

HOCHSCHULE FÜR TECHNIK UND WIRTSCHAFT BERLIN
Student Services/Examination Office

Study Programme: MPMD

Surname: _____ First Name: _____

Place of Birth: _____ Date of Birth: _____

Address: _____ Student ID: _____

_____ Phone: _____

E-Mail: _____

APPLICATION for Admission to the Master Thesis in the

Summer semester _____

Winter semester _____

I declare

- that I have never completed or failed a Master Thesis in this programme at any other university within the purview of the German Basic Law.
- 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 Master Thesis and suggestions for supervisors, and/or relevant documentation (e.g. a synopsis) in accordance with the programme's examination regulations.
- I opt **n o t** to propose a topic for the thesis or suggest names of supervisors and therefore apply for the assignment of both topic and supervisors.

(⊗ Please cross as appropriate!)

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

Berlin, _____

Student's signature

Hochschule für Technik und Wirtschaft Berlin

Dept.: _____ Study Programme: _____ Student ID: _____

Surname: _____ First name: _____

ANNEX to the Application of Admission to the Master Thesis

(Proposal for Master Thesis topic and supervisors)

In accordance with the relevant examination regulations, I suggest the following **topic** for my Master Thesis:

Supervisors:

1. _____ 2. _____

I am related by birth or by marriage to any of the suggested supervisors:

- Yes, to supervisor 1 and/or to supervisor 2
 No

The Master Thesis is to be completed

- Individually
 The thesis is to be completed at HTW Berlin.
 The thesis is to be completed at the company _____
Confirmed by the company, _____

Date, company's signature

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 Master Thesis of the above student, but state the following amendments to the student's suggestion.

- I/We agree to the suggestion that the Master Thesis be completed at the company named above.

Date _____

Signature
1. Supervisor

Signature
2. Supervisor

Signature
Examination Board

Hochschule für Technik und Wirtschaft Berlin

Dept.: _____ Study Programme: MPMD Student ID: _____

Surname: _____ First name: _____

ANNEX 2 to the Application of Admission to the Master Thesis

Supervisor(s) statement if the supervisor belongs to the **teaching staff of HTW Berlin:**

I declare that

- I will supervise the Master Thesis of the above student on a fee basis only (without reduction in lecturing load / no "Deputatsreduktion").
- I will not state this thesis in the final semester report of the HTW department and the review procedure for W-salary.
- I will inform the Dean's Office and the HR department about the supervision of the Master Thesis of the above student.

Supervisor(s) statement if the supervisor **does not** belong to the **teaching staff of HTW Berlin:**

I declare that

- I am aware that the supervision of the Master Thesis of the above student is remunerated and that this fee can only be paid to me as a private person (not to a company).
- I will hand in the form "Anlage zum Honorarvertrag" (form will be sent out once the application for the Master's thesis was accepted) for the issuing of the fee contract to the MPMD office via Email to <Service-MPMD@htw-berlin.de> or inform the MPMD office that I will supervise the Master Thesis of the above student without a fee.

My contact Email for the MPMD office is: _____

Date _____

Signature
1. Supervisor

Signature
2. Supervisor