

Chair of the Examination Board: Prof.
Anke Naujokat, Dr.-Ing.

Dean of Studies
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INFORMATION on the submission of Bachelor's and Master's theses

Submission via DivA

IMPORTANT: Your thesis will only be considered officially submitted if it is uploaded in full via DivA by 23:59 on the submission deadline. Theses submitted after this time will not be accepted for assessment. Please note that there may be significant delays during the upload process. You should therefore start your upload as early as possible.

The DivA application is linked to RWTHonline and enables the digital submission and archiving of theses at RWTH. You can only submit your thesis if it has been duly registered in RWTHonline beforehand. You can check this yourself in your account if necessary. Alternative methods of submission, e.g. via Sciebo or email, are not permitted.

You will find a description and step-by-step guide to the upload process via the following link. Please read these very carefully. To access the link below, you must be logged into the university network (using a VPN if necessary):

<https://wiki-intern.rwth-aachen.de/display/RD/Abschlussarbeit+digital+abgeben>. An

English version can be found here:

<https://wiki-intern.rwth-aachen.de/spaces/RD/pages/114919129/Submitting+a+Final+Thesis>

When uploading, there are three categories to choose from:

- Final thesis (compulsory)

Please upload your written thesis here in PDF format. The cover page of the written thesis must contain only the title as entered in RWTHonline – see the cover page template on the Faculty of Architecture website.

- Additional documents (optional)

Please upload all other documents/data relating to your final thesis here in a ZIP file (plans, model photographs, sketches, zipped video files, websites, etc.).

- Affidavit

Please upload your statutory declaration here. When completing the form, please ensure that all information provided is truthful. The ZPA will only accept fully completed forms. The form must be signed in two places. **The title of the thesis must match the title specified in your RWTHonline account.** Any change to the title must be requested from the Examination Board no later than two weeks before submission.

All data must be **finalised** at the time of submission.

Please ensure that all relevant data is provided in **archivable formats** (no mere links to videos on YouTube or similar platforms).

Please note the **maximum file size limit of 750 MB**.

IMPORTANT: Please do not forget to click the 'Submit' button after uploading your files.

Display in the Reiff Museum

A few days later, the printed copy of the thesis, together with models, books, etc., will **be displayed**, usually in the Reiff Foyer (ground floor and basement), in accordance with the binding display plan. One display panel is available per Bachelor's thesis; for Master's theses, two display panels are provided. The display panels measure 158 x 172 cm (W x H).

Two model plinths provided by the faculty are also available for each thesis. These consist of MDF panels interlocked crosswise, measuring 80 x 40 x 40 cm (H x W x D). The use of other plinths is not permitted. The plinths are laid out on pallets in the foyer for self-assembly. For Bachelor's theses, the models may be displayed in front of the free-standing walls on the right and left.

Please note that all documents, models, etc. in the exhibition must correspond to the digital submission. You confirm this by uploading the statutory declaration during the digital submission. The equivalence of the documents will be checked. Should any discrepancies be found, this may result in the project being failed!

Removal/Exhibition at the Reiff Museum

Once all examinations have been completed, you must remove your work and models so that the teaching staff can dismantle the display panels promptly and store them in the cupboards.