty. You should check with your faculty and read the declaration of authorship in section 8 beforehand. As a rule, use is permitted for conducting language checks and improving the language of your own texts or for systematic research. You should also be aware that AI-generated output may contain errors or be of inferior quality, and that the content needs to be checked and revised. Examination law requires that the work you submit is your own work and that you disclose any third-party texts/products used.

    You can find guidelines on citing generative AI content at https://www.chicagomanualofstyle.org/qanda/data/faq/topics/Documentation/faq0422.html, https://apastyle.apa.org/blog/how-to-cite-chatgpt, and https://style.mla.org/citing-generative-ai/.

    To ensure maximum transparency, we recommend documenting communication such as prompts, chat histories, and the use of text taken from chats (for example by copying a chat into a PDF document). Please note that neither copyrighted material nor sensitive information of third parties (e.g. test persons) may be input into the software.

7. You must submit **two bound copies** of your thesis **and one digital copy** on a USB stick or CD/DVD to the Examination Office. The bound copy must be bound in a such a way that pages cannot be added or removed. The electronic version is to be submitted together with the bound copies and not separately by email. This does not apply to plans and models and similar material. These are to be submitted separately with the thesis.

You may submit **a digital version only of your thesis by email** with the approval of both reviewers. Please send your thesis as a PDF file to the relevant examination team or upload it to the cloud and send us the link. Please also include a photo or scan of your registration form. You must name the file as follows: Abschlussarbeit_yourmatriculationnumber.pdf

Please include the following information in your email:

Name:

Matriculation number:

Degree type and program:

Name and email address of the first examiner:

Name and email address of the second examiner:

Title of the thesis:

Declaration that the thesis was completed independently in accordance with Section 60 (8) of the General Study and Examination Regulations (AllgStuPO).

For theses written in a language other than the language of examination stated in the study and examination regulations: Declaration that the thesis contains a summary in German.

Final theses can only be accepted by the Examination Office after at least half the writing time allotted by the relevant subject-specific study and examination regulations has passed. Any final theses submitted to the Examination Office prior to this must include a statement from the first examiner, endorsed by the examination committee, justifying the reason for the early submission.

Depending on how you submit your thesis, the following serve as proof that you met the deadline for submission:

- Date of postmark

- Date of stamp from the information desk (24/7) or Campus Center confirming receipt

- Date of submission in person to the Examination Office

- Date of receipt via email by the Examination Office

If the submission deadline for the thesis falls on a Sunday or a public holiday, the deadline is extended to the following workday both for submission by post and submission in person. This regulation does not apply to discontinuing Diplom degrees, for which the submission date is binding. If you submit a digital version only, the specified submission date applies.

8. A sworn affidavit is to be included as the first page of the thesis, bearing the statement below. Please note that willful violation of this declaration may result in legal action.

Declaration of authorship

I hereby declare that the thesis submitted is my own, unaided work, completed without any external help. Only the sources and resources listed were used. All passages taken from the sources and aids used, either unchanged or paraphrased, have been marked as such.

Where generative AI tools were used, I have indicated the product name, manufacturer, the software version used, as well as the respective purpose (e.g. checking and improving language in the texts, systematic research). I am fully responsible for the selection, adoption, and all results of the AI-generated output I use.

I have taken note of the Principles for Ensuring Good Research Practice at TU Berlin dated 8 March 2017. https://www.tu.berlin/en/working-at-tu-berlin/important-documents/guidelinesdirectives/principles-for-ensuring-good-research-practice

I further declare that I have not submitted the thesis in the same or similar form to any other examination authority.

Berlin,   (date)

………………………………………………………………
Signature

9. You should inform us of any minor editorial changes or digressions from the agreed topic which we will then communicate to the examiners. In the event of more substantial changes, you are required to obtain written approval from the examiners and examination committee and provide this, at the latest when submitting your thesis.

We hope this information helps you observe the formal requirements and wish you every success with your thesis.

Your Examination Office