

## Information sheet

### Writing, formatting and submitting your final thesis

#### Writing, formatting

- **Can I take a leave of absence while writing my thesis?**
    - No.
  
  - **Does the School have guidelines with regard to the formatting, number of pages, type of binding, etc.?**
    - No. Please discuss this in advance with your supervisor.
    - You can download a suggested cover page and the Declaration of Authorship form from our website on <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?**
    - Yes.
  
  - **The title of my thesis has changed since I started working on it. What should I do?**
    - 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.
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#### Submission

- **Do I have to be officially registered as a student of the School when I submit my thesis?**
  - Yes.
  
- **How many copies do I need to submit?**
  - Three bound copies. The two copies meant for the supervisor will be passed on by the Grades and Examination Office.
  
- **Do I have to submit an electronic version, too?**
  - 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. The digital version can be submitted together with the printed version at the Service Point. All your documents will be passed on.
  
- **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?**
  - At the Service Point of the TUM School of Management (room 1554).
    - Mon - Fri from 9:00-12:30 / 13:30-16:00
  - **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 on copies 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.
    - Use the address label which you can obtain on request from the Service Point or via mail from the relevant person in the Grades and Examinations Office.
    - In advance, get a "Permission to view this thesis" declaration form from the relevant person at the Service Point or in the Grades and Examinations Office, fill it in, and put it in the envelope together with your thesis.
  
- **Can someone else submit my thesis for me?**
  - Yes. A special authorization is not required.

➤ **Can I submit my thesis by post?**

- Yes, but we advise you to hand it in in person. If you do submit by post, you should send your thesis to the following address:

Technische Universität München  
TUM School of Management  
Grade Management Bachelor **or** Master  
Arcisstrasse 21  
80333 Munich

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

➤ **What date is considered the "examination date"?**

- The date on which you actually submit the thesis at the Service Point or portal, not the date of the grade announcement or the latest closing date.

➤ **In which semester is the grade for the thesis credited?**

- All final theses that are submitted within the first week after the beginning of the lectures will be taken into account for the previous semester. Please inform yourself about the dates of the semester on our homepage:  
<https://www.tum.de/nc/en/studies/application-and-acceptance/dates-and-deadlines/dates-and-deadlines-17/>. Deadline is on Sunday even though you might be allowed to hand it in on Monday!
- **Please note: For the submission of your final thesis you officially have to be registered as a student even if it is assigned to the previous semester.**

➤ **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?**

- 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***

***Bachelor's Program/Diploma***

[npv\\_bachelor@wi.tum.de](mailto:npv_bachelor@wi.tum.de)

***Master's Programs***

[npv\\_master@wi.tum.de](mailto:npv_master@wi.tum.de)

***Academic counseling***

***Bachelor***

[studentcounseling\\_bachelor@wi.tum.de](mailto:studentcounseling_bachelor@wi.tum.de)

***Master***

[studentcounseling\\_master@wi.tum.de](mailto:studentcounseling_master@wi.tum.de)