



# Information

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## on the submission of the final thesis

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Dear Student,

you have registered your final thesis.

If you fall ill during the processing time of your thesis, a medical certificate confirming your incapacity for work must be submitted to the Office for Student Affairs within three calendar days after issuance. More information is available through the Office for Student Affairs.

For the submission of your thesis, please follow the following process: Upload a digital version to the TUbama-portal (<https://tubama.ulb.tu-darmstadt.de>). We recommend testing the uploading process in advance. Detailed information is available through the TUbama-portal.

**IMPORTANT:** The signed declaration of academic integrity according to §22 (7) APB must be integrated into the thesis. **Additionally,** a copy of this signed declaration must be submitted via the contact form to the Office for Student Affairs by the deadline. Only then the submission of your thesis is complete.

A template for the declaration of academic integrity can be found at:

[https://www.tu-darmstadt.de/studieren/studierende\\_tu/studienorganisation\\_und\\_tucan/hilfe\\_und\\_faq/artikel\\_details\\_de\\_en\\_37824\\_de.jsp](https://www.tu-darmstadt.de/studieren/studierende_tu/studienorganisation_und_tucan/hilfe_und_faq/artikel_details_de_en_37824_de.jsp)

### **Bachelor: Conditional Enrollment in the master's Program:**

You are enrolled in both study programmes (Bachelor and Master) if:

- you have submitted your master's application by the due date (summer semester: March 15 / winter semester September 15) via BuZ by generating, saving and submitting your application as well as submitting it together with your bachelor's certificate application through the contact form
- you have finished at least 160 CP in your bachelor's programme (must be completed by April 30 when switching for the summer semester / by October 31 when switching for the winter semester)
- you can provide your completed bachelor's certificate within two semesters of conditional enrollment

**Important notice:** If you do not complete your bachelor's degree within the first two years of the master's program, you will be de-registered from the master's program. You cannot be conditionally enrolled again.

### **Bachelors: Transfer to the master's program**

If you are not conditionally enrolled in the master's programme, please note:

The Office for Student Affairs requires a certificate application for the bachelor's degree at the latest together with the application for the master's programme, which is by March 15 / September 15 to ensure a smooth transition into the master's programme.

It might be in your best interest to retroactively enroll in the master's program effective at the beginning of the semester (degree completion by October 31 / April 30 of the following semester). For this reason, we kindly ask you to submit your thesis no later than mid-October / mid-April to ensure that the 4,0-confirmation (passing grade confirmation) from the examiner is sent to the Office of Student Affairs immediately. If you plan a later submission of your thesis, please consult with us in advance.

### **Masters: Starting as a research assistant**

If you require a degree completion certificate before your official diploma is issued, the degree certificate application must be submitted six weeks before your employment begins. Two weeks before your employment starts, your final coursework, a 4,0 confirmation or a passed master's thesis must be reported to the Office of Student Affairs. Please inform us when you expect to complete your final coursework (exam or thesis) so that we can process it quickly.

### **De-registration**

If you have completed your studies, need to pause, or plan to transfer to a different university, please submit a de-registration request by October 31 or April 30 for the end of the respective semester. You can find the de-registration application in your TuCaN account under Service > Applications.

We recommend maintaining your student status until you have passed your final exams. After receiving your diploma, you can then request de-registration for the end of the semester. The number of subject-specific semesters or total university semesters is not recorded on your diploma or degree certificate.

*More detailed information can be found at:*

[https://www.tu-darmstadt.de/studieren/studieren\\_von\\_a\\_bis\\_z/artikel\\_details\\_de\\_en\\_41920.de.jsp](https://www.tu-darmstadt.de/studieren/studieren_von_a_bis_z/artikel_details_de_en_41920.de.jsp)

Thank you.

Your Student Affairs Office Mathematics

***For more details, visit our websites:***

#### **Study/Students/examination matters/Bachelor and Master programmes**

- Final theses and certificates
- Transfer Bachelor - Master