Information sheet
Writing, formatting and submitting your final thesis

Writing, formatting

➢ *Can I take a leave of absence while writing my thesis?*
  o No.

➢ *Does the School have guidelines with regard to the formatting, number of pages, type of binding, etc.?*
  o No. Please discuss this in advance with your supervisor.
  o You can download a suggested cover page and the Declaration of Authorship form from our website on [http://www.wi.tum.de/programs/downloads/](http://www.wi.tum.de/programs/downloads/). You are welcome to use the cover page of the Chair where your thesis is being supervised as long as it contains the same information as our suggested cover page.

➢ *I am writing my thesis in German. Do I have to provide an English title, too?*
  o Yes.

➢ *The title of my thesis has changed since I started working on it. What should I do?*
  o If the title of your thesis changes significantly while you are writing it, your supervisor must confirm to us by email that he or she agrees to the change of title and that the topic of the thesis has not changed. If the change in title is only minor, you do not have to let us know and your supervisor does not have to write to us to confirm this.

Submission

➢ *Do I have to be officially registered as a student of the School when I submit my thesis?*
  o Yes.

➢ *How many copies do I need to submit?*
  o Three bound copies.

➢ *Do I have to submit an electronic version, too?*
  o The Administration does not require a digital version.
If your supervisor wishes you to provide an electronic version, please discuss the details with him or her.

- **Can I send a scan of the Declaration of Authorship?**
  - No. A scanned signature is not valid.

- **Can I submit the thesis before the submission deadline?**
  - Yes.

- **If the submission deadline falls on a weekend or holiday, when should I submit my thesis?**
  - On the next working day (Monday to Friday) at the latest.

- **Where should I hand my thesis in?**
  - To the relevant person in the Grades and Examinations Office (Room 1566). Please note the office hours.
  - On no account should you hand your thesis in to your supervisor, office management or the Examination Office.
  - The Grades and Examinations Office will pass copies on to your supervisor.

- **Where should I hand my thesis in after 4 p.m. Monday to Friday or on a weekend or holiday?**
  - Please put it in a suitable envelope and hand it in at the main gate on Arcisstrasse 21.
    - In advance, get an address label from the relevant person in the Grades and Examinations Office and stick it on the envelope.
    - In advance, get a "Permission to view this thesis" declaration form from the relevant person in the Grades and Examinations Office, fill it in, and put it in the envelope with your thesis.

- **Can someone else submit my thesis for me?**
  - Yes. They do not require special authorization.
➢ Can I submit my thesis by post?

 o Yes, but we advise against it. If you do submit by post, you should send your thesis to the following address:

 Technische Universität München
 TUM School of Management Administration (Room 1566)
 Arcisstrasse 21
 80333 Munich

 o Please note: The submission date is considered the date on which your thesis actually reaches us in the Grades and Examinations Office.
 o In advance, get a "Permission to view this thesis" declaration form from the relevant person in the Grades and Examinations Office, fill it in, and include it with your thesis.

➢ What date is considered the "examination date"?

 o The date on which you actually submit the thesis, not the date of the grade announcement.

➢ What semester does the grade for the thesis count in?

 o The grade for the thesis counts in the semester in which you submit it (Summer Semester: April 1 to September 30; Winter Semester: October 1 to March 31). No exceptions are possible.

➢ The thesis is my final exam. Do I still have to be officially registered as a student on the date when the grade for the thesis is announced?

 o No.
Questions? Contact:

For office hours, see
Bachelor: http://www.wi.tum.de/contact/#undergraduate-programs
Master: http://www.wi.tum.de/contact/#graduate-programs

Grades and Examinations Office

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