

Information on Writing a Bachelor Thesis - Process and Procedure

// DHBW Mosbach / Business School

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The present text is a translation. In the event of any discrepancies between the translation and the original text, the original text shall prevail.

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1 General Information

Writing academic papers at DHBW Mosbach is subject to different frame conditions that are *binding* (obligatory) on the one hand, and *discretionary* (facultative) on the other hand. These conditions are derived from the following documents, i.a.

- study and examination regulations (StuPrO) for bachelor's degree courses at the Business School ([StuPrO DHBW Business School](#)) of 11/10/2018 (DHBW bulletin no. 16/2019)
- module description of the study program / specialization in the corresponding description of DHBW's study program
- guidelines for qualification requirements and the approval procedure for corporate partners (workplace training providers) of DHBW for a bachelor's degree of 01/08/2019 ([DHBW bulletin no. 12/2019](#))



Formal guidelines for structuring academic papers can be consulted in the "Style Guidelines for Writing Academic Papers" of the Business School.



In any case, an alignment with the guidelines of the corresponding study program/ specialization is required. These can have different agreements.

2 Test Performance "Bachelor Thesis"

2.1 Exposition of the test performance

The Bachelor Thesis is a written test performance whose grade is added to the Bachelor's final grade with a weighting of 20% (§ 21 (2) StuPrO DHBW Business School). The Bachelor Thesis is supposed to demonstrate the students' ability to autonomously work out a practice-related problem using practice-related and academic findings and methods within a given period of time (§ 18 (1) StuPrO DHBW Business School). Generally, the scope of the Bachelor Thesis is **40 to 60 pages**. Deviations need to be approved by the academic supervisor (see: annex 1, 1.1.17, StuPrO DHBW Business School). Unapproved deviations result in an appropriate deduction in grading. The supervisor shall inform the responsible head of department about the approval of a deviation. For reasons of legal certainty, students should get a written confirmation of the deviation in the number of pages from their supervisor. The Bachelor Thesis is to be written in the fifth or sixth on-the-job training period (§ 18 (3) StuPrO DHBW Business School).

In justified exceptional cases, the Bachelor Thesis can be written as a group work when the individual contribution of the test performance is rateable and marked accordingly (§ 19 (2) StuPrO DHBW Business School).

Further details can be consulted in paragraph 3 (Bachelor Thesis) and in annex 1 of StuPrO DHBW Business School.

Grading

The test performance is **graded** (§ 10 StuPrO DHBW Business School; from 1.0 “very good” to 5.0 “poor”). Intermediate steps of one-tenth are admissible. The grading has to be sufficiently substantiated. For this, **all significant** reasons that were decisive from the supervisor’s point of view have to be **written down in a report**.

2.2 Statutory declaration and restriction note

The Bachelor Thesis has to be submitted along with a **signed declaration** with the following wording (annex 1, 1.2.2 StuPrO):

I hereby declare that the present Bachelor Thesis with the topic: (...) is the result of my own work and that I have not used any other sources and aids than those indicated. Moreover, I declare that the submitted electronic version coincides with the printed version.

.....

Place, date

.....


Signature

Should the training provider require the Bachelor Thesis to be consulted for examination purposes only and not to be accessible to third persons, a **restriction note** has to be added on the cover sheet of the paper (annex 1, 1.2.3 StuPrO):

The content of the present work must not be accessible in whole or in part to persons beyond the examination process and the evaluation procedure as long as no contrary approval of the workplace training provider exists.

Other formulations are inadmissible.

Restriction note only in justified exceptional cases

 A restriction note contradicts the principles of academic writing, for this reason, it should be added only in justified exceptional cases and, if necessary, after consultation with the head of department.

If the paper only contains information that is also available to third persons anytime (e.g., in company brochures or on the internet), a restriction note **basically does not make sense**.

3 Process and Procedure

3.1 Assignment and procedure

The modalities in terms of assignment, procedure and submission of a Bachelor Thesis are determined in the study and examination regulations of the Business School.

(1) Agreement on topic

The student proposes the topic of the paper after consultation with the workplace training provider.

(2) Topic submission



The **students** submit the topic. For this, they have to use the **form** "Bachelor Thesis Assignment for the 3rd Academic Year of the Year ..." (**approval application for Bachelor Thesis (from year 2011 onwards)**). The **head of department** announces the definite submission **deadline** for the form.

The fully completed and signed form has to be handed in **timely** in the original version at the corresponding DHBW course administration office (§ 11 StuPrO DHBW Business School). The original version can be handed in **personally** or sent by **mail**. When sending by mail, the date of the postmark is decisive for keeping the term. When submitting by fax or as a scanned document, the original document has to be handed in promptly, i.e., without culpable delay. **The student is obliged and responsible for producing proof of timely reception of the registration.**

(3) Topic assignment and approval

The responsible head of department approves the topic of the Bachelor Thesis.

The approval has to be denied when the topic is inappropriate in terms of level or scope or no professionally qualified academic supervisor is available. The withholding of approval has to be justified. The student must be given an opportunity to coordinate an appropriate topic proposal with his/her workplace training provider and to resubmit it within a reasonable period of time. Before a topic is denied, an adjustment of the topic can be proposed to remove the reasons for refusal.

(4) Designation of the academic supervisor

The head of department designates a professor or lecturer who **supervises** and **grades** the Bachelor Thesis (§ 19 StuPrO DHBW Business School). The lecturer has to comply with the requirements of § 56 paragraph 2 sentence 1 LHG. § 15 paragraph 6 StuPrO (duty of confidentiality) applies accordingly.

(5) Supervision

The supervision of the Bachelor Thesis comprises beside methodological and scientific supervision also expert advice and support for the student during his/her preparation of the Bachelor Thesis. It is the **student's responsibility to contact the supervisor in time and to clarify upcoming questions with him/her**. Type and scope of supervision depend on the particular case and basically result from the topic and the specific question/s of the student.

(6) Editing time

The Bachelor Thesis is to be **written during the 5th or 6th on-the-job training phase**. The editing time is **12 weeks starting from the date of notification** of the approved topic. During this period of time a workload of at least 360 hours has to be performed (§ 18 (3) f. StuPrO DHBW Business School).

The workplace training provider has to concede the student an **adequate timeframe** for the preparation of the Bachelor Thesis (§ 4 paragraph 4 guidelines for qualification requirement of corporate partners).

Reference value for conceding time off for editing the Bachelor Thesis

The workplace training provider is committed to concede the "necessary time" to the students for writing the Bachelor Thesis (§ 4 paragraph 4 guidelines for qualification requirement of corporate partners). In order to get a **reference value** for an exemption during their working hours in the on-the-job training phase, it is recommended to spread the 360 hours of "workload" over the 12 weeks of editing time and deduct them from the weekly working hours.

These reference values, however, are target figures, they are not a "must".

3.2 Paper submission

3.2.1 Submission date of the Bachelor Thesis

The definite submission date is communicated to the students along with the approval of the topic.

3.2.2 Submission formalities

Written works have to be submitted **timely in two printed versions and in two electronic versions** respectively (text file and other digital annexes, if any) either personally at the course administration office or by mail to DHBW Mosbach.

If the administration office of the corresponding study program / specialization is not occupied, the paper can also be handed in at another administration office and the submission being acknowledged there.

When sending by mail, the date of the postmark is decisive for keeping the term. **The student is obliged and responsible for producing proof of timely reception.**

The printed copy has to be submitted in **bound form (adhesive or softcover binding)**.

The **copy for DHBW** has to comprise a **CD/DVD** with the respective **text file of the work**, firmly adhered to the last sheet of the paper. The text of the Bachelor Thesis should preferably be saved in a WORD file on the CD/DVD. Other file formats (e.g., *.pdf) are possible after consultation with and approval of the head of department. The last sheet of the paper has to be a **stiff paper sheet** so that the envelope for the CD/DVD can be adhered safely.

Labelling of the CD/DVD



- (1) Surname and first name of the student
- (2) Type of paper (Bachelor Thesis)
- (3) Title of the paper, study program and study year

All files saved on the CD/DVD may not be protected in any way or restricted in their editing options, e.g., with a password.



The corresponding study program / specialization can determine different submission formalities than those mentioned above. The head of department has to inform the students timely.

3.2.3 Extension of editing time

If the students need the editing time (**application**) to be extended, the following steps are necessary:

- (1) The preprinted form “**Antrag auf Verlängerung der Bearbeitungszeit**” has to be completed and sent promptly to the DHBW Mosbach examination office.
- (2) The **indications** listed in the form **have to be followed**. In the application form the **exact date** has to be given to which the extension shall apply.
- (3) A stamped and signed **statement of the workplace training provider** has to be enclosed. In case of personal reasons of the applicant, especially in the event of illness, the statement of the workplace training provider is not necessary (§ 12 StuPrO).

In case of **further queries**, contact the [DHBW Mosbach examination office](#) directly.



In principle, an extension of the editing time is only possible when the students have previously made a formal and well-founded written application at the DHBW Mosbach examination office and the application was positively granted.

Otherwise, the respective deadline is considered as not met and the test performance counts as failed.

When a deadline is extended, the respective **regulations** (i. a. the respective valid study and examination regulation) **have to be complied with.**

3.3 Important documents

The following documents have to be taken into account when preparing a Bachelor Thesis as they contain useful information:



- » Preprinted form “Thesis Topic Submission (from study year 2011 onwards)”
- » Preprinted form “Antrag auf Verlängerung der Bearbeitungszeit” (application for extension of editing time)
- » “Style Guidelines for Writing Academic Papers” of the Business School
- » Preprinted form “Thesis Cover Sheet”
- » Preprinted form “Thesis Appraisal Form”

Download at: <https://moodle.mosbach.dhbw.de> and [DHBW Mosbach: BWL International Business - Dokumente](#)

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