

Application Process – Bachelor's Thesis

Step 1

Handing in Application Sheet of the Department

- For each winter and summer semester, about 15 students will be supervised – allocated to two time slots
- „First come, first serve“
- If you want to write in the next summer semester, hand in the application sheet of the department **one month before the official winter semester ending at the latest** (same applies for winter semester – **one month before the official summer semester ending** at the latest)
- Please hand in the application form in room number 2.10
- Please note: applying in time is no guarantee for being accepted as a candidate due to limited resources of the department. If the limit of students is reached for each semester, it will be communicated on our homepage
- Accepted students will receive an email with further information about time slots and topics
- Please note that if you decide to withdraw your application after handing it in, it is most likely not possible to consider another application in the following semesters
- Also, please note that only the topics announced via email (after your application) are available for editing. Suggestions on topics from students can unfortunately not be considered for Bachelor Theses.

- **All candidates need to participate in an introduction to scientific writing before starting their theses!** There will be one lecture at the very beginning of each semester. Exact dates will be communicated one semester in advance on the department's homepage. **A participation is mandatory!**

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Step 2

Attribution of Time Slots and Topics

Dates				
SS Slot 1	SS Slot 2	WS Slot 1	WS Slot 2	
16.03.	04.05.	14.09.	26.10.	Presentation of topics (via Email) by the department
22.03.	10.05.	20.09.	01.11.	Feedback on preferred topics by students (via Email)
25.03.	13.05.	23.09.	04.11.	Students will receive their final topic (via Email)
01.04.	20.05.	01.10.	12.11.	Students need to hand in the official application sheet (from examination office including signature from second supervisor) at the department
10.06. (approx.)	29.07. (approx.)	10.12. (approx.)	14.01. (approx.)	Handing in Bachelor's thesis at examination office

- Note: if too many students prefer one time slot, the department will allocate the students randomly to time slots

Step 3

Students are requested to look for a second supervisor on their own

- After allocation of time slots and topics, students are requested to search for a second supervisor on their own
- Students will hand in the **official** application sheet of the examination office **at the department** with the signature of the second supervisor **BEFORE** the 01.04 / 20.05 / 01.10 / 12.11
- The department (and **not** the students) will send the official application sheet to the examination office

Step 4

**First meeting with advisor after 01.04 /
20.05 / 01.10 / 12.11**

- Students will meet with advisor to discuss first ideas / outlines etc. and general questions
- After the first meeting students need to write an exposé about their topic

Step 5

Second meeting with advisor

- Second meeting with advisor to discuss the exposé
- Students are still welcomed for further meetings (if necessary) or general questions at any time during the research and writing process