Information regarding

BACHELOR THESIS SUPERVISION

at the Institute for Organization Design (IOD)

This document gives students who are interested in writing a bachelor thesis at the Institute for Organization Design (IOD) an overview of requirements, guidelines and the supervision process. Students are strongly advised to read this guideline before applying for thesis supervision at the IOD.

Table of Contents

IOD | Institute for Organization Design

1. Requirements for writing a bachelor thesis at the IOD

WU students have the possibility to write their bachelor thesis at the IOD.

Before students can write a thesis at the IOD they must have completed the course "Academic Research Techniques" and the first three courses of the SBWL Strategy and Organization. Students should also show evidence of sufficient interest and knowledge in our subject areas.

Additionally students can only write their thesis at the IOD if availability of supervision can be ensured. For a positive answer by a supervisor, students need to present a proposal and preliminary outline corresponding to the quality standards of the institute.

Information on administrative aspects regarding the process of writing a bachelor thesis at WU are available on https://www.wu.ac.at/en/students/my-program/bachelors-student-guide/bachelors-thesis/.

Institute for Organization Design

2. Writing a bachelor thesis at the IOD

2.1. Assigning a topic

We publish some bachelor thesis topics on the IOD Website, together with the corresponding supervisor. Students are very welcome to propose their own topic that fits the main research field of the Institute for Organization Design.

Students can apply for thesis supervision by sending their proposal, CV and current transcript of records to the supervisor of their choice (please look at the IOD website for available supervisors) via e-mail. After your application, the potential supervisor will contact you with further details.

Students shall contact their potential supervisor as early as possible, since the supervision is also depending on free capacities.

Once a supervisor has accepted a proposal, the student can officially start writing her/his bachelor thesis at the IOD.

2.2. Proposal

Please note that we briefly highlight some information for the proposal below. Students will learn the details of writing a proposal when they attend the "Academic Research Techniques" course.

A proposal is a preliminary work plan. It should be five pages long, double-spaced and include the following information:

- **Cover page**

    o **Title of the thesis:** This is usually a provisional working title, which can be adapted accordingly during the writing of the bachelor thesis.

    o **Name of the student, Student ID, and contact details**

- **Problem definition:** Brief explanation of the topic of the bachelor thesis and the research question(s) that you want to study.

- **Objective of the thesis:** Clearly state what you want to achieve and why your topic is of relevance to research and practitioners.

- **Procedure/Methodology:** This section describes how you want to work on the problem. This can be done either in the form of a literature review and analysis or by supplementing it with an empirical part (e.g. a survey or an

analysis of secondary data). You will discuss the methodology of your bachelor thesis with your supervisor.

- **Possible thesis structure:** This section provides an overview of the planned structure of the thesis, including a draft of the table of contents.

- **Time table:** A preliminary timetable (no precise dates necessary) for writing the bachelor thesis and mentoring meetings will provide a guideline for individual time scheduling and planning for the student and the supervisor.

- **Preliminary list of references:** The preliminary bibliography contains the sources that you would like to use or have already used to write the proposal.

The proposal should give an overview of the work and should clarify the goal of the thesis and the steps necessary to achieve it. It provides the first foundation for the bachelor thesis and is an important initial groundwork. It should be written in good academic English, should be well structured and should include references.

Incomplete proposals will not be considered for review and will be rejected. For reasons of fairness, the thesis proposal will not be discussed in person or via E-Mail before students submit their proposal. The proposal is assessed based on its quality and thoroughness. The final confirmation of supervision takes place with acceptance of the proposal.

2.3. Scope and time frame

BaWiSo and BaWiRe Students have to submit 30 pages, BBE Students 40 pages, excluding bibliography and appendices. Students have 3 months to complete their Thesis, starting after your supervisor accepted the proposal and confirmed his or her supervision.

Other aspects of the supervision process (e.g., feedback on jointly defined project phases) are agreed upon with the supervisor. Please contact your supervisor in order to discuss the progress of your work and to clarify any questions or problems. There will be two to four meetings – in person or virtual – between you and your Thesis supervisor. Note that your supervisor will not grade the thesis prior to the final submission.

2.4. Submitting the bachelor thesis

Students have to submit their bachelor thesis electronically via learn@wu. The bachelor thesis must contain the official WU cover page; we provide a template on the IOD website. In addition to uploading your bachelor thesis to learn@wu, the Institute for Organization Design requires you to hand in a hardcover copy for grading.

For further information on how to upload your thesis on learn@wu, please have a look at https://learn.wu.ac.at/open/guide/en/abschlussarbeiten.

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After you have submitted your bachelor thesis, it will undergo a plagiarism check.

3. Literature research

Note that you need to conduct a thorough review of the literature to write your bachelor thesis. The WU library offers access to relevant academic books and journals.

Please find links to the WU Catalog, Electronic Journal Library and databases here: https://www.wu.ac.at/en/library/finding-literature/.

"Fit4Research" is a program offered by the WU, which is designed to help students find their way around academic literature. For more information have a look at https://learn.wu.ac.at/bibliothek/.

Institute for
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4. Formal guidelines

For BaWiSo and BaWiRe Students the bachelor thesis should be 30 pages long, excluding bibliography and appendices. BBE Students need to hand in 40 pages without bibliography and appendices. Students have to write their thesis in English.

4.1. Formatting guidelines

The page format is DIN A4 with the following margins:

- left: 2,5 cm
- right: 2,5 cm
- top: 2 cm
- bottom: 2 cm

The flow text must be aligned as block text with syllable separation, the line spacing is 1,5 lines.

The IOD recommends the fonts Arial in 11pt or Times New Roman in 12pt.

Page numbers must be included, where preceding directories are numbered with Roman numerals, and from the introduction on Arabic numbers are used.

All figures and tables must be numbered consecutively (e.g., Figure 1 to Figure 912, Table 1 to Table 12). Less important and/or extensive illustrations and tables, which are not necessary for understanding explanations in the text, should be avoided. Each figure/table should be designed in such a way that it can be understood without the corresponding text. Consequently, it should include a headline, units of measures/rating scales etc. (if applicable).

4.2. Structure of the bachelor thesis

1) Official WU cover page (can be found at the IOD website)
2) Table of contents
3) List of abbreviations, tables & figures, and appendices
4) Introduction (Introduction, problem definition, relevance for both theory and practice, objective of the thesis)
5) Main text (Literature review, Methodology, Results, Discussion, Implications and Limitations)
6) Conclusion
7) List of references
8) Appendices

4.3. Citation rules

Note that you need to use the „Academy of Management Journal – Style Guide for authors" for your in-text references and your reference list. The Guide can be found on the IOD website.

4.3.1. Plagiarism

It is very important to WU to ensure that all theses and coursework papers comply with the standards of academic integrity. For this reason, WU takes a very clear and strict stance on plagiarism. Any violations of the standards of academic integrity will be punished accordingly. The Directive on plagiarism and academic fraud and the resulting legal consequences issued by the Vice-Rector, Academic Programs and Student Affairs (Richtlinie der Vizerektorin für Lehre und Studierende zu Plagiaten und den damit verbundenen Rechtsfolgen) contains all the relevant information on plagiarism and on how cases of plagiarism or suspected cases of plagiarism are dealt with at WU.

Further information about plagiarism and legal consequences at WU can be found here: https://www.wu.ac.at/en/students/my-program/bachelors-student-guide/courses-and-exams/plagiarism/.

For general information and tips to prevent plagiarism can be found at: http://www.plagiarism.org/.

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4.3.2. Use of AI-based software

Is the use of AI-based software for your course/exam an (un)authorized aid?

- Allowed is the use of AI-based software for writing support, such as Grammarly. However, it is mandatory to indicate the use of any AI-based software in your written work.

- If you use AI-based software for text and content generation such as ChatGPT in your reports, presentations, or any other written text, it is mandatory to 1) verify the information generated and 2) add all relevant references for the text, data, and AI-based software.

- During in-class discussions, we will challenge the results and insights from your presentations and written work.

How to indicate the permitted use of AI-based software?

- You need to provide indication in a footnote for the corresponding sections.

AND

- add a detailed appendix with specific "prompts" and the responses from the text generation software.

What will your initial steps be for any suspected cases of unauthorized use of AI-based software?

- Note that in case of suspicious cases, we will set up an additional individual oral audit interview with the student.

4.4. Gender-fair language

Helpful tips for using gender-neutral language can be found at: https://www.wu.ac.at/fileadmin/wu/h/structure/about/publications/aktuelle_Bro sch%C3%BCren/fair_und_inklusiv.pdf.

The usage of gender-fair language in English is discussed on page 19 of this document.

5. Grading

Once the submission process has been completed, the thesis and the results of the plagiarism check are made available to your supervisor for evaluation. Your supervisor then has four weeks after submission of the thesis to complete his or her evaluation.

The evaluation can be divided into two main parts:

- Content evaluation criteria

AND

- Formal evaluation criteria

Content evaluation criteria	Formal evaluation criteria
Reaching the overall aim of the thesis (answering the research question)	Completeness of the thesis (cover page, table of contents and bibliography…)
Independent work (developing and discussing an individual viewpoint)	Clarity of the thesis (Structure, chapter outline)
Clear reasoning, logical structure (golden thread)	Linguistic and orthographic accuracy
Usage of technical terms and literature	Correct use of sources
If given: quality of empirical work	Correct use of citation rules

This information can also be found here:

https://www.wu.ac.at/en/students/my-program/bachelors-programs/business-economics-and-social-sciences/bachelor-thesis/

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