

Information on completion

May 2018

Student Support Service Department
& International Office

De-registration will be at the end of the semester of the last examination. An earlier de-registration after passing the final examination is possible on application. The application can be made informally. Retrospective application is not possible.

Upon de-registration, the authorisation to travel with the semester ticket will expire and the Green Card must be returned to the Student Support Services department.

-- The statutory health insurance fund will be informed by the university of the date of de-registration.

If you complete your studies at the end of the summer semester (31.08.) respectively of the winter semester (28.02.), kindly note that all examination results, including the assessment of the final thesis and possibly the defence report, must be received by the Student Support Service Department & International Office at the latest by 31.08.(summer semester) respectively 28.02. (winter semester). If you are unable to comply with this deadline you must re-register for the following semester.

The final certificate and the document will be issued contemporary in the Student Support Service Department & International Office as soon as the assessments and possibly the grade of the defence of the Bachelor/Master's thesis are available, and if all other performances required under the examination regulations have been provided and assessed. During the lecture-free period, there may be delays as regards signature of the certificates and documents.

The control slip must be handed in to the Student Support Service Department & International Office prior to handing out of the document and the certificate. The form is available at the office of this department or can be downloaded from the website. If you are unable to collect the certificate personally, please leave a sufficiently-stamped and addressed DIN-A4 envelope with us or authorise a person.

Kindly note that, under the framework examination regulations, the final thesis must be registered by the end of the last semester of the official study period, unless other deadlines are laid down in the respectively applicable examination regulations. In justified exceptions, the examination committee can approve an extension of the deadline on application.

A small note at the end: The Career Service provides assistance for Career entry. Find out more about the free offers (e. g. consultations and workshops) of the Career Service and take advantage of this opportunity, so that you succeed well the entry into working life.

Good luck on completing your degree!

Your Student Support Service Department & International Office