

## Application for an Extension of the Master's Thesis Deadline, Mechatronics

Name: .....

Student ID No.: ..... Supervisor: .....

Current submission deadline: .....

Date on which the reason occurred / was noticed: .....

I hereby apply for an extension of the submission deadline for my master's thesis by the following period: .....

**Reason**, short (please refer to the information sheet; attach further details, explanations and supporting documents, e.g. screenshots or certificates, on a separate sheet):

Signature and date (applicant): .....

----- Not to be filled by the applicant -----

The application is accepted. New submission deadline: .....

Signature and date (Chair of the Exam. Board): .....

Signature and date (Examinations Office): .....

# Information Sheet: Extension of Deadlines for Master's Theses in Mechatronics

Any request must be sent to the Chair of the Examination Board and the Examinations Office ("Prüfungsamt").

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. Your reason must include a precise and complete explanation of the circumstances, including sufficient supporting evidence where necessary; see the details below.

Please note that only the official examination regulations applicable to the programme 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 applicable examination regulations 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") without undue delay. In practice, this usually 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 should be understandable to the university, for example in German or English. 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 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 should be able to show that you already had substantial results by that time. Otherwise, the problem is likely related to inadequate planning and may not justify an extension.

In addition, a brief written statement from your supervisor may be helpful, for example indicating when you first reported the problems and what advice you received at that time. Problems that are solved within one or two weeks are considered part of normal thesis work and typically do not justify an extension. Serious problems should be reported to your supervisor as soon as possible, and an application for deadline extension should be asked for as soon as possible (even if the problem is ongoing). “As soon as possible” typically means a few days after the problems first appear and when you realize that the problem is serious, not only shortly before the submission deadline.

Version 1.4 (30 March 2026)

Prof. Dr. Jöran Beel, Chair of the examination committee