



General Guidelines for Drawing Up a Master thesis

An advice on your own account: Print your thesis at least one day before the deadline!

The deadline **has to be met** – (submission at the examination office) or the receipt stamp of TU Dresden has to be identical with the deadline of the thesis (if sent by mail)

1. The signed conceptual formulation is put **in front** of the thesis (**bound!**)
 2. The thesis has to be written on white paper in DIN A4, bound or filed in a binder, and has to be **submitted** (at least in duplicate) **to the examination office** by the student in time. **Outside** normal consultation hours, the thesis can be submitted every day **upon prior agreement**.
 3. Implemented guidelines have to be described so detailed that every expert can check them for correctness. Used formulae, coefficients and empirical values et cetera require a source citation. Physical values have to be indicated in measures of the International System of Units (SI).
 4. The quotation of citations and their identification have to be implemented consistently. The thesis must indicate clearly which knowledge the student gained himself and which was taken from literature. Thoughts taken from literature verbatim or in substance have to be marked clearly and their source has to be given.
 5. If the thesis results in knowledge which possibly could be protected, the responsible professor, who set the conceptual formulation, and, if necessary, the client, have to be informed before registering protective rights. Claims arising from protective rights are regulated by legal provisions.
 6. The thesis must contain:
 - the conceptual formulation, which must not exceed 2 pages and has to include essential problems of the thesis and specific clues for a scientific discussion;
 - an Abstract, which consists of no more than 20 lines
 - a **written declaration stating** that the thesis was made **independently without other sources**
 - and aids than indicated.
 7. In collaborative theses the student has to add a written declaration stating his/her part of working on the thesis.
- 8. Thesis has to be accomplished within 21 weeks (four months with immatriculation before 2018).**
8. In individual cases the deadline can be extended for **8 weeks Master (HSE)**. The student has to submit the application for extension in written form to the Chairman of the Examination Board (via the Examination Office) by not later than 4 weeks before the deadline. The application (informal) has to contain **a statement of the reason** and **the confirmation/signature of the responsible professor** (that also applies to certified sick students, a medical certificate does not extend the deadline automatically!). **Students with DAAD - scholarships can only extend the deadline under very special circumstances.**
 9. The automatic exmatriculation usually takes place at the end of the semester (31th March or 30th September). An exemption of this rule occurs, if the student does not want to wait for the exmatriculation ex officio and makes an application for exmatriculation (this is important for the job center!). The application can be found about https://tu-dresden.de/selma_
- 10. All scholarship students have to send one copy of their original certificate to the DAAD or other sponsors of their studies!**
11. We highly recommend having certified your official documents at the TU Dresden. Please find more information:
<https://tu-dresden.de/studium/im-studium/beratung-und-service/amtliche-beglaubigungen>
 12. For your **Master's Certificate** you have to **fill in an application form** of the examination office. There you have to decide whether you want to have disclosed possible surplus modules in your certificate.
<https://tu-dresden.de/bu/umwelt/hydro/studium/pruefungsamtdokumente>