



## FAQs on the Bachelor's thesis

Status: 30.10.2024

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## **1. Basics of the Bachelor thesis**

### **1.1 What is a Bachelor thesis?**

The Bachelor's thesis is the first comprehensive, independently written academic work as part of the degree programme and marks the completion of the Bachelor's degree programme.

### **1.2 What different methodologies can I use in the main part of my Bachelor's thesis?**

In principle, various methodological approaches can be used, i.e. systematic literature analysis, evaluation of statistical data, conducting your own survey, expert interviews and various methods that you learn as part of the Bachelor's programme.

### **1.3 How do I find a suitable topic for my Bachelor thesis?**

Either by the supervisors announcing topics or by using specific methods in which the primary and second assessor act as guides (brainstorming, narrowing down, questioning techniques, etc.).

## **2. Preparation**

### **2.1 When should I start my Bachelor's thesis?**

If possible, about 3 months before you want to register.

### **2.2 How long can the preparations take before the actual registration?**

Prior to registration, only the research work required to determine the topic, structure and methodology should be carried out. As soon as these points have been finalised with the primary supervisor, registration should take place immediately.

### **2.3 How much time before enrolment should I contact the professor?**

Approximately 3 months before registration.

## **3. Support**

### **3.1 What role does supervision by a professor play?**

Supervision is a very important point. On the one hand, the research question, the formulation of the topic, the rough outline and the methodology of the thesis must be discussed and agreed with the supervisors; on the other hand, the supervisors are also available to answer specific questions during the preparation process.



**3.2** What exactly is the process for choosing a supervisor / assessor?

In principle, the primary and second supervisors can be chosen freely, whereby at least one should be a professor from the Faculty of Business Administration. The second person can also be a member of staff or a lecturer from another faculty.

**3.3** Do students choose their second assessors independently or should they speak to their primary assessor in advance?

You can contact the desired second supervisor on your own initiative; however, there may be cancellations for capacity reasons or similar.

**3.4** Are there specific requirements for the choice of the supervisor and second assessor?

See question 3.2

**3.5** What's the best way to contact my supervisor?

Either by e-mail or during office hours or after a course (the latter is only recommended if you have a short question).

**3.6** How much should I have prepared for the first appointment with my supervisor?

Have obtained basic information/research on the subject area; and consider what possible research questions might look like.

**3.7** How often / at what intervals do I meet with my supervisor? What is the minimum / maximum number of meetings without affecting my grade?

There are no fixed rules for this; it is best to discuss the specific supervision process with the primary supervisor.

## **4. Registration and deadlines**

**4.1** Where and how can I register my Bachelor's thesis?

Registration takes place online in the [portal of the Examination Office](#) of the University of applied Sciences Rosenheim (TH RO). The topic formulation and the desired supervisors must be entered there.

**4.2** What deadlines do I have to meet?

The deadline is **3 months** from approval of the topic by the first supervisor and must be strictly adhered to. A possible extension is usually only authorised by the examination board if the reasons for the extension are not attributable to the student.



#### 4.3 What is the exact procedure for registration, the actual writing process, the last third of the Bachelor's thesis and submission?

Registration should take place once the preliminary discussions with the supervisors have been completed.

There are no standardised guidelines for the writing process. In general, it is recommended to write the main part of the thesis first and only then formulate the introductory section. The conclusion or final chapter should be written last. In the case of an empirical part (survey, expert interview, etc.), the work should start here, as experience has shown that quite some time is needed for conceptualisation, implementation and evaluation.

### 5. Guidelines and structure

#### 5.1 How do I structure my Bachelor thesis?

Generally divided into problem statement / introduction (question, structure, methodology), main part (theoretical foundations, analysis of the current situation, recommendations, conclusions...) and final part (summary, outlook). For more details, see the [Formal instructions for writing scientific papers](#), chapter 2.

#### 5.2 What exactly do I have to consider when writing my Bachelor's thesis?

Above all, the correctness of scientific work: comprehensive research, correct application of scientific methods, correct citation and indication of all sources used (= cited!). Also: consistency in citation, correctness and completeness in lists, factual and distanced writing style (no "I-formulations").

Do only cite sources that fulfil the general requirements for scientific literature (citation ability + citation worthiness + relevance of content), etc. The exact criteria and requirements are listed in the **formal instructions** (see above).

### 6. Scientific work

#### 6.1 What do I need to bear in mind when writing scientific papers?

See question 5.2

#### 6.2 Which sources can I use for my Bachelor's thesis?

Only sources that are citable (= published), worthy of citation (= meet academic standards) and relevant in terms of content (= relate to the topic or research question) may be used and cited.

#### 6.3 How do I cite sources correctly?

On the one hand, a clear distinction must be made between "indirect" and literal quotations. In the case of literal quotations, the beginning and end must be indicated by inverted commas; no changes may be made to the original (including any typing errors). In the case of indirect quotations (only the content is cited, not the exact words), care must be taken to ensure that the content is reproduced accurately.

Secondly, when citing, it should be noted that all ideas from external sources should be cited, but at the same time only those sources that were actually used in the work should



be included in the bibliography. You will also find examples and special cases in the **formal instructions**.

#### **6.4** How strictly is the list of sources assessed?

The list of sources or bibliography is a very important part of every academic paper. It must be reasonably comprehensive, should list all the sources used and be standardised in its design.

#### **6.5** Where can sources be obtained (only university library or are there other possibilities)?

In addition to the university library, other public libraries are eligible, e.g. from other universities, municipal libraries and specialised libraries of professional associations, research institutes and important institutions (Bundesbank, etc.). Internet sources are also citable in principle, provided the source can be found in the publicly accessible area of the Internet and fulfils the criterion of being citable.

#### **6.6** How many sources should I use in my Bachelor's thesis?

It is almost impossible to give a general guideline for this because it depends very much on the topic and the research methodology. In most cases, however, it will hardly be possible to write a Bachelor's thesis with fewer than 20 sources; at the same time, processing more than 80 sources in a thesis with only 3 months to work on it would not be very credible.

#### **6.7** Is there a guideline for the number of sources per page?

A generalised answer is hardly possible here either. For example, pure explanations of one's own approach require no or few sources; on the other hand, in the vast majority of cases it is not necessary to cite more than ten sources for a specific content that is dealt with in one paragraph.

### **7. Writing process**

#### **7.1** How do I deal with writer's block?

Being plagued by writer's block is an almost normal occurrence for many students when writing their Bachelor's thesis. The cause is usually that you set yourself (too) high standards or think that the wording is "not usable". The best way to overcome this is to formulate freely without pressure and "write away", so to speak, in order to correct and improve later.

#### **7.2** Is it necessary to refer to the individual chapters in the conclusion?

Yes, the final section should summarise the key findings of the work. This should not explicitly refer to every chapter, but the most important findings should be included.



- 7.3** Do I have to quote everything (including summaries at the end, which are merely a repetition of passages already quoted), possibly by cross-referencing to my own text?

Pure summaries of statements that have already been cited do not need to be cited again. But please note: If certain aspects are combined in the final section and there is a source for this combination, this must be cited here.

- 7.4** In what form do I have to observe the citation rules for my own case studies, investigations, etc.?

The following also applies here: All ideas, thoughts, combinations, conclusions, etc. taken from other authors must be cited.

- 7.5** How long should my Bachelor's thesis be?

A rough guideline for the text section (excluding appendices and indexes) is: approximately 50 pages +/- 10 %.

- 7.6** What types of personal contribution can I integrate into my Bachelor's thesis?

Own empirical investigations and analyses, own conclusions, independent application of theoretical findings to concrete practical problems...

## **8. Follow-up**

- 8.1** How much time should I allow for proofreading?

Approximately one week; it is also advisable to have a person (unfamiliar with the topic) proofread the work for possible typing errors, but above all for general comprehensibility of the wording.

- 8.2** Where can I check my Bachelor's thesis for plagiarism?

The author himself / herself should know best whether he or she has copied something without a citation!

- 8.3** Does the Bachelor's thesis have to be printed at the end?

Only if your supervisors expressly request this. This will be communicated as part of the topic approval process.

- 8.4** What happens after delivery?

The supervisors normally correct the work within 8 weeks. You will receive the official grade notification from the Examination Office.





## 9. Additional resources and support

### 9.1 Are there any courses/instructions/tips for searching for sources, literature management programmes and citation methods?

You should not rely on Google searches, as only a small amount of information is available on the freely accessible internet. Targeted research is highly advisable; specialised databases are suitable for this, and the librarians will be happy to help.

As soon as you have more than 20 sources to manage, we recommend using a specific programme, e.g. "[Citavi](#)".

### 9.2 Are there any tips and tricks/experience values that you should pay particular attention to/common mistakes?

An avoidable mistake is to start working on the (e.g. practice-orientated) main part too late and to invest too much time at the beginning in formulating theoretical findings. In the case of empirical studies, the corresponding conceptual work should begin as early as possible.

### 9.3 Is there a sample Bachelor's thesis (so that you can see what the structure is like, cover sheet, outline, formatting, language style)?

If you would like to write your academic paper in Word, use the faculty's [format template](#). If you use another writing programme such as LaTeX, use the cover sheet and the format specifications from the **formal instructions**, chapter 3.

### 9.4 Is there an overview & recommendation which courses / instructions / tutorials should be attended before the Bachelor's thesis. If not, can you please provide an overview?

The Business Administration seminar, which also deals with the preparation of scientific papers, should be attended in advance. It is also advisable to have attended the FWPM in the subject area from which the research question is chosen.

## 10. After delivery

### 10.1 Approximately how long after submission will I receive my grade?

Approximately 8 weeks after submission. If the grade is urgently required earlier, this should be agreed with the supervisors.

### 10.2 How do I receive my grade? How do I get notified?

Many assessors inform you by email immediately after the grade has been determined; you will always be officially informed of the grade by the Examination Office.

### 10.3 What happens if the 8-week correction period has elapsed and you still don't have a grade?

Then it is advisable to ask your supervisors.





**10.4** How do I obtain a Bachelor's degree?

The Bachelor's certificate is sent by the Examinations Office. In addition, the faculty organises a graduation ceremony for the last graduating class(es) at certain intervals.

**10.5** Is there an award ceremony?

The Bachelor's degree is awarded when the certificate is sent out. The certificate bears the signature of the President of the University and the official countersignature of the Examination Office.

**10.6** When can I expect to receive my grade? (because of work or applications) // (immediately with the announcement of grades or always at the end of the semester)

With the notification from the Examination Office; then the grade determination is official. This takes place immediately after the assessors report their grades and not at the end of the semester.

**Note:** The answers to these FAQs have been formulated to the best of Prof Dr Eckhard Lachmann's knowledge and belief. Please note that there may be significant deviations for specific topics / questions / specialisms; it is always advisable to obtain the latest information from your supervisor.