

Guidelines for the writing of Bachelor and Master Theses

Application deadline: 01.09.2025

1. Letter of application

If you are interested in writing a bachelor's or master's thesis, please send your letter of application by e-mail to sekretariat.polzin@wu.ac.at by **1 September 2025**. Your application should include the following documents:

- [Curriculum Vitae](#)
- [Certificates \(also including also negative results, if the case\)](#)
- [Proof of the successful completion or the parallel attendance of a PI about the principles of scientific work](#)
- [Proof of the successful completion of the PI Foundations of European Law and the exam in Public Law](#)
- [Short Cover Letter presenting your motivation for the selected field of law and the topic of your thesis](#)

2. Selection process

After the application deadline, a pre-selection will be made, followed by a personal interview. The evaluation criteria is particularly based on the submitted application documents and the impression from the personal interview with regard to the actual capacities of a supervisor. Following the personal interview, you will receive the result of your application. During the personal interview you will receive methodical tips for writing your thesis.

3. Time schedule

3.1. Training on scientific quotes.

After the confirmation, you will receive mandatory training on scientific quotes and thesis.

3.2. Writing an exposé

Upon receiving positive feedback on the application, you are expected to prepare the exposé of your thesis and the introductory chapter until **30 November 2025**. This chapter should involve the research question, the intended procedure and methodology as well as an overview of the planned content of the thesis. Please also explain each structure point in the exposé with a few sentences (1-3 sentences are sufficient). To draft a successful exposé and the first chapter it is important to research the literature and the jurisdiction in order to get a clear view on the selected research topic. Please send your exposé to sekretariat.polzin@wu.ac.at. You will then receive comprehensive feedback, and you can start working on your thesis. The deadline for submitting the preliminary final version will be set on an individual basis. If the draft is very good, the deadline for submitting the preliminary final version can be set (**the so-called fast-track procedure**). If the draft still needs revisions, further individual date will be determined.

3.3. Completion of the thesis

The completion of the thesis is foreseen for **February 2026** (depending on the exact starting date).

Please send the final draft of your thesis to sekretariat.polzin@wu.ac.at. After getting the final feedback and incorporation of corrections, you will be asked to upload the final version of your thesis to **learn@wu** for assessment. Afterwards, your work will be checked electronically for plagiarism. Please keep in mind that the violation of the rules of good scientific practice may lead to the negative assessment of your thesis (cf. Plagiarism policy of the WU).

4. General information

4.1. Time frame

The time frame for the completion of bachelor and master theses in general is **6 months**.

4.2. The volume of the thesis

The bachelor thesis should have the volume of 30-40 pages.

The master thesis should have the volume of 60-80 pages.

This does not include the cover page, the list of abbreviations, the table of contents and the bibliography.

4.3. Formatting rules

The font size should be 12pt., the line spacing 1,5 and the margin approx. 4 cm (on the right side).