

## Checklist for the delivery of the finished work

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

- Three copies in a firm bond (eg adhesive or clamp binding)
- A signed self-reliance declaration must be part of 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)
- Printout of the confirmation email you received after register your thesis at the university bibliography  
(<http://www.tu-ilmenau.de/ilmedia/hochschulbibliographie/meldeformulare/>)
- The filled form for submission of the thesis (first part)

**! Please announce the delivery a few days before to the Examination Office by mail!**

Whats next?

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

### Submission / Defence – Master’s Thesis

<b>Last Name:</b>	<b>First Name:</b>	<b>Matr.-No.:</b>
<b>Date of Birth:</b>	<b>Place of Birth:</b>	

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