

Guidelines for starting and completing a thesis in the department of geography

[translated from German](#)

1. The thesis is to be written at the Department of Geography at Humboldt-Universität zu Berlin. One of the reviewers must be a university professor from the Department of Geography. The department has prepared a [list](#) of professors and other authorized examiners. When selecting an external second reviewer, it is advisable to consult with the examination board in advance and to submit a [written request for approval](#).
2. You must register the thesis at the examination office of the Department of Geography in person using the [registration form](#) and before you start writing the thesis. You can also send the application digitally by e-mail from your HU account. This application can only be submitted once the requirements of the relevant examination regulations are fulfilled.
3. The approval of the thesis topic by the examination board makes the topic on the application form binding. A change of topic is possible once during the first 2 weeks of the processing period without giving reasons. The specific title can be changed at any time and without application.
4. The submission deadline of the thesis will be communicated in the approval notification of the examination board. The extent of the thesis is determined by your examination regulations.
5. When writing the thesis, which should be in 1.5 line spacing, please ensure that there is a margin of approximately 25 mm on both the left and right sides. One line contains about 65 characters, and one page has around 33 lines. The pages should be numbered consecutively. Printing can be done on both sides.
6. The copies of the thesis can be submitted with a solid spine (softcover or hardcover) or in spiral binding.
7. Please use the template on the next page for the cover page. If a content-related design of the first page or the cover of the thesis is planned, the actual 'cover page' can also be the second page of the thesis.
8. The logo of HU may not be used on the cover page.
9. Each thesis must include a signed [declaration of originality](#). This document certifies that the submitted work was completed independently and that content taken from external sources, whether directly or indirectly, has been properly attributed. This declaration should be included as the last page of the thesis, with an original signature and date.

10. The completed thesis must be submitted in three printed copies and digitally via email, download link, or USB stick to the examination office or by mail. Discuss with your reviewers what additional data should be submitted. The form and content must be consistent across all copies.

11. The thesis must be submitted by the submission date at the latest (final deadline) either in person to the examination office (after scheduling an appointment: 2093-6837) or via email to pruefungsbuero.geographie@hu-berlin. If you send the thesis by mail to the examination office, the date of the postmark must be before the submission deadline.

12. If the submission deadline is not met without an acceptable cause, the thesis is considered 'failed'.

13. The examination regulations of your study program may require students to orally defend their thesis. Students must pass the written thesis before the defense can take place. The defense must be registered with the form [Registration for Module Examination](#) at the examination office. Typically, the examiners of the written thesis also participate and evaluate the oral defense. The defense is open to the university public unless the student objects.