

Formal Requirements for Theses

- Version March 2020 –

Submission:

The bachelor's or master's thesis must be submitted to the **Examinations Office within the deadline** (hard/soft cover or ring binding are permitted). Further information regarding the submission of your thesis you will receive from the Examinations Office when your registration was confirmed.

Scale:

Bachelor's thesis: min. 25 pages (including cover and lists)

Master's thesis: 40 to max. 50 pages (including cover and lists)

Contents:

Every work must contain the following elements:

- Cover
- Statutory Declaration
- Table of contents
- List of abbreviations and symbols
- Text (introduction, main part, conclusion)
- Bibliography

As template for theses see the download document (Template for Cover, Table of Contents and Statutory Declaration) on our website.

You can neglect the use of a list of figures and a list of tables.

Formal Specifications:

- Times New Roman 12 pt., Footnotes 10 pt.
- Line spacing: 1, 5
- Margins: left 3 cm, right 2, 5 cm, top and bottom 2 cm
- Full line alignment with automatic hyphenation
- Place page numbers in the lower right corner of a page
- No header lines

Structure:

The structure of a scientific paper should allow the reader to quickly gain an overview of its contents. It is thus important that the selected headings reflect the content in a concise way. Headings are consecutively numbered using Arabic numerals. There should not be used more than 3 subsections. The page numbers that mark the beginning of a section are included in the table of contents and are justified right.

Citation rules:

For further information see the document at the website of our chair: "Citation rules" (→Teaching →Seminar paper and theses → General information and rules to create a dissertation on our chair)