

**Department 18**  
Electrical Engineering and Information  
Technology



Fraunhoferstr. 4  
64283 Darmstadt  
Phone: +49 (0)6151 16-20211  
Fax: +49 (0)6151 16-20219

## Information on how to organise your final thesis

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

(Version: February 2nd, 2024)

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

### **Specified completion time<sup>1</sup>**

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)

#### a) **Bachelor's thesis**

etit, MEC, MedTec: 22 weeks (min. 12 weeks)<sup>2</sup>, iST: 26 weeks (min. 12 weeks)

#### b) **Master's thesis**

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: If the starting date of a Bachelor's thesis of 22 weeks is 3 May 2021, then 3 October 2021, a Sunday, would be the regular submission date. Consequently, 4 October 2021 becomes the official submission date.

### **Extension of the specified completion time**

Compliant to APB §23 (5) an extension of the completion time requires an application addressed to the Examination Board and 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 processing time, but by no more than:

---

<sup>1</sup> In exam regulations valid from 2014 the completion time is given in weeks.

<sup>2</sup> In the standard period of study, students complete 18 CP in addition to the Bachelor's thesis; the normal processing time is therefore 22 or 26 weeks; students who do not complete any other work during the Bachelor's thesis may complete the Bachelor's thesis full-time. For this reason, the processing time is reduced, which must be a minimum of 12 weeks.

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

### Illness<sup>3</sup>

If you become ill during the processing of your thesis, then you must submit a medical certificate within 3 calendar days in which you are declared unfit for work and examination for a precisely named period of time for health reasons determined by the doctor.

### Supervisors of final theses are active professors of the

- department 18 for degree programmes BEd/BSc/MSc etit, BSc/MSc MedTec<sup>4</sup>, MSc iCE, resp.,
- SB (study area) MEC (department 18 or department 16) for degree programmes BSc/MSc MEC,
- department 18 or department 20 for degree programmes BSc/MSc iST,
- SB ESE for degree programme MSc ESE.

### Requirements for the start of a thesis

- Bachelor's theses  
iST and MedTec: min. 120 CP, etit and MEC (PO 2014): min. 130 CP
- Master's theses  
min. 75 CP; possible „Auflagen“, issued in accordance with §17a APB  
iCE: In addition, the German course (in exam regulations 2014 both courses) must be passed.

### Registration formalities

Students cannot register their final theses in TUCaN themselves. Students (etit, ESE, iCE, iST, MEC, MedTec degree programmes) receive their confirmation of admission to a final thesis from the Office for Examination Management of department 18.

- Inform the examination management<sup>5</sup> by e-mail that you want to register your thesis, with the name of your supervisor and the subject area incl. contact details.
- If you meet the admission requirement(s) for the start of the thesis, the Examination Management will send a confirmation (admission) directly by e-mail to the department that is responsible for the registration of the thesis.
- Please note that the registration has to be done before/at the beginning of the thesis and has to be received by the start of the thesis must be received by the examination management, otherwise the thesis is invalid.

### External final theses

For final theses from outside department 18 or SB Mechatronics, the following additional requirements apply<sup>6</sup>:

- Supervision by an active professor of department 18<sup>7</sup> or SB MEC, respectively and approval from the

<sup>3</sup> We recommend using the online upload function at

[https://www.etit.tu-darmstadt.de/studieren/im\\_studium\\_etit/pruefungen\\_etit/attestformular.de.jsp](https://www.etit.tu-darmstadt.de/studieren/im_studium_etit/pruefungen_etit/attestformular.de.jsp)

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

<sup>5</sup> [pm@etit.tu-...](mailto:pm@etit.tu-...), [pm@mechatronik.tu-...](mailto:pm@mechatronik.tu-...), etc.

<sup>6</sup> For ESE these requirements are not valid, rather reside to top "Supervisors of final theses".

<sup>7</sup> For iST, a thesis may be supervised by professors from both FB 18 and FB 20.

---

chairperson of the examination board responsible. (§ 23 (4) APB)

- These 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](http://www.intern.tu-darmstadt.de/media/dezernat_ii/referat_iig/fuer_pruefende/merkblaetter/info_externe_abschlussarbeiten.pdf)

### 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.

### Returning a given topic

According to APB §23(6), a return is possible up to half of the scheduled processing time, but no more than 8 weeks after the start of the thesis. 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 of department 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 topic.
- Registering for this new thesis topic follows the same procedure as stated above.

### Submission

No later than the day of submission is made by:

- Upload an electronic version (PDF/A) in TUbama. Please note that the uploaded version must have the status "in visual examination" in TUbama to be counted as submitted.  
Note: TUbama is an archiving feature only!
- Submit (if asked for by examiner: printed) copies to the examiner compliant with the relevant requirements at the same time (i.e. do not submit them to the Examination Management of department 18!).
- Sending the signed Affidavit<sup>8</sup> to the Examination Management (see below for more information).

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 without marking it as 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 Examination Management is informed of your submission to TUbama.

---

<sup>8</sup> Template available here: [https://www.tu-darmstadt.de/media/dezernat\\_ii/referat\\_iig/formulare\\_vorlagen/pm\\_1/erklarungen/Erklaerung\\_zur\\_Abschlussarbeit\\_Vorlage-fuer\\_digitale\\_Abgabe.docx](https://www.tu-darmstadt.de/media/dezernat_ii/referat_iig/formulare_vorlagen/pm_1/erklarungen/Erklaerung_zur_Abschlussarbeit_Vorlage-fuer_digitale_Abgabe.docx)

---

### **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 (Full-time professor)
- Second examiner, incl. institute or research group<sup>9</sup>

### **Declaration of originality (Affidavit)**

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. A template can be found here: [https://www.tu-darmstadt.de/media/dezernat\\_ii/referat\\_iig/formulare\\_vorlagen/pm\\_1/erklaerungen/Erklaerung\\_zur\\_Abschlussarbeit\\_Vorlage.docx](https://www.tu-darmstadt.de/media/dezernat_ii/referat_iig/formulare_vorlagen/pm_1/erklaerungen/Erklaerung_zur_Abschlussarbeit_Vorlage.docx).

- For the version of the thesis that you upload to TUbama, also a signature is necessary. The English text of the statement may be omitted.
- In printed copies, the declaration must be signed by hand before submission.
- It is essential that you sign one copy of this declaration, scan it again and send this one page (scan) by e-mail to the examination management. This must also be done in due time (at the latest on the day of submission at the latest).

### **Seminar and grading**

The results and grades must be presented within six weeks following submission by sending both reviews to the Examination Management of department 18 (§ 26 (3) APB).

### **Number of permissible rewrites of final theses**

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

### **Final documents**

If the final thesis is the last examination event in your Bachelor’s or Master’s degree programme, then the Examination Management prepares the final documents after receipt of the two reviews. Otherwise it is recommended that you inform the Examination Management personally after completing the last examination, so that the final documents can be created promptly.

---

<sup>9</sup> Please name exactly one second examiner, if you want to list more than one person, please contact the examination management beforehand.