

### **Preface**

According to Universities Act 2002 §80 (1), every Bachelor's student has to write a bachelor's thesis as part of the degree programmes. Detailed regulations for bachelor's theses shall be established by the respective curricula.

According to the study plan §2 (3) and §9 for the main program phase of the Bachelor's Program in Business, Economics and Social Sciences at WU, every student is required to write a bachelor's thesis accounting for 8 ECTS. Formal requirements are the completion of the courses of the Introductory and Orientation Phase (STEOP), "Statistics" as well as "Academic Research Techniques" or "Research Methods". In accordance with the official guidelines of WU ([Link](#)), students must prove their ability to work on a certain topic independently within 200 working hours or 25 full-time working days (8 ECTS)

### **Bachelor's Theses at the Department**

The Department of Information Systems and Operations offers a broad variety of different topics both in research and in teaching. This diversity in topics and methods provides many different potential subjects for bachelor's theses.

Students select the topic they want to cover in accordance with the Department's Institutes, either by providing their own topics or by selecting from a collection of topics from the thesis' supervisors. Each supervisor can stipulate certain criteria for a preliminary Thesis Supervision Agreement and accept or refuse to supervise students based on those criteria.

After a basic agreement on a certain topic, each student has to prepare a concept-paper of his/her thesis. This document requires the student to look into the subject already at the very beginning of the thesis' process. At least the following aspects should be considered in the concept-paper:

- Problem statement
- Objective and potential research question(s)
- Approach / method(s) used
- Rough structure of the thesis (table of contents)
- Potential literature (bibliography)
- Timeline

Supervisors can specify more or less requirements for the concept-paper, depending on the topic. Only after the concept-paper is agreed upon between the student and the supervisor, the final Thesis Supervision Agreement is signed. If students fail to comply with the conditions specified by the supervisors, the supervision can be withdrawn ([Link](#)).

Students must always follow the formal requirements of their supervisors. This includes, among others, a consistent way of citing sources, which is defined by the supervisors. Additional requirements – set by the Institutes of the Department – are communicated through personal meetings and through the Institutes' websites.

Students must inform their supervisors regularly about the status-quo of their bachelor's thesis. It is recommended to include milestones already in the concept-paper and agree upon at least four meetings between students and supervisors. This also includes the discussion and agreement on the concept-paper as well as the final results of the thesis. Supervisors can choose to request parts of the thesis or the whole thesis before the final grading.

In consent with the supervisor, the students submit the final thesis via Learn@WU, where it is subjected to plagiarism detection. Eventually, the supervisors grade the thesis within four weeks, considering at least the criteria mentioned [here](#) and providing the students with feedback on the grading. After the final submission of the thesis via Learn@WU, changes in the thesis are no longer possible.