



## Internship and Thesis (enrolment since summer semester 2015)

### Internship:

In order to apply for the internship you have to have a **minimum of 115 ECTS** from Semesters **1-4!** Please check the handout Checklist Internship and the BIB Webpage for more details.

### Requirements/Paperwork (Which documents do I need to submit to apply for the internship?)

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

Application for internship to accompany course of study		To be completed by student	
Surname		Internship Location	
First name		Name of Company/Institution	
Student ID		Street	
Date of Birth		ZIP Code, CITY	
Street		COUNTRY	
Zip Code, City		Contact person at the internship location	Surname:
Telephone			First Name:
E-mail		Contact: <input type="checkbox"/> (E-Mail)	
Suggested Internship supervisor at the HTW		Internship duration as stated in the internship contract	Working Days: Start/From
Internship Semester: <input type="checkbox"/> SSWS	Study Semester: <input type="checkbox"/>	Area of Work / Department	Weeks: End/To
Study Programme:		Workfield of Intern (Student):	
The internship related to the following courses:			
I certify that I have attained all courses/ECTS required to undertake an internship as stipulated by the relevant governing internship guidelines.		Date/Signature/Stamp	
The following courses still have to be passed/obtained:			
This application is subject to exceptional circumstances		Yes <input type="checkbox"/> No <input type="checkbox"/>	
Date / Signature Student			

Only the student has to fill the form before the internship starts

2. **Current Transcript of Records which proves your 115 ECTS (can be downloaded on LSF or obtained at the Examination Office – Ms. Rönsch)**
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

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

**Note: Students who plan to do an exchange Term in the 4<sup>th</sup> and/or 5<sup>th</sup> semester, have to make sure to send their Study Programme Form (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.**



Hochschule für Technik  
und Wirtschaft Berlin

University of Applied Sciences

## Thesis Writing / Application to write the thesis

To apply for writing the thesis you have to proof that you have **all credits from semesters 1-5 (150 ECTS)** and that you have registered for the internship (that is, the internship papers are approved by the BIB Admin Office).

Please note that the thesis cannot be written during the internship! The Bachelor Thesis writing period starts either on the 1<sup>st</sup> of April or on the 1<sup>st</sup> of October. The 95 compulsory internship days have to be completed before the writing period starts.



Hochschule für Technik  
und Wirtschaft Berlin  
University of Applied Sciences

HTW · FB 3 · Prof. Dr. Jürgen Radel · 10313 Berlin (Postanschrift)

**Examination Office – Ms. Katja Rönsch**  
**Students BIB – Study Regulations 09/15**

**Fachbereich 3**  
**Wirtschafts- und**  
**Rechtswissenschaften**  
**Vorsitzender des**  
**Prüfungsausschuss MIB & BIB**

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### Internship and Thesis

October 24, 2018

Dear Ms. Rönsch, dear Students of the BIB Program,

Hereby we inform you that the Examination Board of the BIB Program has decided that it is not possible to do the Compulsory Full Time Internship and the Bachelor Thesis at the same time.

#### Explanatory Statement:

According to the Study Regulations Amtsblatt 09/15 Annex 6, para. 1 § 6 it is not possible to attend courses and obtain Credits during the Full time Internship. The Internship comprises 25 ECTS and has a weekly workload of at least 38 hours. Writing the Final Bachelor Thesis is also considered to be a full time assignment for 8 weeks and 10 ECTS, hence it is not possible.

Yours sincerely

**Prof. Dr. Jürgen Radel**  
**Head of Examination Board MIB & BIB / Vorsitzender des**  
**Prüfungsausschuss MIB & BIB**



You have to apply **in time**, please check the BIB-Website for the current **deadlines**:  
<https://bib.htw-berlin.de/studying/bachelor-thesis/>

When you apply for the admission to write the thesis, you must have already defined your thesis title (topic) and it must be approved and signed at least by your first supervisor.

You choose the topic and the supervisors yourself. Only professors at HTW Berlin can serve as your first supervisor. Second supervisor can be either a teacher (LBA) from HTW or an external person. If you choose an external supervisor, the following documents/information has to be submitted together with the Thesis application form:

- Copy of the Final Diploma
- Complete Contact information: Telephone No, email address, postal address

Additional Information on Bachelor Thesis from the Study Regulations 09/15:

#### § 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 6<sup>th</sup> 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 1<sup>st</sup> of October or the 1<sup>st</sup> 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 (Which documents do I need to submit in order to apply to write the thesis?)

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

**HOCHSCHULE FÜR TECHNIK UND WIRTSCHAFT BERLIN**  
Student Services/Examination Office

Dept.: \_\_\_\_\_ Study Programme: \_\_\_\_\_  
Surname: \_\_\_\_\_ First Name: \_\_\_\_\_  
Place of Birth: \_\_\_\_\_ Date of Birth: \_\_\_\_\_  
Address: \_\_\_\_\_ Student-ID: \_\_\_\_\_  
Phone: \_\_\_\_\_

**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. I therefore request a topic for my Bachelor's thesis to be allocated and a supervising professor named.
- I successfully completed the specialist internship as stipulated by the programme regulations in the winter semester \_\_\_\_\_ or the summer semester \_\_\_\_\_.
- I am currently completing my specialist internship and will finish it on \_\_\_\_\_ (date).

(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.**

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 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:  
Berlin, \_\_\_\_\_ Student's signature \_\_\_\_\_

**Supervisor's Comments**

I/We agree to the above suggestion.  
 I/We are willing to supervise the Bachelor Thesis of the above student, but state the following amendments to the student's suggestion:  
\_\_\_\_\_  
 I/We 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 means that you will get an official Admission Paper where the Examination Board accepts the Topic and Supervisor(s).

**Department of Economics and Business Administration**  
**Admission to Final Thesis**  
**in S 20 (Bachelor Thesis)**

Candidate: \_\_\_\_\_ Student-ID: \_\_\_\_\_  
Place: \_\_\_\_\_ ZIP/Place: \_\_\_\_\_  
Telephone: \_\_\_\_\_ Email: \_\_\_\_\_

Topic: \_\_\_\_\_

Completion period begins on: \_\_\_\_\_  
Submission deadline: \_\_\_\_\_

First Supervisor: \_\_\_\_\_  
Second Supervisor: \_\_\_\_\_

Examination Board Chairperson: \_\_\_\_\_

Date: \_\_\_\_\_

I have read and understood all information regarding the topic, admission deadline and formal requirements of the Final Thesis.

With the submission of my thesis I agree to an electronic plagiarism check:  
YES  NO

Candidate: \_\_\_\_\_

Signature: \_\_\_\_\_  
Date: \_\_\_\_\_

**Formal requirements and instructions for your Bachelor's Thesis**

The examination board has prepared the following instructions for the Bachelor's thesis and for the admission to the Bachelor's thesis. In addition, a specific document for the application of admission to the Bachelor's thesis is provided. It is the responsibility of the student to ensure that the necessary documents are submitted in time and in accordance with the relevant regulations.

The student must submit the application for admission to the Bachelor's thesis together with the following documents:

- A completed application form for admission to the Bachelor's thesis, signed by the student and the first supervisor.
- A letter from the first supervisor, signed by the student and the first supervisor, in which the student's topic and the first supervisor's name are mentioned.
- A letter from the second supervisor, signed by the student and the second supervisor, in which the student's topic and the second supervisor's name are mentioned.

The student must also submit a copy of the transcript of records, which proves that the student has completed 150 ECTS.

The student must also submit a copy of the application for admission to the Bachelor's thesis, which was submitted to the BIB Administration office.

The student must also submit a copy of the application for admission to the Bachelor's thesis, which was submitted to the Examination Board.

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

6. The writing period will start 1<sup>st</sup> April or 1<sup>st</sup> October of each semester.
7. The time to write your thesis will be **8 weeks!**



8. 7<sup>th</sup> semester courses will take place as blocked seminars after the submission of the thesis.

### Thesis Defence

Your thesis defence can be held as soon as all your courses (as well as your compulsory internship) are successfully completed and the grades are available in LSF.

Please see extract from the Study Regulations 9/15:

#### § 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 and have evaluated the thesis, they will get in touch with you to arrange for a defence date.
- You will receive a written invitation from the BIB Admin office or the 1<sup>st</sup> supervisor
- 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, where Ms. Rönsch will be responsible for the paperwork after your defence.
- The Examination Office will send you all official documents within approx. 4 weeks. The Bachelor Certificate might be sent separately.