

Examination Office

Guidelines for a Bachelor's thesis

(October 2015)

Application for admission to the Bachelor's thesis

The application for admission to a Bachelor's thesis is submitted online at the end of the winter semester or summer semester, within the dates announced by the Examination Office. The link for this can be found on the Examination Office's homepage under "News for Bachelor's degree students". The application for admission to a Bachelor's thesis requires at least 100 ECTS credit points (1-subject Bachelor's degree) or 120 ECTS credit points (2-subject Bachelor's degree) from **completed** modules in studies to date. **Three different examiners** must be specified in the application for admission to the Bachelor's thesis, **listed in order of preference**. **Examiners must be chosen from at least 2 different institutes**. The applicant will receive confirmation of registration by e-mail.

Issuance of a topic

At the end of the application period the applicant will be informed by e-mail of his/her assigned examiner. The applicant will contact his/her assigned examiner to discuss how to proceed. The regulations of the respective chair on the assignment of topics must be observed. These are normally published online. The thesis topic is issued via the chair.

In order to register the issued topic, two copies of the form for the assignment of a Bachelor's thesis must be signed by the examiner and handed in to the Examination Office in person during office hours, or sent directly to the Examination Office by the examiner. The applicant will receive a form signed by the Chair of the Examination Board in return.

Withdrawing a topic

If, after the Bachelor's thesis has been registered, it is decided that the topic is not feasible, there is a one-time opportunity to withdraw the topic within three weeks. In this case, the Bachelor's thesis is deemed "not started".

Composing a Bachelor's thesis in a foreign language

With the agreement of the examiner, the Bachelor's thesis can also be written in English. In this case, an abstract in German must be attached to the thesis. Examiners usually release information on how to create a thesis, which should be taken into account. If no such instructions are provided, this information can be found on the website of the Examination Office.

Preparation period

The preparation period of 9 weeks (1-subject Bachelor's degree) or 2 months (2-subject Bachelor's degree) starts once the topic has been issued by the examiner. If you need this deadline to be extended due to illness or another valid reason, you must immediately inform the Examination Office in writing and provide evidence. You can find the appropriate form at the Centre for Forms (<http://www.wiso.uni-kiel.de/de/studium/pruefungsamt/formular-center>). Please also note the information sheet in the event of illness.

If the evidence is accepted, the preparation period will be extended by a maximum of four weeks (1-subject Bachelor's degree) or three weeks (2-subject Bachelor's degree).

Scope of the Bachelor's thesis

The scope of the Bachelor's thesis, i.e. the maximum number of pages of text (excluding references, appendices, etc.), should not exceed 40 pages.

Changing the title

If it is decided during the preparation of the Bachelor's thesis that the title selected (= topic of the Bachelor's thesis according to application for admission) must be changed, an informal application to change the title may be made, endorsed by the first assessor, prior to submission of the thesis. It is not possible to change the title on grounds of a change in content or topic; this is considered a "withdrawal of a topic" (see above).

Formal requirements for the composition of the Bachelor's thesis

Two copies of the Bachelor's thesis must be submitted to the Examination Office in written form (hard or adhesive bound, not spiral bound) and as a file on a CD-ROM (enclosed in one of the copies).

The declaration on the final page of the thesis must match the wording below exactly. All other specifications (margins, line spacing, citation method, etc.) must be discussed with the first assessor of the Bachelor's thesis.

Sample title page of the Bachelor's thesis

> Topic of Bachelor's thesis <

Bachelor's thesis
of the Bachelor's Degree
Programme in
Business Administration
at the Faculty of Business, Economics and Social
Sciences at Kiel University

submitted by
First name, surname

First assessor: Title first name surname
Second assessor: Title first name surname

Last page of the Bachelor's thesis

Declaration

I hereby declare that I have composed my Bachelor's thesis "topic" independently using only those resources mentioned, and that I have as such identified all passages which I have taken from publications verbatim or in substance. Neither this thesis, nor any extract of it, has been previously submitted to an examining authority, in this or a similar form.

I have ensured that the written version of this thesis is identical to the version saved on the enclosed storage medium.

Date, signature

Submitting the Bachelor's thesis

The obligatory submission date is disclosed when the topic is issued and/or by letter if an extension of the submission date has been permitted. Two bound copies of the thesis must be submitted to the Examination Office, in person if possible, before 12 noon on this day at the latest. The date on the postmark can also prove that the thesis has been handed in on schedule.

The thesis data files on a CD must be attached to at least one of the bound copies.

Assessment of the Bachelor's thesis

The submitted Bachelor's thesis will be sent to both assessors for appraisal. The result of this can be found on the "Studierenden-Online-Funktion" approximately six weeks after submission.