

Extension of deadlines for Master's theses submissions in Mechatronics

Requests for an extension of the submission deadline of the Master's thesis, or other major projects, are only possible for valid and documented reasons. Any request is to be sent to the Chair of the Examination Board and the "Prüfungsamt". It must include:

1. Your full name and matriculation number
2. Start date and your current submission deadline of your thesis
3. The length of extension you are requesting
4. A precise and complete explanation of the circumstances including sufficient proof where necessary (details below).
5. Your supervisor's name and which examination regulations apply to you (e.g. Fachprüfungsordnung Mechatronics (FPO-M) 2023/24).

Please note, that only the official examination regulations (Rahmenprüfungsordnung für Masterstudiengänge (RPO-M) and the Fachprüfungsordnung FPO-M) are legally binding. The explanations given below are for guidance only and are not legally binding. For other possible reasons for an extension, please consult the FPO-M and the RPO-M or contact the Prüfungsamt directly.

Illness

If you are unable to work on your thesis due to illness, you must submit a medical certificate ("Krankschreibung") immediately. According to § 15 (2) of the Rahmenprüfungsordnung für Masterstudiengänge (RPO-M), you must notify the Prüfungsamt of the illness without undue delay, which in practice means within three working days after the illness begins. If you are outside Germany, you can submit a certificate from a local doctor, but it must include an English translation. Retroactive medical certificates are generally not accepted. A medical certificate typically covers a future period. For example, a doctor may certify that you are unfit to study for the coming two weeks. If your illness continues beyond this period, you must see the doctor again and submit a new certificate. Certificates submitted weeks after the illness began are normally not accepted, unless you were objectively unable to contact the university (for example, in the case of a severe accident or hospitalization).

Death of a Relative

The death of a close relative is a deeply distressing and painful event. We understand that such a loss can cause severe emotional strain and make it very difficult to focus on academic work. If you are in such a situation, we strongly encourage you to seek emotional and psychological support, and, if necessary, medical advice.

If a close relative dies, you may apply for an extension of the thesis deadline. You must send a copy of the death certificate to the Prüfungsamt, and if it is not in German or English, you must also send a translation. If the deceased person is not a first-degree relative (parent or child), you must also provide a short explanation of why the relationship was particularly close (for example, grandparents who raised you for many years). Extensions based on the death of a relative are usually for a few days or weeks at maximum, depending on the situation. If the bereavement has caused serious emotional distress that prevents you from working on your thesis, you should consult a doctor and submit a medical certificate for illness as described above.

Technical Problems

Requests for an extension due to technical problems (software, hardware, or data access issues) are only accepted in exceptional cases. You must show that the problems were serious, could not have been expected in a normal thesis project, and were not caused by missing knowledge or poor planning. Your request must include a precise and dated description of the problems (for example, log files, screenshots, or email evidence), an explanation of why they are beyond normal risks, and evidence that they occurred well before the submission deadline. Be aware that you are typically expected to use the final month of your thesis mainly for writing and for minor adjustments. If massive technical problems occur during this final month, this is usually a sign of poor planning rather than a valid reason to extend the thesis deadline. You should also be able to demonstrate steady progress throughout the thesis period. For example, if you report severe technical issues after three or four months of work, you must show that you already had substantial results by that time. Otherwise, the problem is likely related to inadequate planning and cannot justify an extension.

In addition, your supervisor must confirm in writing when you first reported the problems and what advice they gave you at that time. Problems that are solved within one or two weeks are considered part of normal thesis work and do not justify an extension. Serious problems should be reported to your supervisor as soon as possible, typically a few weeks after they first appear and when you realize that the problem is serious; not only shortly before the submission deadline.