

To Examination Office at Student Services

Dept.: _____ Study Programme: _____

Surname: _____ First Name: _____

Place of Birth: _____ Date of Birth: _____

Address: _____ Student-ID: _____

Phone: _____

E-Mail: _____

APPLICATION for Admission to the Bachelor Thesis in the summer semester _____ winter semester _____**I declare**

- that I have never completed or failed a Bachelor Thesis in this programme at any other university within the purview of the German Basic Law and
- that I am not involved in a pending examination procedure of this kind at any other university.

I enclose both a proposal for the topic of the Bachelor Thesis and suggestions for supervisors, and/or relevant documentation (e.g. a synopsis) in accordance with the programme's examination regulations.

My topic proposal has not been accepted for supervision by a professor. I therefore request a topic for my Bachelor's thesis to be allocated and a supervising professor named.

Please fill in the following if your programme's study plan requires the completion of a specialist internship.

I successfully completed the specialist internship as stipulated by the programme regulations in the winter semester _____ or the summer semester _____.

I am currently completing my specialist internship and will finish it on _____.
(Date)

(⊗ Please tick the appropriate box!)

The guidelines pertaining to the application for and admission to the Bachelor Thesis laid down in the **examinations regulations for your programme shall apply.**

Berlin, _____

Student's signature

If you do not re-register or if you successfully complete your studies you will get de-registered from HTW Berlin and you are losing your right for possessing the HTW StudentCard. The card has to be emptied from all credits and has to be returned immediately and evidently to the Student Services Department of the HTW Berlin, Treskowallee 8, 10318 Berlin. **You will receive your final certificates only after evidently handing in your StudentCard.**

For the duration of writing your thesis you have to be registered as a student. You do not need to re-register for the new semester if only the oral exam is missing.

Name: _____ Study Programme: _____ Student ID: _____

ANNEX to the Application of Admission to the Bachelor Thesis**(Proposal for Bachelor Thesis topic and supervisors)**In accordance with the relevant examination regulations, I suggest the following **topic** for my Bachelor Thesis:

Supervisors:

1. _____ 2. _____

Academic Degree*: _____

Contact/Email: _____

* **If** the 2nd supervisor is a **non-HTW Berlin** member, then please fill in the academic degree! That person must have gained the same or an equivalent degree as that for which the examination is taking place (§20 RStPO).

The Bachelor Thesis is to be completed

- Individually
- As a group together with the following persons, insofar as this is permitted by the programme's examination regulations:

_____, Student-ID: _____

_____, Student-ID: _____

(Surname, First name)

- The thesis is to be completed at HTW Berlin.
- The thesis is to be completed at the company _____

I/We agree that the thesis can be written within our company.

Signature/Stamp company

- The completion period shall not begin on the official date, but on _____ (please enclose a **written request** justifying the amended start date, including a confirmation from the company if applicable, for the attention of the examination board)

The above information is given with the agreement of the suggested supervisors.

Berlin, _____
Student's signature**Supervisor/s Comments**

- I/We agree to the above suggestion.
- I/We are willing to supervise the Bachelor Thesis of the above student, but state the following amendments to the student's suggestion.

Date, Signature
1. SupervisorDate, Signature
2. SupervisorDate, Signature
Examination Board