

## Information on submitting an application for the diploma examination in Spatial Planning (066 440)

### 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 [burgeth@tuwien.ac.at](mailto:burgeth@tuwien.ac.at) **immediately after** submitting your application, attaching all the following forms, **completed** and **signed in a PDF file with your surname and first name**:

- 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).

#### **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. Thomas Dillinger (no more than one assistant or one external examiner permitted).

**Authorisation from the Dean of Studies must be obtained before registering for the diploma examination.**

\*) 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.**

If the above-mentioned points are **not fulfilled** during the submission period (according to the diploma deadline overview), registration for the diploma examination is **not** possible.

### 2) Information on processing the Master's application, OwnCloud and plagiarism check

Once the Master's application has been processed, you will receive an email with the submission times for the bound diploma book and a link to OwnCloud for uploading your digital diploma thesis and further information on the plagiarism check.

### 3) 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.

### 4) 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.**

### 5) 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.

### 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 ("Sponsion")

The graduation ceremony dates can be found under the diploma examination dates.

You can register using the 'Participation in the graduation ceremony' form.

You will then receive an e-mail with further information.

### 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

Patricia Burgeth

[burgeth@tuwien.ac.at](mailto:burgeth@tuwien.ac.at)

58801/25004

## EXAMINATION DATES FOR THE MASTER ´S PROGRAMME IN SPATIAL PLANNING

2024/2025 Academic Year	OCTOBER ´25	NOVEMBER ´25	JANUARY ´26	MARCH ´26	APRIL ´26	JUNE ´26
Master application (TISS) <a href="#">Information to the application</a>	05.09.2025 to 08.09.2025	10.10.2025 to 13.10.2025	28.11.2025 to 01.12.2025	13.02.2026 to 16.02.2026	13.03.2026 to 16.03.2026	08.05.2026 to 11.05.2026
Diploma thesis submitted	15.09.2025 to 17.09.2025	20.10.2025 to 22.10.2025	09.12.2025 and 10.12.2025	23.02.2026 to 25.02.2026	23.03.2026 to 25.03.2026	18.05.2026 to 20.05.2026
<a href="#">Examination timetable announced</a>	07.10.2025	11.11.2025	20.01.2026	17.03.2026	14.04.2026	02.06.2026
<b>DIPLOMA EXAMINATION</b>	<b>Tue 14.10.2025</b>	<b>Tue 18.11.2025</b>	<b>Tue 27.01.2026</b>	<b>Tue 24.03.2026</b>	<b>Tue 21.04.2026</b>	<b>Tue 09.06.2026</b>
Graduation ceremony	held on 14.01.2026		held on 20.05.2026			held on 14.10.2026

May 2025

Associate Prof. Dipl.-Ing. Dr.techn. Thomas DILLINGER  
 Vice Dean of Studies



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REGISTRATION FOR THE DIPLOMA  
EXAMINATION  
IN SPATIAL PLANNING  
(E 066 440)

Surname and first names:

Student ID number:

Examination date (month/year):

Date

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Signature



## Admission confirmation from the examination board \*)

Surname and first name:

Examination date:

Supervisor:

\_\_\_\_\_  
(Name)

\_\_\_\_\_  
(Signature of supervisor)

\_\_\_\_\_  
(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



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## **STATISTICS AUSTRIA**

The form entitled  
“Survey on study-related stays abroad UHStat2”  
must be filled in on the [Statistics Austria website](#) at  
in order to complete your Bachelor’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





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### **FORM**

#### **'Participation in the graduation ceremony'**

Please provide the following information if you wish to attend the graduation ceremony:

Name (block capitals):

Matriculation number:

Graduation date:

Time: 10:00 a.m.

You will be awarded a diploma at the graduation ceremony; this diploma has no legal validity.

You will receive the legally valid documents directly from the Dean's Office after the diploma examinations.

A one-off payment of 18 euros is required for the graduation ceremony. You will receive account details and further information by e-mail after you have completed your examination registration.

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

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

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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

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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**

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

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Back cover

The diagram illustrates the layout of a book cover. It features a central vertical grey bar representing the spine. To the left of the spine is the back cover, and to the right is the front cover. Both covers are white and are enclosed by a thin green border. The entire assembly is framed by a thin red border. The text 'Back cover' is centered on the left side, 'Front cover' is centered on the right side, and 'SPINE' is written vertically on the central bar.

Front cover

SPINE