Application Process – Bachelor‘s Thesis

Step 1
Submission of the Application Sheet at the Department

- The application sheet is available on the department’s homepage.
- For each winter and summer semester, about 15 students will be supervised – allocated to two time slots.
- **Application periods:**
  - For a bachelor’s thesis in the **summer term:**
    1st October - 28th February
  - For a bachelor’s thesis in the **winter term:**
    1st April - 31st August
- „First come, first serve“.
- Please submit the application sheet to Verena Sander (e-mail or office).
- Applying in time is no guarantee for being accepted as a candidate due to limited resources of the department!
- If too many students prefer one time slot, the department will allocate the students randomly to time slots.
- Accepted students will receive an email with further information about time slots and topics.
- If you decide to withdraw your application after submitting, it is most likely not possible to consider another application in the following semesters.
- Topics are announced via e-mail (after your application). Only these topics are available for editing. Suggestions from students can unfortunately not be considered for bachelor’s theses.
After allocation of time slots and topics, students should search for a second supervisor on their own.

Students must submit the registration sheet from 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 registration sheet to the examination office.

### Step 4
First meeting with supervisor after 01.04 / 20.05 / 01.10 / 12.11

- Students will meet up with the supervisor to discuss first ideas / outlines etc. and general questions.
- After the first meeting, students need to write an exposé.
Step 5

Second meeting with supervisor

- Second meeting with supervisor 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.