

Formal requirements and instructions for your Master Thesis

- An **extension** of the deadline is only possible in certain, exceptional cases (significant events that were not predictable and not in control of the candidate before the start of the thesis writing period) and if, due to that, the completion of the thesis is not possible during the designated working period. Candidates must apply for the extension at least 4 weeks prior to the deadline for submission in writing (Form).
- In case of sickness you need to inform the Administration immediately, a **sick certificate** must be handed in within three days. An **extension** is granted once for a **maximum of 7 calendar days**. If the period of seven calendar days is exceeded, a further extension is only possible upon presentation of a sick certificate from a public health officer. You do not need to fill out another Form.
- Should you unexpectedly encounter problems with the topic of your thesis, you may **exchange the topic once** within the **first six weeks** of the working period (Form). Minor changes in the topic only have to be agreed upon with the first supervisor and send to the Administration Office via email.
- **Thesis submission details**
 Please submit ONLY ONE PDF with your Name and Student ID as Identification containing all components (cover sheet, affidavit, etc.). The affidavit has to be signed manually (no electronic signature).
 The thesis is to be submitted once (final version). Send your thesis from your htw email address only to the e-mail address of your department fachbereich3@htw-berlin.de, Subject Line: MIB Thesis Submission
NOTE: Every interaction and information will be with your @htw-berlin.de address only!

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Statutory Declaration

I herewith formally declare that I have written the submitted thesis independently. I did not use any outside support except for the quoted literature and other sources mentioned in the paper.

I clearly marked and separately listed all of the literature and all of the other sources which I employed when producing this academic work, either literally or in content.

I am aware that the violation of this regulation will lead to failure of the thesis.

 Student's name

 Student's signature

 Matriculation number

 Berlin, date