

WUPOL Quality standards for bachelor's theses

WU Policy on quality standards for bachelor's theses

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Please note: This translation is provided **for your information only**. In case of discrepancy, the German original shall prevail.

1. Purpose

This policy defines uniform quality standards for bachelor's theses at WU, which are to be used as a basis for the supervision and assessment of bachelor's theses.

2. Scope

This policy applies to all persons who are authorised to supervise and assess a bachelor's thesis at WU.

3. What is a bachelor's thesis?

While the Universities Act 2002 classifies diploma and master's theses as academic papers, this does not apply to bachelor's theses. These are referred to as "independent written theses". Section 51 para. (2) subpara. (7) states: "Bachelor's theses are the **independent written** or artistic works to be prepared in the bachelor's program, which are to be written **as part of a course.**" They are also to be graded as part of the assessment of this course. Students should demonstrate that they are able work on a topic **independently.**

3.1. Independent

Students must write the thesis independently. Bachelor's theses may be written by several students, but only if the individual work of each student can be clearly identified and assessed separately. The workload increases accordingly depending on the number of students working on the thesis.

3.2. In writing

If a bachelor's thesis is to be written, this usually means that the thesis must be written in one or more structured documents and must also be submitted to the supervisor in this format. The choice of format must comply with the department's standards for bachelor's theses and quality assurance requirements in the context of plagiarism and AI exams.

A written bachelor's thesis must consist of a coherent text in line with the principles of scientific writing and explanation. It therefore requires comprehensible and technically appropriate documentation of the independent performance in accordance with the standards of scientific writing and argumentation. This documentation can be made in a coherent text or, if logically appropriate, directly at the relevant points of a calculation. The decisive factor is that the result is available in one or more files that are documented in a generally recognized format that is customary for expert third parties.

The work must contain everything that is necessary for an understanding of the independent work performed. ¹

¹ This is made more concrete in the academic units.

When writing an academic text, the aim is to show that the subject matter has been understood or, for example, reworked, that the student has dealt with the concepts independently and critically and shows that he/she has understood and mastered them.

In addition to, but not as a substitute for the bachelor's thesis the following formats can be used:

1. **Oral presentations:** Work that is presented exclusively by means of an oral presentation or a paper.
2. **Visual projects:** Posters, infographics or other visual representations that do not include detailed written explanations.
3. **Multimedia projects:** Videos, podcasts or other digital media that are mainly based on visual or audio content.
4. **Practical work:** Projects that are based on practical applications or experiments and whose results are not documented in detail in writing.
5. **Creative works:** Artworks, design projects or other creative works that are not accompanied by a scientific text.

3.3. In which language can the bachelor's thesis be written?

The bachelor's thesis is usually written in German or English. In accordance with the by-laws, academic theses can also be written in another foreign language if the supervisor agrees.

3.4. Scope of the bachelor's thesis

For students enrolled in bachelor's programs at WU, the bachelor's thesis is worth 10 ECTS credits and corresponds to a workload of 250 hours, or approximately 31 working days.

When selecting a topic, it is important to ensure that it aligns with the expected workload, so that the effort required reflects the 10 ECTS credits and students can complete the work within the allotted time. This workload includes not only writing the thesis itself but also all preparatory and follow-up tasks.

Given the 10 ECTS and the associated workload, it is recommended to allow for a processing period of 4 to 6 months after the supervisor has agreed to supervise the thesis. Evaluation should take place within the required timeframe of 4 weeks. The actual processing time will be discussed and agreed with the supervisor.

Quality assurance of the supervision of bachelor's theses

1. Who may supervise

All academic staff at WU who have completed a doctoral or PhD program are authorized to supervise and assess bachelor's theses. Supervision by external persons, e.g. faculty from other domestic or international universities, is only

possible with special permission from the Vice-Rector for Academic Programs and Student Affairs (application by e-mail to: studentsupport@wu.ac.at).

2. Minimum requirements for student-supervisor contact

At least four in-person meetings with the student should be scheduled within the supervision period. These include the initial meeting and the final feedback meeting.

3. Feedback

Students must be given appropriate feedback either in written or oral form along with the grading of their thesis. Providing the assessment rubrics is also considered a valid form of feedback.

4. Scientific integrity

Supervisors are responsible for informing students about the standards of good scientific practice in their respective field. Regular interaction with the student should ensure that the improper use of assistance or tools is prevented.

4. Transparency of assessment and care obligations

At the beginning of the supervision process, the requirements and expectations of the thesis must be clarified. The student must submit a short proposal or a text sample. The specific topic will be agreed and the timeline for the thesis will be discussed.

It is mandatory to record all agreed bachelor's thesis supervision electronically. The confirmation of supervision must be entered into the BACH supervision database at the **start of supervision**.

A minimum of four in-person meetings with the student is required throughout the supervision period. These include an initial meeting and a final feedback discussion. In addition, at least two further meetings should be arranged during the writing process to discuss the progress of the thesis and any questions or problems that may arise.

In at least one of the supervision meetings, the advanced or final bachelor's thesis should be discussed with the student and written feedback should be provided.

5. What else needs to be considered in the assessment?

In the course of the assessment, an assessment scheme (rubrics) must be completed in BACH. These rubrics also serve as quality standards for bachelor's theses.

The assessment scheme automatically generates a written report that can be sent to the student as written feedback. In the course of the assessment, the student must be given brief written feedback on the work and the basis for the final grade. Additionally, confirmation of the plagiarism check and the AI check must be provided.

Finally, a concluding supervision meeting is to be held, during which the students should be asked questions about their thesis.

6. Quality Assurance

This policy will be evaluated to ensure that it is up to date by April 10, 2029 at the latest.

7. Document Details

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Contact for content-related questions and practical implementation	Vettori, Oliver; Program Management and Teaching & Learning Support

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