

## **Guideline for the registration of the Bachelor's thesis in the courses Business Studies and Economics according to the BPO from April 27, 2016**

### **Module Bachelor's thesis**

The Bachelor's thesis (12 CP) is part of the module Bachelor's thesis (15 CP) (Annex 7 § 5 (1) of the subject-specific bachelor examination regulations dated 27.04.2016 in their most current version). The module Bachelor's thesis consists of the Bachelor's thesis and an accompanying seminar (3 CP). The accompanying seminar is not graded. Participation in the accompanying seminar is made possible by the first examiner of the Bachelor's thesis. The registration for the final module takes place with the registration of the Bachelor's thesis.

### **Registration requirements**

Prerequisite for the registration of the Bachelor's thesis is the proof of at least 132 credit points (CP), of which at least 12 CP must have been earned at the University of Bremen.

### **Registration**

To register for the Bachelor's thesis or the final module, submit the form "Antrag auf Zulassung zur Bachelorarbeit" (Application for Admission to the Bachelor's thesis) to the Central Examination Office (ZPA). The form can be found on PABO (<https://www.uni-bremen.de/zpa/formulare>) and has to be submitted completely filled out (page 1 and 2).

Recommendation for applications to MASTER programs:

In order to complete the program within the standard period of study, it is recommended that you register your Bachelor's thesis by May 22. If the registration takes place at a later date, a final processing (calculation of the overall grade and preparation of the final documents) cannot be ensured on the part of the examination office by the end of the semester (30.09.). This may jeopardize admission to a subsequent Master's program.

### **Topic of the Bachelor Thesis**

The topic for the Bachelor's thesis is assigned by the individual chairs of the Faculty of Business Studies and Economics. Students must contact the teachers directly.

The topic of the Bachelor's thesis must also be stated in English in the application. The English-language title must be agreed upon with the first examiner.

### **Examiner**

Two examiners are to be named at the time of application. The first examiner (= topic submitter) supervises the work and offers the accompanying seminar or appropriate supervision. The second examiner is also suggested by the student. The first examiner can make a recommendation.

The first examiner should be a professor, a private lecturer (PD), a member of staff with a doctorate from Department 7 or a lecturer. At least one examiner, usually the first, must be a member of Faculty 7 of the University of Bremen. For professional reasons, an examiner from another department of the University of Bremen or from another university/college can be nominated<sup>1</sup>.

### **Review of the application**

The application is formally checked at the ZPA. If all requirements are met, admission to the Bachelor's thesis is granted.

### **Admission notice**

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

### **Processing time**

The processing time is nine weeks (§ 6 para. 3). It does not begin until the review of the admission by the examination office has been completed. The exact date of submission can be found in the notice of admission.

The Bachelor's thesis must be submitted to the Examinations Office in due time in triplicate in written bound form as well as on a suitable electronic storage medium (usually CD) (§ 10 (10) AT-BPO 2010).

---

<sup>1</sup> The appointment of an external reviewer (other Faculty or university) has to be applied for. The application form can be found on the homepage of the ZPA.

The declarations (see <https://www.uni-bremen.de/zpa/formulare>): declaration of independence, declaration of publication as well as the declaration of consent for checking by plagiarism software must be firmly included with the thesis and signed in the original.

The Bachelor's thesis can be handed in personally at the ZPA Service Office or sent by mail. In the second case, the date of receipt is considered the date of submission. After receipt, the Bachelor's thesis is immediately sent by the ZPA to the examiners with the request for evaluation.

### **Extension of the processing time/illness**

A one-time extension of up to two weeks is possible upon justified informal application with the approval of the examination board (§ 6 (3) sentence 2). The first examiner should give his/her consent to the extension on the application. The application for an extension of the processing time must be submitted to the ZPA before the end of the processing time.

If you fall ill during the processing time, you will be credited for the time of illness. For this purpose, please submit the form "Notification of illness - extension of the processing time of the BA/MA thesis due to illness" as well as the certificate of incapacity for work (AU; yellow certificate) of your attending physician before the end of the processing time.

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

### **Scope/structure of the Bachelor's thesis**

The Bachelor's thesis should normally be written as an individual paper. Exceptions are regulated by the examination board upon justified application (§ 6 (4)). The examination regulations do not prescribe any guidelines for the formatting/design of the Bachelor's thesis. Details on the layout and the scope of the thesis are to be discussed with the supervisor.

### **Evaluation**

The Bachelor's thesis should be assessed by both examiners within three weeks; the examination board may grant examiners who have to assess a high number of Bachelor's theses - taking into account the application deadlines for the Master's programs - a reasonably longer period (§ 10 (12) AT-BPO 2010). You can view the grades at PABO under your student data.

### **Certificate/Diploma**

The certificate and the diploma (German and English) are issued when all examination results of the Bachelor's program are available. This is usually the case after the evaluations for the Bachelor's thesis are available. After successful completion of the final module, the ZPA will not inform you about any examination results that may still be open or not registered (e.g. General Studies certificates). The verification is your responsibility.

After signing (certificate by examination board chairman; certificate by dean), the documents will be sent to you by mail.

At the same time that the documents are prepared, you and the Sekretariat für Studierende (SfS) will receive a notification of successful completion by mail.

The date on the certificate and diploma is the date of the last examination performance. If the Bachelor's thesis is the last examination performance, it is the date on which the Bachelor's thesis grade was determined.

### **Semester/registration**

When registering for the Bachelor's thesis, you must be enrolled in the degree program. You do not need to be enrolled when submitting the Bachelor's thesis and for the time required for assessment, provided that you do not have to take any further examinations. As soon as you have successfully completed the Bachelor's program, you will be de-registered at the end of the current semester by the Sekretariat für Studierende (SfS).

Note: If you do not pass the Bachelor's thesis, a one-time retake is possible. You do not have to be enrolled for this renewed application for admission.