

# Writing Your Bachelor Thesis

## A step-by-step Guide

Chair of International Economics

University of Passau

November 15, 2022

# Writing Your Thesis: Stages

Writing a thesis is a *PROCESS* ...

Steps (in chronological order):

- 1 Choose a topic from the “List of Topics”.
- 2 Apply (at the Chair) for your favorite topic.
- 3 A topic (ideally your favorite) and a supervisor is assigned to you.
  - a Draft a table of content (TOC).
  - b Discuss, optimize and fine-tune your TOC with your supervisor.
  - c Agree upon a title.
- 4 Register your thesis formally (endorsed by your supervisor).
- 5 Work-in-progress presentation (*Bachelor Kolloqium*).
- 6 Hand-in.

## Stage 1: Topic of choice

- Topics are purposely broad: they define the overall topic.  
See list of topics [here](#).
- Topics do not specify your title or research question.
- It is your TASK to focus your thesis!
- Suggested readings is *valuable* kick-off material (to get you started), not a comprehensive list of literature.
- It is your TASK to collect the relevant literature!

## Stage 2: Applying at the Chair

- Download the application form from the Chair website [here](#).
- Fill-in the form (with indication of your favorite topic and personal data) and send it to the Chair Secretary ([Kathrin.Wunner@uni-passau.de](mailto:Kathrin.Wunner@uni-passau.de)).
- Please, use your Passau email in your contact data (possibly not your private email!).
- Application should be submitted within the next available application-round deadline (deadlines are regularly updated on the [Chair website](#)).
- Best practice: Apply when you also really intend to write (not months in advance to secure a place!).

## Stage 3: Supervisor Interaction

### GOALS:

- *Focus your thesis.*
- Determine rough *structure*, most important *literature / references*, key elements of your analysis, *value added* of your thesis ...
- Agree upon a title.  
A title should be informative about the topic of your thesis but also brief (and possibly catchy!).
- Agree upon the *formal registration* of your thesis (see next stage).

→ **Time frame** for this phase: (ideally) 2-3 weeks after topic assignment.

→ **Title choice** is important! → After formal registration, the title cannot longer be changed (not even with consent of the Chair)!

## Stage 4: Registering the Thesis

- You fill in the official registration form and hand it in at the Chair.
  - Download the form [here](#).
  - Send it via e-mail to the Chair secretary ([Kathrin.Wunner@uni-passau.de](mailto:Kathrin.Wunner@uni-passau.de)) and [cc](#) to your supervisor.
  - Our Secretary submits it to the Examination Office.
  - The Examination Office assigns you a deadline (approx. 8 weeks) and informs you about it in a letter.
  - *You* inform the Chair about your exact deadline.
- **Remember:** Registration must occur in concordance with your supervisor!

## Stage 5: The 5 “Ws” of *Work-in-Progress* Presentation

- **When:** TBA, typically @ 70% of your work in progress or 1-2 weeks before submission.
- **Where:** TBA *online* (Zoom), or *in presence* (@University)
- **Who:** Audience is your supervisor, maybe other Chair members, or other supervisees.
- **What:** 10–12 minutes presentation (ideally supported by slides)  
→ The gist of your thesis.
- **Why:**
  - Show “what you’ve learned”.
  - Give you *feedbacks* and last suggestions.  
(e.g., framing, emphasis, interconnections, introduction or conclusion  
→ no substantial changes).
  - Practice *presentation skills*.

## Stage 6: Handing In

- Hand in to the examination office (Mind their rules! See [here](#)).  
No need to waste money on expensive paper or covers.
- Hand in ALSO an electronic version of your thesis at the Chair.  
Email to our secretary ([Kathrin.Wunner@uni-passau.de](mailto:Kathrin.Wunner@uni-passau.de)) and [cc](#) to your supervisor.
- Hand in the following documents at the Chair electronically:
  - **PDF File** (Equivalent to the print-out version you are submitting to the Examination Office).
  - **Original File** (e.g., Word document, Latex, or any other text editor file with which you wrote your thesis)  
→ If you are using a proprietary editor, make sure the file is compatible with either Microsoft Word or Latex.
  - A **zip folder** for the "replication" of your results (only if it applies to you):
    - A copy of your *dataset*.
    - The *code* to generate your results (e.g., R-code, STATA do-file, ...)
    - Self generated *graph* or (regression) *tables*.



## Contacting your Supervisor

- Office hours can be booked using the booking system in Stud.IP (see next slide).
- Go to “37050 Kolloquium für Abschlussarbeiten” of the current semester and choose the tab “Terminvergabe”.
- Book a free slot with your supervisor.
  - Note: There are different supervisors. Make sure to book a slot with the supervisor assigned to you.
  - Some slots are offered in person and others only via Zoom.

# Office Hours

STUD IP<sup>®</sup> Universität Passau

Was suchen Sie?

Veranstaltungen

37050 Kolloquium: Kolloquium für Abschlussarbeiten

Übersicht Verwaltung Forum Teilnehmende Dateien Ablaufplan Wiki Blubber Zoom Videos **Terminvergabe** Mehr ...

Homepageterminvergabe

Wo Sie selbst gebucht sind, erfahren Sie hier.

▼ Sprechstunde **Susanne Keller** <sup>supervisor</sup>

⚠ Es können sich nur Teilnehmer folgender Veranstaltungen eintragen:  
• SoSe 22: Kolloquium für Abschlussarbeiten (37050)

Uhrzeit	Ort	
Mo. 16.05.2022 13:00 - 13:30	<b>Zoom</b> <sup>format</sup>	0 / 1 <input type="text" value="eintragen"/>
Di. 17.05.2022 16:00 - 16:30	<b>HK 14b 210</b> <sup>format</sup>	0 / 1 <input type="text" value="eintragen"/>
Mo. 23.05.2022 13:00 - 13:30	Zoom	0 / 1 <input type="text" value="eintragen"/>