

Notice of Intention to Submit a Master's Thesis

Student:

Matriculation no.:

Course:

I hereby give notice of my intention to submit a Master's thesis on the following topic:

Thesis title:

(German)

(English)

I propose the following reviewers for the thesis:

First reviewer*:

Second reviewer*:

*external reviewers please pay attention to page 2!

Joint thesis in collaboration with: 1. 2.

- I consent
 I do not consent

to my Master's thesis on the topic specified above being read and evaluated for official purposes by order of agencies that come under the area of responsibility of the FMoD.

I confirm that work on the thesis will commence on _____ and am aware that the submission date for the thesis will be determined by the Examination Office and that I will be notified of this date on my CMS page under "Information about registered" (in the "Examination date" column).

.....
(Date, **student's** signature)

Thesis Submission to the Examination Office:

- 1) **Three printed and bound copies of the Master's thesis with the topic specified in German and in English!**
- 2) **One electronic identical version of the Master's thesis on a data disk in anonymized form, which must not include your last name and first name as well as the file itself (please check under file properties).**

If you intend to submit your thesis by post, please send it to the following address:

Helmut-Schmidt-Universität/Universität der Bundeswehr Hamburg
Prüfungsamt
Holstenhofweg 85
22043 Hamburg
Germany

I hereby agree to supervise the Master's thesis and confirm the date of commencement specified above.

.....
(Date, **first reviewer's** signature)

When the topic of the Master's thesis has been determined, the first reviewer is requested to send this form to the Examination Office.

Instructions regarding "Notice of Intention to Submit a Master's Thesis":

1. If you have been unable to find a supervisor for your Master's thesis, please contact the Chair of the Board of Examiners that is responsible for your course of study. The Chair of the Board of Examiners will then allocate a supervisor for you.
2. The supervisor (first reviewer) will advise you with regard to the nomination of the second reviewer.
3. If you are writing a joint thesis, please specify the name(s) of the collaborating student(s).
4. After filling in this form, please forward it to the first reviewer for signing.
5. Especially with digital signatures, the form is to be forwarded directly from the first supervisor to the Examination Office at the e-mail address: pruefungsamtsamt@hsu-hh.de
6. You can find the calculated submission date of your Master's thesis in your CMS platform under "Information about registered exams in the column "Examination date".
7. You can hand in your thesis in person during the opening hours of the examination office or put it in the mailbox located at the examination office (Building H11). If the thesis is sent by mail, the date of postage with the shipping service provider always applies. You are responsible for providing proof of timely submission. For this reason, we recommend sending it via registered mail or parcel.
 Note: mobile postage stamps do not include a date stamp that could document timely submission. The use of such stamps is therefore not suitable for proving timely shipment.

Note for external reviewers:

Your contact details are required to send the Master's thesis, to issue the teaching assignment and for any queries

	<u>First reviewer</u>	<u>Second reviewer</u>
Private address:1)		
Surname, 1 st name	<hr/>	<hr/>
Street, house no.	<hr/>	<hr/>
Post code, town	<hr/>	<hr/>
Country	<hr/>	<hr/>
Additional address:2) (e.g. office)		
Street, house no.	<hr/>	<hr/>
Post code, town.	<hr/>	<hr/>
Country	<hr/>	<hr/>
Telephone:	<hr/>	<hr/>
Email:	<hr/>	<hr/>

- 1) Required for the issuing of the teaching assignment. Your data will be sent to the Centre for Postgraduate Education (ZWW) for this purpose
- 2) For the sending of the Master's thesis to you, in case it is not identical with 1)

When the topic of the Master's thesis has been determined, the first reviewer is requested to send this form to the Examination Office.