

To the Examination Board for the Bachelor's degree programmes (B.Sc.) and Master's degree programmes (M.Sc.) of the Faculty of Engineering

Application for an extension of the time required to complete the Master Thesis

Important information on the application process

- **General:**
An application for an extension of the working period of the thesis can have different reasons, most common are illness (to be proven/supported with a medical certificate) or technical reasons (to be proven and supported with a statement by the first examiner).
- **Extension due to illness:**
Complete the form and attach a medical certificate which states the symptoms of your illness as well as the duration of the sick leave. The extension may not exceed a total of half of the original processing time. The application must be submitted immediately after the medical examination took place.
- **Extension for technical reasons:**
Fill in the form and give detailed reasons (use another sheet if necessary). Supporting documents should be enclosed if necessary. It is mandatory that your first examiner gives a statement on your application. Without a statement from your first examiner, your application will be rejected by the Board of Examiners. The total extension may not exceed half of the original processing time. The application must be submitted immediately.
- **Extension for other reasons:**
Fill in the form and give detailed reasons (use another sheet if necessary). If necessary, enclose supporting documents. The extension may not exceed half of the original processing time. The application must be submitted immediately.
- **How to submit the application form:**
The application for an extension must be made exclusively via this form. Please submit the application form to the Examinations Office either by post (Technische Fakultät, Prüfungsamt, Georges-Köhler-Allee 101, 79100 Freiburg), e-mail (pruefungsamt@tf.uni-freiburg.de) or by dropping it in the letterbox outside the Examinations Office (Building 101 on the TF-Campus). Your application will then be forwarded to the Board of Examiners.
- **How will I be notified about the outcome of my application?**
After a decision has been reached by the Board of Examiners you will receive an official notification by post to your postal address stored in HISinOne.
- **General information:**
For more information about the thesis (including information about the assignment and supervision), please visit our website at: <https://www.tf.uni-freiburg.de/en/studies-and-teaching/a-to-z-study-faq/thesis>

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|--|---|
| Matriculation Number | |
| Surname, Name | |
| E-Mail-address (if different from HISinOne) | |
| Which study programm are you enrolled in? (please tick) | <input type="checkbox"/> Computer Science <input type="checkbox"/> Microsystems Engineering <input type="checkbox"/> Embedded Systems Engineering <input type="checkbox"/> Sustainable Systems Engineering <input type="checkbox"/> Solar Energy Engineering |
| Name of first examiner: | |
| I request an extension of... (please specify duration) | |
| Reasons for extension (please tick) | <input type="checkbox"/> Medical reasons (please attach medical certificate) <input type="checkbox"/> Technical reasons (please state the reasons and attach the relevant supporting documents; use another sheet if necessary): <input type="checkbox"/> Other reasons (please state the reasons and attach the relevant supporting documents; use another sheet if necessary): |
| (Obligatory) statement by the first reviewer on the technical reasons: | |
| | |
| ----- Place, date | ----- Signature first examiner |
| I hereby apply for an extension of the processing time for my thesis for the reasons stated above. | |
| ----- Place, date | ----- Signature student |