

Checklist for issuing a thesis at the chair of Sustainable Business Economics

Application for a scientific thesis:

If you are interested in writing your thesis at our chair, it is helpful, to get an overview over your time horizon and your ideas for a topic during the first contact. You have to hand in the following documents at this first contact:

- Application form
- Most recent transcript of records

Please hand in these documents **at least one month prior** to your favoured start of the thesis. Please keep in mind the opening hours of our team assistant Mrs Adam. Our scientific staff will then contact you regarding a first interview to talk over your favoured topic. Together, we will set the scene of your thesis to ensure both a scientific approach as well as fulfilling the requirements regarding your module handbook. After this first meeting, you will have to write an exposé.

Your exposé should cover the following topics and not exceed 1-3 pages (1-2 for bachelor thesis, 2-3 for master thesis): Problem and goal of the thesis, current state of research, your scientific approach and methods, a realistic work and time schedule.

The preparation of a realistic time schedule is really important. Please keep in mind legal holidays, your exams, your holiday plans and (important) the time schedule of your supervisor!

First steps:

- Getting in contact with the chair and sending the application form
- First interview for an overall orientation
- Preparation of an exposé
- Meeting with your supervisor, professor and (if applicable) your practice partner

Writing the thesis:

- Please keep in mind when writing your thesis the guidance notes for scientific thesis available in the internet or the campus library!
- Start with the preparation of a structured outline and a first selection of literature (hand these information to your supervisor latest 2 weeks after starting your thesis)

- Latest four weeks after starting with your thesis you will hold a short presentation about your topic at our chair (10-15 minutes plus discussion)
- Meetings with your supervisor will be appointed when necessary. Please keep in mind your own schedule, the schedule of your supervisor and that the thesis is mainly your work! You should only ask what is necessary and at first always try to answer the questions on your own.
- Questions can always also be sent via e-mail. Please keep as well in mind, that the questions asked should reflect the complexity and requirements of your thesis.
- **Important:** There will be no longer a full reading of your thesis by our supervisors! Due to time shortages, we can no longer provide this service.
- The final presentation of your thesis will be two weeks prior to your submission. In this presentation, you will present your whole thesis (20-25 minutes plus discussion). Please send the slides at least 48h prior to the presentation to your supervisor.

Submission:

- Please print and bind your thesis twice for the chair (more might be necessary for a praxis partner). Furthermore, hand in a digital version of your thesis in both pdf and word format.

Evaluation:

Your thesis will be evaluated according to the following criteria:

- General aspects of depiction (e.g. spelling)
- Literature research
- Specification of your research question
- Data acquisition and analysis
- Presentation of results
- Discussion and self-criticism
- Independency and problem solving