

REGISTRATION

CHANGING THE TITLE OF YOUR MASTER'S THESIS

- Ask your primary supervisor if he or she accepts the new/changed title of your thesis;
- Inform the examination office of the change (and your supervisor in CC);

SUBMITTING YOUR MASTER'S THESIS

- The Master's thesis is to be submitted to the examination office within the deadline. **Two typed hardcover copies** as well as a **digital copy** (.doc(x)/pdf on a CD) must be submitted;
The examination office will approve (or deny) both of your hard copies and will send it to your supervisors. Be aware of the fact that it might take a couple of days (especially if your supervisor is not from TU Dresden);
- You must attach a **Statement of Authorship** to each copy (as one of the pages of your Master's thesis – first or last);
- Your supervisors have approximately **two weeks** to write the reviews. You can ask your supervisors if they can review it within a shorter period of time, but please respect their tight schedules and lack of time. Please do not wait until the last moment to submit your thesis if you know that you will need to pass the defense as soon as possible for reasons such as a job interview, the end of the semester approaching, a flight back home etc.
- It is absolutely **no problem** if you want to **submit your Master's thesis before the deadline**.

DEFENSE

- You can defend your Master's thesis **ONLY** if it has been passed! The examination office first needs to receive **confirmation** from **both supervisors** that the thesis has been passed!
- While waiting for the reviews, please **set the date** for your defense with both supervisors;

- **Inform the examination office** about the date (and place) of your defense. The examination office will help you book a room for the defense, if that is required;
- Please **fill out this FORM** and send it to the examination office. With this information, all OME students can be informed about your defense;
- You can use this **template**.
Tip: **Always prepare a PDF file** of your presentation in case the Power Point does not work – yes, it happens!!!
- Your **presentation can take a maximum of 20 minutes**.
After the presentation, the discussion will take place and you will be asked detailed questions about your Master's thesis;
- **Remember:** The defense is one of the exams and to be able to attend it, you need to be officially enrolled as a student of TU Dresden. If your defense takes place in the new semester, you still need to pay the semester fee as usual!

You can ask for **REIMBURSEMENT** (link) for the semester fee, although it takes time and effort to apply for it.

EVERYTHING READY?

You will need to wait approximately 6 weeks (or more) for your certificates after you have passed all of the examinations. If you need to leave Dresden after your defense, the certificates can be sent to you by post.

While you are waiting for your degree certificate, you can ask the examination office to write a **Letter** confirming that you have finished the OME Master's programme (in case you need it for your job, visa, internship, etc.).

After you are finished with your Master's thesis and defense, you can have a look at the evaluations of your thesis. The supervisors always put a lot of effort into preparing the evaluations. It might be very important in your future work and career to use that feedback.