



Application for approval and assignment of a

Please complete the form digitally and submit to the examination office

Surname	Forename(s)
<input type="text"/>	<input type="text"/>

Email:	Student ID no.:
<input type="text"/>	<input type="text"/>

thesis topic¹

English translation of these topic (required if topic is not english)²

I approve the above thesis topic and hereby express my willingness to supervise¹ the student.

_____ Date and supervisor's signature

Academic title and Name of first reviewer* (usually supervisor) (printed)	_____	YES	NO
	Date and signature of first reviewer		
Title and Name of second reviewer* (printed)	_____	YES	NO
	Date and signature of second reviewer		

Contact details of examiners who are not on the list of examiners:

Email address _____

Address _____

Attached the CV of the person who is not on the list? YES NO If 'NO', you must submit your CV as soon as possible.

I confirm that I have read the notes overleaf as well as the separate information sheet for my field of study.^{3,4}

I fulfil the requirements according to § 100 ZSP-HU YES NO**

Date and student's signature

* A maximum of one examiner may be external.

** Please attach justification

For the Examination Office/Board only!

Approval checked on: <input type="text"/>	Signature from the Examination Office _____
Applicant is permitted to submit a thesis.	Yes No* on: _____
Proposed first reviewer is appointed.	Yes No* on: _____
Proposed second reviewer is appointed.	Yes No* on : _____
The PA decides that a contract for examination is required for _____.	
*Please attach justification	_____ Date and Signature of the Chair of the Examination

- ¹ § 97 (2) General Admission, Study and Examination Regulations of Humboldt-Universität zu Berlin
In accordance § 32 (3) sentence 1 BerlHG, as amended, the topic of the thesis is provided by a member of the group in accordance § 45 (1) sentence 2 number 1 BerlHG, as amended, or by a research assistant or a guest lecturer in the function of a junior research group leader; this person also supervises the thesis.
By decision of the responsible examination board, these tasks may also be assumed by another full-time lecturer who is authorised to teach independently or by a lecturer or a person experienced in professional practice and training. The topic becomes binding when it is communicated to the student in writing. The processing period begins on the day after notification of the topic. During the first two weeks of the processing period, the student may return the topic without giving reasons. In this case, registration and admission to the final thesis are deemed not to have taken place. The return is possible once per examination attempt. It is documented in the examination file.
- 2 The English translation of the topic is required for the English translation of the certificate.
- 3 You are entitled to copy documents once for your own purposes. However, for copyright reasons, this does not include the right to distribute these documents or to make them publicly available online. In these cases, the authors are entitled to claim injunctive relief and damages against their infringer (§§ 97, 97a German Copyright Act [UrhG]).

4 **Separate information sheet for your field of study:**

These information sheets can be found on the website of your Examination Office

Chemistry	https://fakultaeten.hu-berlin.de/de/mnf/lehre_studium/pruefungsbuero/chemie/merkblatt-abschlussarbeit-chemie-neu.pdf
Geography	https://fakultaeten.hu-berlin.de/de/mnf/lehre_studium/pruefungsbuero/pruefungsbuero_geo/geographie-formulare-formulare-nur-fuer-geographie-hier-einfuegen/merkblatt-abschlussarbeit-geo.pdf
Computer Science	https://fakultaeten.hu-berlin.de/de/mnf/lehre_studium/pruefungsbuero/informatik/merkblatt-abschlussarbeit-info.pdf
Mathematics	https://fakultaeten.hu-berlin.de/de/mnf/lehre_studium/pruefungsbuero/pruefungsbuero_mathe/merkblatt-abschlussarbeit_mathe_2025-03-07.pdf
Physics	https://fakultaeten.hu-berlin.de/de/mnf/lehre_studium/pruefungsbuero/pruefungsbuero_physik/merkblatt-zur-abschlussarbeit-im-fach-physik.pdf

Additional procedurat notes:

The topic shall become binding once it is communicated to the student in writing (§ 97 para. 2 sentence 5 ZSP). The time allotted to complete the thesis shall begin the day after the written notification of the topic (§§ 97 para. 3 sentence 2 ZSP-HU). As soon as the Examination Board has made a decision regarding the application, the student shall receive written notification to this effect.

Please make sure that your current address is recorded in AGNES.

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