

EXAMINATION OFFICE

Academic Department Head

Otto-von-Guericke-Universität Magdeburg, Postfach 4120, D-39016 Magdeburg

Otto-von-Guericke-Universität Magdeburg
Postfach 4120
D-39016 Magdeburg
Gebäude 22 Teil B-003/005
Telefax: +49-(0)391-67-41221

Attachment 4 to guideline
procedures for final theses

Ihr Zeichen, Ihre Nachricht vom:

Unsere Zeichen:

Durchwahl:

Datum 09.03.2026

Final Thesis: Email template for submission

Submission of thesis

The written thesis must be submitted to the *examination office* by the *deadline and in required format*. Submissions procedures:

- exclusively by Mail via the **student E-Mail-Address**:
 - ✓ see following template
 - ✓ to pruefungsamt-ww@ovgu.de
 - ✓ as (unchangeable, if necessary compressed) *PDF-Document*
 - ✓ incl. the „Declaration of Authenticity“ as attachment of the E-Mail
 - ✓ By midnight on the submission deadline at the latest

(+) in case of additional documents: *Link of the (personal) OVGU-Cloud*
→ **Attachment 5**

Note!

- If the thesis is too large to be sent via the student's email address, even as a compressed PDF file, it must be submitted via the OvGU Cloud, following the same procedure used for *additional documents* (**Attachment 5**).
- No submission of thesis in physical form
- No direct submission of documents to the examiner

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Prüfungsamt WW x

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Submission Bachelor Thesis: Max Mustermann (234567)



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Dear Sir or Madam,

I hereby submit my written thesis for the required module „Bachelor’s thesis“ to the Examination Office by the deadline and in required form as an (unchangeable) **PDF document (attached to this email)**. **Additional documents** related to my thesis are also available for download to the Examination Office via the following OvGU Cloud link: <https://cloud.ovgu.de/f/12345679>

In this context, I hereby **bindingly confirm** the following „**Declaration of Authenticity**“ regarding the preparation of my thesis, in accordance with the guidelines provided by the Examination Committee.

Declaration of Authenticity

I hereby declare,

- that I completed the present thesis independently and without any unauthorized assistance
- that I did not use any aids other than those explicitly approved in advance and specified by me
- that I have identified parts of the work whose wording or meaning has been taken from other documents (this also includes internet sources and AI-based tools), stating the source and
- that I have not yet submitted this work in the same or similar form to any other examination authority.

I agree,

- that my work can be checked for plagiarism using software. I am aware that plagiarism constitutes serious academic misconduct and that deceit will be punished in accordance with the study and examination regulations that apply to me

I am aware,

- that in case of deceit the work will be officially declared “insufficient (5.0)”
- that I bear full responsibility for incorrect or distorted content generated by AI, incorrect references, violations of data protection and copyright law or plagiarism

My intellectual performance was consistently at the forefront and I always managed the process myself.

Finally, I confirm that I have read and understood all the information regarding the “**Procedures for Theses**” available as a guide on the Examination Office’s website (including attachments) and in case of necessity considered those accordingly. In particular, I am aware that I will not receive a personalized confirmation of receipt from the Examination Office but instead request a “confirmation of transmission” on my email program when sending the email.

Sincerely,
Max Mustermann
(234567)