

## **TIPS and INSTRUCTIONS**

## **what to do after the defense of the Master's Thesis**

### **1. Exiting the faculty**

- You will find the form for exiting the faculty on the examination board's homepage.
- Please, fill out the form and print it.
- You have to collect the signatures of your supervisor and the lab management.
- Do not forget your own signature.
- The next step is to hand in the form to the examination board.

### **2. Application form for exiting the university**

- The appropriate form is available at Studenten Sekretariat (ASC), in your examination office or online.
- Please, fill out the form and collect the necessary signature (library).
- Finally, hand in the form to your examination board.

Please note: You can keep your status as student until the end of the semester (enter the exit date appropriately).

### **3. How can I get my certificates?**

- After all requirements have been met and received by the examination board, the final grade will be calculated.
- You will be sent a preliminary certificate concerning your degree (pick-up is also possible).
- A transcript form will be made and sent to you via post (pick-up is also possible).
- Please check the information on the certificate. Finally, contact the examination board via telephone or email, and either confirm or change your information.
- At the given time, you will be invited to a graduation celebration (this date will already be posted in your preliminary certificate).
- Sign up accordingly via the TU Ilmenau's ALUMNI webpage!
- Enjoy the graduation celebration with your family!

You are only allowed to pick up your degree after this date, or have your degree picked up by someone else after this date under extenuating circumstances