Information regarding the Master Thesis

Thesis Registration - The thesis topic and examiners have to be approved by the examination board and registered in the exams office using the form provided on our website. Both examiners have to sign and stamp the form. The completed original form has to be submitted to the exams office and will then be assessed by the examination board. Please note that we are unable to accept scans or photocopies. The exams office will inform you of the board’s decision by email to your HU email account. This email will include your submission deadline and information on formal submission requirements and the defence.

The editing time for the master thesis is 24 weeks. Editing time only starts after you have been informed (by email) of the examination board’s approval. There is no minimum editing time, but please note that it is not possible to register and submit your thesis at the same time!

The registered topic/title is NOT a working title! The title on your submitted thesis has to be identical to the title you registered. This also applies to subtitles.

How do I find a supervisor? – You can find a list of approved supervisors on our website: Liste der BetreuerInnen von studentischen Abschlussarbeiten am ADTI. You will have to make contact with suitable supervisors/examiners yourself and agree the thesis topic and title with them before completing and submitting the registration form.

Information and guidelines on writing the thesis are available on our website. Please pay particular attention to the information regarding the cover sheet and the declaration to be included. For questions regarding formal criteria, such as referencing, font, spacing, margins etc., please contact your supervisor directly. You will find the cover sheet on the exams office website. Please note that it is not permitted to include logos from external organisations.

Submission: You will need to submit three bound copies (no ring binding) and one electronic copy (affixed to one of the paper copies) to the exams office by the deadline. Please note that generally submission is during office hours only. If your submission deadline falls on a day without office hours, please contact the exams office well in advance to arrange an appointment for that day. You can also submit the theses by mail. Please note that they have to be received by the university by the deadline (proof of submission by the deadline is the university’s entry stamp). Information on the university’s out of hours letter box are available here: https://www.hu-berlin.de/de/interessierte/nachtbriefkasten.

The thesis defence can only take place once you have passed the written part and both evaluations have been received in the exams office. Students are obliged to check regularly on AGNES (or with the exams office if they have already been exmatriculated) whether the marks have been recorded and whether they have passed the written part. As soon as this is the case, please email us the defence date you have agreed with your examiners. The date will be recorded in AGNES and is binding. Please note that the defence should take place within 8 weeks of the thesis submission.