

Guidelines for registering the Bachelor's thesis in the degree programs Business Studies and Economics (major subject) according to the examination regulations of October 25, 2023

Bachelor's thesis module

The Bachelor's thesis module consists exclusively of the Bachelor's thesis, for which 12 CP are awarded. (§ 6 para. 1 subject-specific examination regulations (FPO))

Registration requirements

The prerequisite for registering for the Bachelor's thesis is proof of at least 120 CP, of which at least 18 CP must have been earned in compulsory or compulsory elective modules in the profile area.¹ English language skills at level B2 of the Common European Framework of Reference for Languages (CEFR) must be proven by the time of registration at the latest (§ 6 para. 2 FPO). Please note that the English language skills must explicitly be proven, e.g. by a certificate from the Foreign Language Center or high school diploma. A recorded English language certificate will be listed in your PABO online transcript (FlexNow).

Registration

To register for the Bachelor's thesis, please complete and submit the form "Antrag auf Zulassung zur BA-/MA-Arbeit" / "Application for admission to the B.A. / M.A. thesis phase" to the Central Examination Office (ZPA). Please download the form from the website of the Examination Office <https://www.uni-bremen.de/zpa> / <https://www.uni-bremen.de/en/zpa>

Recommendation for applications to MASTER degree programs:

In order to complete the Bachelor's program on time within the summer semester, we recommend that you register your Bachelor's thesis no later than May. If you register your thesis later, there is no guarantee that it will be completed (incl. calculation of the overall grade and preparation of the final documents) by the end of the summer semester (30/09).

Topic of the Bachelor's thesis

Topics for the Bachelor's thesis are assigned by the individual working groups of the Faculty of Business Studies and Economics. Students must contact the lecturers directly. The Study Center annually offers an information event on the Bachelor's thesis during the winter semester, at which you will get information on deadlines for the assignment of topics by individual supervisors.

The topic of the Bachelor's thesis must be stated in German and English in the application. The supervisor must agree with both titles.

Examiners

The application requires you to name two examiners. The first examiner (supervisor) supervises the thesis. The second examiner is also suggested by the candidate. The supervisor can make a recommendation for this.

The supervisor must be a member of the faculty either as

- professor/-in
- private lecturer (PD)
- post-doc or
- lecturer (with PhD).

The supervisor may only be a member of another faculty at the University of Bremen for professional reasons.

Application review

The ZPA formally checks the application. If you meet all requirements, they grant admission to the Bachelor's thesis.

Letter of admission

After approval, you will receive a written letter of admission by post. The admission letter will state the two examiners, the topic of the Bachelor's thesis and the submission date.

¹ In the economics degree program, proof of 18 CP is provided exclusively through compulsory modules in the profile area.

Processing time

The processing time is ten weeks (§ 6 para. 3 FPO). It does not begin until the examination office has completed its review of admission.

Extension of the processing time / illness

A one-off extension of up to three weeks is possible upon justified informal application with the approval of the examination board (§ 6 para. 3 sentence 2 FPO). The first examiner should agree to the extension on the application. The application for an extension must be submitted to the ZPA before the end of the processing time.

If you fall ill during the processing time, the time of illness will be credited to you. In this case, submit the form "Verlängerung der Bearbeitungszeit der BA-/MA-Arbeit aufgrund von Krankheit" / "Extension of the processing time of the B.A. / M.A. thesis owing to illness" with the corresponding certificate of incapacity for work (sick note) from your attending doctor before the end of the processing time.

You will receive a letter by post informing you of the extension and the new submission date.

Scope / design of the Bachelor's thesis

The Bachelor's thesis should generally be written as an individual thesis. Exceptions are regulated by the Examination Board upon justified request (§ 6 para. 4 FPO). The examination regulations do not prescribe any guidelines for the formatting or design of the Bachelor's thesis. Details on the layout and scope of the thesis must be discussed with the supervisor.

Submission of the Bachelor's thesis

The Bachelor's thesis must be submitted to the Examination Office on time in triplicate in written form and on a suitable electronic storage medium (Section 10 (10) AT-BPO 2010). The copyright declaration, declaration on the publication of the thesis and the declaration on the electronic check for plagiarism and, if applicable, an appendix on the use of AI-based applications must also be submitted with the thesis. (cp. <https://www.uni-bremen.de/zpa/formulare> / <https://www.uni-bremen.de/en/zpa/forms>)

These declarations must be firmly attached to each copy or included. Do not forget your signature!

You can hand in your Bachelor's thesis personally at the ZPA service center or the ZPA's FB 7 office, put in the ZPA mailbox (until 23:59 h) or send by post. In all cases, the date of receipt is the submission date. If the submission falls on a public holiday or weekend (Sat, Sun), the thesis must be submitted on the next working day at the latest. The ZPA will send the Bachelor's thesis to the examiners immediately upon receipt with a request for assessment.

Assessment

The examiners should assess the Bachelor's thesis within three weeks; the Examination Board may grant supervisors who have to assess a large number of Bachelor's theses – taking into account the application deadlines for Master's degree programs – a reasonably longer period (Section 10 (12) AT-BPO 2010). You can view the grades in PABO at your student data.

If you want to read the assessment report, you have to submit an informal application to the Examinations Office.

Certificates

The transcript and certificate (German and English) are issued when all examination results for the Bachelor's degree program are available. This is usually the case once the assessments for the Bachelor's thesis are available. After signing, the documents will be sent to you by post, usually after 4 to 6 weeks. The date on the transcript and certificate is the date of the last examination.

Semester / Enrolment

You must be enrolled in the degree program when you register for the Bachelor's thesis. You do not need to be enrolled when you submit your Bachelor's thesis or during the assessment period, provided you do not have to take any further examinations. As soon as you have successfully completed your Bachelor's degree, you will be de-registered by the Student Office at the end of the current semester.

Please note: If you do not pass the Bachelor's thesis, you may repeat it once in accordance with § 10 (14) AT-BPO. A new topic must be worked on. The application for re-admission to the Bachelor's thesis must be submitted within three months of notification of the grade. You will receive a corresponding notification from the ZPA stating the last possible registration date. Enrolment is not required for this new application for admission.