

Guidelines for Bachelor's and Master's Thesis Reports

Important clarification: Each subgroup must submit its own complete project report. A joint overall report covering all groups is not required.

1. Purpose and Target Audience

The report provides a comprehensive and clear overview of the subproject, the work carried out, and the results. It is intended for supervisors, faculty, external project partners, and future project cohorts. It should be technically accurate, yet understandable even without in-depth knowledge of all the technical details.

The projects always aim to make a scientific contribution while also addressing real-world problems. Accordingly, the solutions developed should always be reflected upon and critically evaluated in the project report from both scientific and practical perspectives. Accordingly, the solutions developed should always be critically evaluated and assessed from both scientific and practical perspectives.

2. Submission and Scope

Timeframe: Submissions may be made starting in July.

Deadline: September 30; no submissions will be accepted after this date.

Length: There is no maximum length; however, a minimum of approximately 25 pages is recommended to ensure sufficient depth of content.

Submission: One complete report per subgroup.

3. Components and Order

- Title Page
- Abstract
- List of Contributors
- Table of Contents
- List of Figures and Tables
- Main Body
- Bibliography
- Overviews of Contributors Contributions
- Declaration of AI (if applicable)
- Appendix

4. Title Page

The following information must be included: Bachelor's or Master's thesis; title of the project/subproject and course(s); research group and department; faculty members and advisors; submission date; logos of the University of Bremen and the research group. Project or subproject logos may be added.

5. Contributors and Abstract

The title page is followed by a table of all students in the submitting subgroup, sorted alphabetically by last name.

- **Last Name:** Family name
- **First Name:** First name(s)
- **Student ID:** Full student ID number
- **Email:** Current contact address

The subsequent abstract is no more than one page long and describes the objective, methodology, key results, and conclusions of the respective subproject.

6. Recommended Structure for the Main Body

The outline may be adapted to the subproject. The following structure is often appropriate:

- Introduction and Motivation
- Problem Definition or Problem Domain
- Optional: Related Work
- Optional: Market Analysis
- Solution Description and Implementation
- Backend and Frontend Chapters (if applicable)
- Optional: Evaluation
- Discussion of Process, Results, Limitations and Findings
- Conclusion and Outlook

Authorship: Each chapter should list the individuals who contributed to it. The appendix also includes a comprehensive table summarizing the contributions by author and chapter.

7. Formal Requirements

- Number all pages, chapters, and subchapters.
- Use full sentences; bullet points are not a substitute for narrative text.
- LaTeX is strongly recommended but not required.
- Choose a legible font, such as Times New Roman 10 pt, Arial 11 pt, Calibri 11 pt, or the LaTeX default. Include code and terminal commands only if they are essential to the explanation.

8. Figures and Tables

Each figure and table must be numbered consecutively (with its own index) and labeled in a meaningful way. They support the explanations in the text but do not replace them. Numbers, data, facts, and the content of figures must be referenced, contextualized, and explained in the text.

9. Sources and Citation Style

Every source used must appear in the bibliography. Page numbers are required only if the chosen style requires them. APA, Harvard, and other established styles are acceptable; APA is preferred. A single style must be applied completely and consistently. Sources must be complete and traceable; Zotero is recommended for source management. Fabricated sources constitute an attempt at deception.

10. Requirements for Technical Solutions

- Specify the repository name and include a clickable link in the report.
- Provide technical and user documentation; Markdown is permitted. However, do not store it in the wiki; instead, place it in a clearly named repository folder that is easy to navigate. Ensure the documentation is clear and easy to navigate when viewed with a WYSIWYG editor.
- Explain the architecture, concept, and functionality in an understandable way.
- Document the step-by-step setup process on a new system.
- Enable a quick start for future project cohorts.

11. Use of Artificial Intelligence

AI tools are generally permitted and welcome when used appropriately. All use must be disclosed in a Declaration of AI, including the tools used, their purposes, and the work steps involved. Any undeclared use of AI is considered an attempt at deception and will be reported accordingly.

12. Checklist before Submission

- The subgroup's report is self-contained and understandable on its own.
- The title page, alphabetical list of contributors, and a summary of no more than one page are complete.
- Lists are up to date; pages, chapters, figures, and tables are numbered.
- Contributions to each chapter are documented within the chapter and compiled in the appendix.
- Citations and the bibliography are complete and consistent.
- Links to the repository and documentation are provided, if applicable.
- A Declaration of AI is included, if AI was used.
- Submitted by September 30 at the latest.

13. Help

If you have any questions or uncertainties regarding the report, please contact your project advisors. They will be happy to provide tips and guidance on the report's content as you are drafting it.