



Internship and Thesis - the new Study Regulations

Due to the change of study regulations, there are some improvements and changes in regard to the Internship and Thesis Writing Procedure/Period.

1. Internship – What’s new?

The requirements to start your internship have changed. In order to apply to do the internship you have to have a **minimum of 115 ECTS** from Semesters **1-4!** Please check Handout Internship and the BIB Webpage for Details!

Requirements/Paperwork (What do I need to submit if I want to do my internship?)

1. Internship Application Form (use form on the BIB Website)

The form is divided into two main sections: 'To be completed by student' and 'To be completed by Company - Internship Location Details'. The student section includes fields for name, address, contact info, and a declaration of 115 ECTS. The company section includes fields for company name, address, contact info, and a declaration of successful completion. There are also sections for signatures and dates from both parties.

2. Current Transcript of Records which proves your 115 ECTS (can be downloaded on LSF or obtained at the Examination Office – Ms. Rönsch) Please check Details in the Handout Internship and the BIB Webpage

3. Internship Contract
 - a. Either HTW Contract - Download BIB Website and 1-pager from the company stating your weekly working hours and tasks
 - b. Company Contract – has to include the working hours/days at least otherwise also a 1-pager stating the hours/days and tasks

Documents have to be submitted to the BIB Admin office at least 3 Weeks before the Internship starts (see Study Regulations Amtsblatt 09/15, § 11 Passage (3)).

Note: Students who plan to do an exchange Term in the 4th and/or 5th semester, have to make sure to send their Study Programme (Learning Agreement) and the Transcript of grades in time, in order for the credits to be entered in the system. This procedure might take up to 3 weeks.



2. Thesis Writing / Application to write the Thesis– What's new?

To write the Thesis you now need to proof that you have **all Credits from Semesters 1-5 (150 ECTS)** and that you have already registered to do your internship (Internship papers are approved by the BIB Admin Office).

§ 12 Bachelor's Thesis

(1) Permission to complete the Bachelor's thesis is granted when modules comprising at least 150 credits from the first 5 semesters of the regular programme plan have been completed and permission to complete the specialist internship has been granted. The deadline for registration for the Bachelor's thesis with the Faculty Administration is the end of the teaching period of the 6th semester according to the regular programme plan. A candidate may also be permitted to complete a thesis if,

- he or she has yet to successfully complete modules collectively totalling up to six credits and;
- the successful completion of all modules is possible and anticipated in the semester during which the Bachelor's thesis is being written and;
- the type and scope of the outstanding modules have no significant impact on the Bachelor's thesis topic or completion period.

(2) As long as it is suitable, the topic agreed between the student and the first Thesis Supervisor is confirmed by the Examination Board via the signature of the Chairperson on the application form for permission to complete the Bachelor's thesis. A topic is considered suitable if it deals with questions and problems related to the subject fields contained within the Programme Plan as per Annex 2. A topic may only be approved once in any one semester. The Bachelor's thesis cannot be completed as a piece of group work.

(3) Permission to complete the final examination is granted by the Examination Board by the 1st of October or the 1st of April. The beginning of the thesis completion period and the submission deadline are stipulated by the Examination Board in writing. The completion period is 8 weeks.

(4) The Bachelor's thesis must be submitted to the Faculty Administration at the latest on the submission deadline in written and electronic form in accordance with § 23, paragraph 7 of the RStPO - Ba/Ma.



Requirements / Paperwork (What do I need to submit if I want to apply to write the Thesis?)

1. Current Transcript of Records which proofs 150 ECTS (can be downloaded on)
2. Application to the Internship (already signed by the BIB Administration, see 1st page screenshot)
3. Application to write the Bachelor Thesis with the Final Thesis Topic, Signature of the 1st supervisor (mandatory), Name and Signature of the 2nd supervisor (see Screenshot)

HOCHSCHULE FÜR TECHNIK UND WIRTSCHAFT BERLIN
Student Services/Examination Office

Desk: _____ Study Programme: _____
Surname: _____ First Name: _____
Place of Birth: _____ Date of Birth: _____
Address: _____ Student-ID: _____
Phone: _____
E-Mail: _____

APPLICATION for Admission to the Bachelor Thesis in the

summer semester _____
 winter semester _____

I declare

- that I have never completed or failed a Bachelor 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 endorse both a proposal for the topic of the Bachelor 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. 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 _____ of the summer semester _____.

I am currently completing my specialist internship and will finish it on _____ (date)

(If Please tick the appropriate box)

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

Prof. _____ Student's signature _____

Hochschule für Technik und Wirtschaft Berlin

Desk: _____ Study Programme: _____ Student-ID: _____
Surname: _____ First Name: _____

ANNEX to the Application of Admission to the Bachelor Thesis
(Proposal for Bachelor Thesis topic and supervisors)
In accordance with the relevant examination regulations, I suggest the following topic for my Bachelor Thesis:

Supervisors:

1. _____ 2. _____

The Bachelor 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:

_____ Student-ID: _____
_____ Student-ID: _____
(Surname, First name)

The thesis is to be completed at HTW Berlin.

The thesis is to be completed at the company _____

The above information is given with the agreement of the suggested supervisor.

Prof. _____ Student's signature _____

Supervisor's Comments

I agree to the above suggestion.

I am willing to supervise the Bachelor Thesis of the above student, but state the following amendments to the student's suggestion:

I agree to the suggestion that the Bachelor Thesis be completed at the company named above.

Date: _____

Signature 1: Supervisor _____ Signature 2: Supervisor _____ Signature Examination Board _____

To be downloaded at: <http://bib.htw-berlin.de/downloadandforms/Thesis>

4. The complete Documents have to be submitted to the BIB Administration office the latest at the Last Lecture day of the current semester (you will always apply for the next semester).
5. Admission period means that your will get an official Admission Paper where the Examination Board accepts your Topic and Supervisor(s).

Admission to Final Thesis (in S 20, Bachelor Thesis)

Can be filled in by: _____ Student-ID: _____

Faculty: _____ ZDF/Prof.: _____

Module: _____ Email: _____

Completion period/semester: _____

Submission deadline: _____

Exam Supervisor: _____

Second Assessor: _____

I declare that I have read and understood all information regarding the final examination admission and final requirements of the Final Thesis.

With the submission of my thesis I agree to an electronic plagiarism check:

YES NO

Candidate Name: _____

Candidate ID: _____

Signature: _____ Date: _____

Prof. Name: _____

Final requirements and admission to the Bachelor Thesis

The student is required to submit the following documents:

1. The completed application form, signed by the student and the supervisor, together with the relevant examination regulations and the student's current transcript of records.
2. A current transcript of records from the previous semester, signed by the student and the supervisor, together with the relevant examination regulations and the student's current transcript of records.
3. A current transcript of records from the previous semester, signed by the student and the supervisor, together with the relevant examination regulations and the student's current transcript of records.
4. A current transcript of records from the previous semester, signed by the student and the supervisor, together with the relevant examination regulations and the student's current transcript of records.
5. A current transcript of records from the previous semester, signed by the student and the supervisor, together with the relevant examination regulations and the student's current transcript of records.

The student is required to submit the following documents:

1. The completed application form, signed by the student and the supervisor, together with the relevant examination regulations and the student's current transcript of records.
2. A current transcript of records from the previous semester, signed by the student and the supervisor, together with the relevant examination regulations and the student's current transcript of records.
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5. A current transcript of records from the previous semester, signed by the student and the supervisor, together with the relevant examination regulations and the student's current transcript of records.

Student's name: _____ Student's ID: _____

Supervisor's name: _____ Supervisor's ID: _____

Signature: _____ Date: _____

The Admission will be send to you via email! No personal attendance needed.

6. The writing Period will start 1st April or 1st October of each Semester.
7. The time to write your Thesis will be **8 weeks!**



8. 7th Semester Courses will take place as blocked Seminars after your submission of the Thesis.

3. Thesis Defence

Your Thesis Defence can be held as soon as all your courses as well as your compulsory internship are successfully passed and the grades are available in LSF.

Please see extract from the Study Regulations:

§ 13 Oral Examination

(1) Permission to complete the Bachelor's thesis oral examination is granted when the Bachelor's thesis has been successfully completed and the completion of modules totalling 200 credits from the International Business Bachelor's programme can be evidenced.

(2) The oral examination is based on the topic of the Bachelor's thesis and explores this in the context of the International Business Bachelor's programme. The student is required to provide a clear and concise overview of the topic and defend his/her argumentation over the course of an academic discussion in an informed and competent manner.

(3) The grade awarded for the oral examination is determined by the extent to which the student is able to:

- employ the knowledge and methods learned in the programme in a results-orientated and academically rigorous manner in the completion of an academic enquiry,
- effectively explicate a complex topic in free speech within a given time limit and
- engage in academic debate on the subject-specific content of the Bachelor's thesis.

- As soon as the Supervisors have the Examination File they will get in touch with the students to arrange for a defence date.
- You will receive a written invitation from the BIB Admin office
- After your Defence you will be automatically ex-matriculated, meaning you will no longer have a student's status.
- Your File will be sent to the Examination office, Ms. Rönsch, who will be responsible after your defence.
- The Examination Office will send you all official Documents within approx. 4 Weeks. The Bachelor Certificate might be sent separately.