

Checklist for the delivery of a finished work

You have to hand in the following documents in the examination office:

- Three firmly-bond copies (eg. adhesive or clamp binding)
- A signed self-reliance declaration must be included in the work
- In addition, the work must be submitted on a disk (eg. CD) in an open file format (txt, doc, etc. not only pdf)
- A printout of the confirmation email you received after registering your thesis in the university bibliography
(<http://www.tu-ilmenau.de/ilmedia/hochschulbibliographie/meldeformulare/>)
- The completed form for submission of the thesis (first part)

! Please inform the Examination Office by email before you deliver your work!

Whats next?

- ➔ The reviews will be obtained by the examination office
- ➔ Make an appointment for your colloquium with your responsible lecturer
- ➔ At the colloquium, the usual protocol for oral examinations is used, which is submitted by the Chairman of the Commission to the examination office
- ➔ When the examination office has received all grades, you will receive a preliminary copy of your final certificate
- ➔ A failed thesis may be repeated once

Submission / Defence – Master’s Thesis

Last Name:	First Name:	Matr.-No.:
Date of Birth:	Place of Birth:	

Title:

The colloquium can be opened to the public.

 yes

 no

Ilmenau,.....

.....

Student’s Signature

The Master’s thesis was submitted to the examination office by the deadline.

 yes

 no

Three copies of the above-mentioned Master’s thesis have been given to the examination office.

 yes

 no

Registration number of the Master’s thesis

Ilmenau,.....

.....

Examination office Signature

The following are confirmed:

Chairman of the examination committee:.....

1. Reader:.....

2. Reader.

Ilmenau,.....

.....

Chairman, examination committee

The following have been placed in the examination committee:

The above mentioned readers

or:.....

Date of the colloquium (defense).....

The colloquium can be opened to the public.

 yes

 no

Ilmenau,.....

.....
 Chairman, examination committee

-> Please return this to the examination office