

To Examination Office at Student Services

Faculty: _____ Study Programme: _____

Surname: _____ First Name: _____

Place of Birth: _____ Date of Birth: _____

Address: _____ Student-ID: _____

_____ Phone: _____

E-Mail: _____

APPLICATION for Admission to the Bachelor's Thesis in the

summer semester _____

winter semester _____

I declare

- that I have never completed or failed a Bachelor's 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's 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!)

Consent for electronic plagiarism checks

HTW Berlin uses the URKUND system to check whether any deception in the form of plagiarism has occurred. For these purposes, written assignments are transmitted to the software service provider, where they are checked for possible conformity with other sources. In order to perform future comparisons with similar assignments, some features of the assignment in question may be stored permanently in a database. In order to enable the smooth running of the plagiarism checks, we would like to ask you to give your consent in accordance with Art. 6, para. 1, letter a GDPR. In the event that you have produced your work under a confidentiality agreement with a company, you are not obliged to give your consent. If you refuse to give your consent, the plagiarism checks will be carried out without using the aforementioned plagiarism software. You may withdraw your consent at any time by notifying bibliothek@htw-berlin.de without affecting the lawfulness of the processing carried out on the basis of your consent up to the time of withdrawal.

<input type="checkbox"/>	I hereby consent to the transfer of my work to the software service provider URKUND for the sole purpose of the plagiarism checks described above.
<input type="checkbox"/>	I agree that the written assignment may be stored permanently in a database operated by the URKUND company.

For information on the consequences of plagiarism as well as the revocation of this declaration, please refer to the web page entitled "Gute wissenschaftliche Arbeit" ("Good scientific practice") at <https://bibliothek.htw-berlin.de/index.php?id=8615>.

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's Thesis

(Proposal for Bachelor's Thesis topic and supervisors)

In accordance with the relevant examination regulations, I suggest the following topic for my Bachelor's Thesis:

Supervisors:

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's 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:

(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.

I/We acknowledge the student's declaration on the **consent for electronic plagiarism checks**.

Date, Signature
First Supervisor

Date, Signature
Second Supervisor

Date, Signature
Examination Board