



Information on submitting an application for the diploma examination in Building Science and Environment (066 444)

1) Submitting an application for the award of a Master's degree via TISS (degree completion)

All compulsory courses, the diploma thesis and the examination board diploma examination (120 ECTS credits) as per the current curriculum must be completed in order to obtain the academic degree of *Diplom-Ingenieur:in (Dipl.-Ing.)*.

You should submit your applications for the award of your Master's degree online under [Studienabschluss](#) (degree completion) using your TU account. The portal for submitting applications is open on the **submission days for the relevant diploma examination date** (see the PDF showing examination dates).

Check your personal details and, if anything needs to be changed, contact the Admission Office so that this can be done **before** your application is submitted.

Please also email thomas.baitar@tuwien.ac.at **immediately after** submitting your application, attaching all the following forms, **completed** and **signed**:

- Registration for the diploma examination
- Confirmation of admission from the examination board (can also be provided via email) *)
- The information sheet for authors of university theses (name and title of thesis)
- The "Statistics Austria" confirmation
- Any recognition confirmations, Erasmus confirmations or admission confirmations or
- evidence of courses taken at other universities (free-choice electives) if not included on your transcript of records

Name your examiners for your Master's degree (thesis supervisor, second and third examiners (we choose the chair). Examination subjects must be listed as per the professors' list.

The examination subjects must be listed as shown on the list. Overview of professors and lecturers.

Guidelines for choosing examiners:

The examiners must come from different fields of research and cover different examination subjects and should ideally be chosen from amongst the ranks of the Faculty of Architecture and Planning. If one of the examiners is an external examiner or an assistant with a doctorate, you will need special permission from the Dean of Studies, Associate Prof. Dipl.-Ing. Dr.techn. Alireza Fadai (no more than one assistant or one external examiner permitted).

*) All examiners must be present in **person** on the chosen examination date and provide their **written consent** on the form (confirmation of admission from the examination board). Consent can also be given by email, in which case it is to be submitted together with the other forms when the application for the award of the Master's degree is made.

If examiners are not present at the chosen time, different examiners must be drafted in instead or another date selected for the examination.

No ad hoc dates will be offered.

After the applications for the award of Master's degrees have been processed, you will receive an email with the submission times for your hardcopy thesis and an OwnCloud link for uploading your electronic copy.

2) Submitting your Master's thesis

Bring a **flap file** with you (to hold your documents) and write your **name** on it (in the bottom right-hand corner).

Follow the guidelines for your diploma thesis:

- Your thesis must be submitted bound with your name on the spine.
- Spiral-bound, loose-leaf-bound and stapled theses will **not** be accepted.
- You are free to choose your own design of binding (colour, material, single- or double-page).
- The preferred formats are A4 and A3 (landscape only), although intermediate sizes are also permitted.
- The **“Instructions on writing a diploma thesis”** (form) must be followed for the first page of your thesis.
- The second page must contain an abstract in German and English.

Please note: the title of the thesis entered in the TISS data record must match that of the bound copy. Contact your supervisor if you need to make any changes. **(An incorrect title in TISS or any typos will be mentioned on your degree certificate.)**

Please be aware that you will **not** be able to swap your diploma thesis at a later date. The copy that you submitted when you registered will be passed on to the TU Library.

Your thesis will be checked for potential plagiarism after you have submitted your electronic copy. If any suspected plagiarism is identified before the diploma examination dates are published, the Vice Dean of Studies will inform you of the next steps.

3) Putting together the examination timetable

The examiners are contacted and say when they are available. The examination timetable is then put together on this basis.

Please keep the whole of every day free in each case as you will not be able to specify when you would like your examination to take place (which day, morning or afternoon).

No ad hoc dates will be offered.

4) Publishing the diploma examination dates

The examination timetable will be emailed to the candidates and examiners on the day it is announced and published on the [faculty's home page](#). You will be told everything you need to know, including the time and venue for your examination.

Diploma examinations are public events and thus open to an audience without any restrictions.

5) Exhibition

There will be an exhibition of your models, with details to be provided by the Vice Dean of Studies in good time.

Please indicate on your admission form whether **or** not you would like to take part in the exhibition. Discuss this with your supervisor.

If you do not indicate a preference, you will be automatically deregistered from the exhibition!

6) On the day of the examination

Bring your own laptop (with an HDMI port) plus an adapter if it is an Apple Mac. The Dean's Office cannot provide any laptops or adapters.

The diploma examination lasts an hour in total:

- Around 15–20 minutes for you to present your diploma thesis
- Around 10 minutes for each of the examiners to ask questions
- 10 minutes to discuss your grades

Times can vary slightly and will be managed by the secretaries (chair).

7) Documents and collection:

The Dean's Office will give you the following documents, **which have legal force:**

- Confirmation of your academic degree (Dipl.-Ing.) in German and English
- A degree certificate in German
- A diploma supplement (transcript of records) in German and English

These will take around two weeks to issue depending on when your grade for your diploma thesis is entered in TISS (by your supervisor) and when the Dean of Studies provides their signatures. Processing may take longer during the lecture-free periods (semesters, Easter, “bridge days” either side of public holidays, etc.).

You will receive an email from the Dean's Office telling you to collect your documents.

8) Graduation ceremony (“Sponion”)

Graduation ceremonies are held in October, January and May. Dates will be announced in the overview. You will receive an email after your diploma examination about signing up for the graduation ceremony.

9) Grace period

Diploma examination dates in **MARCH** and **OCTOBER** are counted as having happened in the previous semester. This means that students who sit their examination within this period will not need to pay tuition fees for a whole new semester.

All the best for your examination!

Office of the Dean of Studies for Architecture and Planning
Thomas Baitar
thomas.baitar@tuwien.ac.at
58801/25011

EXAMINATION DATES FOR THE MASTER'S PROGRAMME IN ARCHITECTURE AND BUILDING SCIENCE AND ENVIRONMENT

2024/2025 ACADEMIC YEAR	OCTOBER 2024	NOVEMBER 2024	JANUARY 2025	MARCH 2025	APRIL 2025	JUNE 2025
Submission of application for the award of a Master's degree via TISS and submitting the forms (see https://ar.tuwien.ac.at/en for information)	13.09.2024 to 17.09.2024	17.10.2024 to 21.10.2024	29.11.2024 to 03.12.2024	06.02.2025 to 10.02.2025	06.03.2025 to 10.03.2025	08.05.2025 to 12.05.2025
Diploma thesis submitted to Dean's Office	30.09.2024 to 02.10.2024	04.11.2024 to 06.11.2024	09.12.2024 to 11.12.2024	18.02.2025 to 20.02.2025	17.03.2025 to 19.03.2025	26.05.2025 to 28.05.2025
Examination timetable announced (https://ar.tuwien.ac.at/Aktuelles/Termine)	15.10.2024	19.11.2024	07.01.2025	04.03.2025	01.04.2025	07.06.2025
DIPLOMA EXAMINATION	Tue 22.10.2024 Wed 23.10.2024 Thu 24.10.2024	Tue 26.11.2024 Wed 27.11.2024 Thu 28.11.2024	Tue 14.01.2025 Wed 15.01.2025 Thu 16.01.2025	Tue 11.03.2025 Wed 12.03.2025 Thu 13.03.2025	Tue 08.04.2025 Wed 09.04.2025 Thu 10.04.2025	Tue 24.06.2025 Wed 25.06.2025 Thu 26.06.2025 Fri 27.06.2025
Graduation ceremony (you will receive a separate email about signing up for the graduation ceremony)	held on 15.01.2025		held on 14.05.2025			held on 16.10.2025



architektur +
raumplanung

REGISTRATION FOR THE DIPLOMA
EXAMINATION
IN BUILDING SCIENCE AND
ENVIRONMENT
(E 066 444)

Surname and first names:

Student ID number:

Examination date (month/year):

Date

Signature



Admission confirmation from the examination board *)

Surname and first name: _____

Examination date: _____

Supervisor: _____
(Name)

(Signature of supervisor)

Exhibition (to be discussed & decided on with your supervisor)

NO YES

(Date)

Second examiner:

(Name)

(Signature of second examiner)

(Date)

Third examiner: _____
(Name)

(Signature of third examiner)

(Date)

*) You will need recent confirmation from your examiners that they will be present on the diploma examination date selected for you (signature and date). They can also provide this by email.

If examiners are **not present at the chosen time**, **different examiners** must be drafted in instead or **another date** selected for the examination.

Information sheet for authors of university theses

Title of university thesis:

Pursuant to sections 42 and 42a of the Austrian Copyright Act (Urheberrechtsgesetz) of 1936, as amended, I hereby acknowledge the following:

The hardcopy version of my university thesis will be **placed, made generally accessible and thus made public** in the TU Wien University Library (as well as in the Austrian National Library if it is a doctoral thesis).

1. The University Library may, without the author's consent, produce individual copies for its own use insofar as the university thesis has been published but has not yet appeared or is out of print. Likewise, individual copies may be produced on request for the personal use of another person free of charge or, including for a fee in this case, by means of photocopying or other reprographic processes.
2. If the university thesis has already been published (i.e. has already been brought into circulation by means of printing or another reproduction process) and is not yet out of print, the University Library may, without the author's consent, produce individual copies of parts of it for its own use. Likewise, individual copies of parts of the university thesis may be produced on request for the personal use of another person free of charge or, including for a fee in this case, by means of photocopying or other reprographic processes. (If the reproduction is made for personal use by being copied out, a published work that is not yet out of print may also be reproduced in its entirety without the author's consent.)
3. In the Directive of the Vice Rector for Academic Affairs concerning the electronic submission requirement for theses (doctoral theses, diploma theses, Master's theses) at TU Wien (see University Gazette 2013, no. 14, 19 June 2013), University management agreed that, in addition to the hard copy, an electronic copy (PDF document, PDF/A or PDF from version 1.4 upwards) would be required, which must be uploaded to TISS. University theses are to be made available to the public via a TU Wien University Library server provided that no block on use applies and the author has given their consent. The author retains copyright to the thesis; it may still be published by a publisher in printed form at a later date. The recording of the bibliographic data on the university publication, the uploading of the electronic version and the submission of the declaration of consent are all done electronically in TISS.
4. The university thesis must be entirely the candidate's own work; no sources and auxiliary means other than those indicated may be used.

I confirm that I have not previously submitted this university thesis as an examination paper in Austria or abroad in any form whatsoever.

Date

Signature

Instructions on writing a diploma thesis (in German or English)

First page: The TU logo is available on the [faculty's home page](#).



DIPLOMARBEIT
(Diploma Thesis)

Title (Diplomarbeit)
(Diploma Thesis)

ausgeführt zum Zwecke der Erlangung des akademischen Grades
Diplom-Ingenieur / Diplom-Ingenieurin eingereicht an der TU-Wien,
Fakultät für Architektur und Raumplanung

Submitted in satisfaction of the requirements for the degree of Diplom-
Ingenieur / Diplom- Ingenieurin
at the TU Wien, Faculty of Architecture and Planning

von/by

First name Surname
Student ID number

Supervisor:
Co-supervisor(s) (as per TISS):
Department
Research field TU Wien
Karlsplatz 13, 1040 Vienna, Austria

Vienna, on

handwritten signature

Second page: Abstract in German and English (at least 1,000 characters including spaces). Please also email your supervisor a copy of this abstract.



Back cover

Front cover

SPINE

STATISTICS AUSTRIA

The form entitled
“Survey on study-related stays abroad UHStat2” must be filled in
on the Statistics Austria website at
www.statistik.at/uhstat/uhstat2/

in order to complete your Master’s Programme.

If you did not spend any time abroad, you can indicate this on the questionnaire by ticking the appropriate box.

If you do not have an Austrian social security number, use the replacement code from your student record sheet (under “Sozialversicherungsnummer” (social security number)).

The Dean’s Office is required to collect the confirmation.

Thank you very much!

The Office of the Dean of Studies