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| Technische Universität Hamburg - Harburg, 21071 Hamburg  **Information on registering and  and submitting a Bachelor’s or**  **any other final degree thesis** | | **Central Examination Office** | |
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|  |  | | **As of: August 2012** |

**When REGISTERING for a degree thesis please note the following:**

⮚ To register for a final degree thesis you must first apply for admission. You will find application forms online. Please open the right form, print it out, fill it out, and sign it. Then send it to the Examination Office (you don’t need to hand it in in person).

⮚ For Bachelor’s theses only: According to the Subject-specific Part of the Course and Examination Regulations (FSPO), the time allowed for working on a thesis is nine weeks. If you are attending lectures, classes, or courses at the same time, your supervisor must specify the time to be allowed when you register for the thesis. It must not exceed six months. You must state in the application form whether you are attending classes at the same time. The only courses that count are those that are required for your Bachelor’s degree!

⮚ If you wish to write your thesis at a facility other than the university, you must submit an application to the Chair of the relevant Examination Board (Prüfungsausschuss). For this too you will find an application form online. Please open it, print it out, fill it out, sign it, and submit it to the Chair of the Examination Board. The application, and the Chair’s decision, must be with the Examination Office by the time you apply to register for your degree thesis at the latest.

⮚ The Examination Office will check the application, give its permission, and send the application form to your first examiner. You will be notified by e-mail and will then report to your first examiner for a final discussion to agree on your subject and on the time you are to be allowed to spend on writing your thesis.

⮚ Your first examiner will fill out the third part of the application form and send it to the Examination Office.

**When SUBMITTING a degree thesis please note the following:**

⮚ On the submission date at the latest, two copies of the thesis (for the first and the second examiner) must be submitted to the Central Examination Office in writing and bound. These two copies will be stamped. You will be given the ticket on which the grade you are awarded for the thesis will be noted; it will now contain a note that the thesis was handed in on time. You must hand both (one copy of the thesis and the ticket) to the first examiner yourself without delay. You must also hand the second copy of the thesis to your second examiner yourself without delay.

⮚ Theses must be bound. Perfect binding (gluing) is acceptable; ring binder binding will not be accepted.

⮚ The bound thesis must include a signed declaration (see Section 24 (5) ASPO) that the work is your own. Your supervisor is sure to be able to help you with the wording of this declaration.

⮚ Please bring with you when you hand in your thesis a copy of the cover sheet or title page.

⮚ Theses may only be submitted during opening hours. If your final submission date is on a day when the Central Examination Office is closed, come **during its opening hours** on the next day when it is open. In other words:

1) Submission date is on a Wednesday – new day for submission:  
 the following Thursday

2) Submission date is on a Friday or the weekend – new day for submission:   
 the following Monday.

⮚ For Bachelor’s and Master’s theses the thesis must also be submitted in electronic form (see Section 24 (5) ASPO). The best solution is to burn it onto a CD and glue the CD into each copy that you hand in.

*Hamburg University of Technology (TUHH)*

*Central Examination Office*