



Study office of the **Asia-Africa Institute**, Edmund-Siemers-Allee 1, room 55, 20146 Hamburg

Checklist for the admission to the BA/MA final exam

Steps to graduation at a glance:

1. Check your STiNE account for completeness.
2. If anything is unclear, feel free to contact us: pa.aai@uni-hamburg.de
3. Discuss a topic with your first reviewer.
4. Look for a second reviewer.
5. You can choose professors, junior professors and private lecturers as first and second reviewers.
6. Fill out the form for admission to the final module.
7. The submission deadline / writing period begins on the date of your first or second reviewer's signature (BA: 8 weeks, MA: 5 months).
8. Submit the signed original of the form to the study office by post or by posting it personally in one of the letterboxes at room 55 in the main building.
9. You will receive the letter of admission by post.
10. Discuss the date and topics of the oral examination (if applicable) with your first reviewer.
11. You can find more detailed information on the final modules in the subject-specific provisions (FSBs): <https://www.uni-hamburg.de/campuscenter/studienorganisation/ordnungen-satzungen/pruefungs-studienordnungen/geisteswissenschaften.html>
12. If you fall ill during the writing period, please submit a medical certificate to the study office; the writing period will be extended by a maximum of **one** week. In individual cases of exceptional hardship – and if a substantiated written request to this effect is submitted – a longer extension of the writing period may be granted. Cf. § 14, para. 7 Examination Regulations.