

Guidelines for completing bachelor's and master's theses

These guidelines provide information about the framework and deadlines for bachelor's and master's theses as part of Economics and Management study programmes, and provide advice about completing written work. A bachelor's or master's thesis is a piece of academic work that is completed independently. It is designed to demonstrate methodological and specialist skills in processing existing scientific findings and in handling and evaluating data.

1. Framework

1.1. Requirements

Bachelor's thesis

Admission to a bachelor's thesis is dependent on successful completion of the orientation stage plus at least 45 credits in the main study programme study (including courses from the optional and optional compulsory sections), a pass for the semester dissertation. In addition, the weighted overall average grade must be 5.0 or higher, or the semester dissertation must have been awarded a grade of at least 5.5 (see Study and Examination Regulations of the Faculty of Economics and Management of January 2018, version from 1 January 2019).

Once the requirements for completing a bachelor's thesis have been met, the 'Bachelor's thesis' form may be downloaded via the UniPortal. The completed form must subsequently be submitted to the dean's office with the completed bachelor's thesis.

Master's thesis

According to the model curricula (full-time), the master's thesis is completed in the third semester. It can also be begun earlier, if necessary. However, please note that individual supervisors may make writing the master's thesis subject to particular conditions, such as completing certain related classes alongside or in advance of the thesis. You should therefore clarify any requirements for writing your master's thesis with your supervisor as early as possible.

If you have selected a specialisation, then the master's thesis must be completed in this specialist area (see § 5, 'Guide on Study Structure at Master Level', dated 19 November 2018). If the optional compulsory module (with no specialisation) is selected, then the master's thesis can cover any area of economics and management.

The 'Master's thesis' form must be downloaded via the UniPortal before starting the thesis. The completed form must subsequently be submitted to the dean's office with the completed master's thesis.

1.2. Deadlines

The Faculty does not specify a maximum amount of time you can spend on bachelor's or master's theses. However, the dean's office publishes deadlines by which the thesis must be submitted for you to be eligible to receive your degree in a particular semester.

If these deadlines are met and provided that all study achievements have been completed in accordance with the applicable regulations, the degree will be awarded in March (for theses submitted by December) or in September (for theses submitted by May). The successful completion of studies is confirmed in advance when results are published.

Please see the exact deadlines published on the dean's office website under the 'Exams' section. If the thesis is not submitted before the deadline, it will not be considered for the awarding of degrees until the following semester. You can apply for a deadline extension of no more than two weeks if you have substantial grounds for doing so. Substantial

grounds include illness or an accident, the birth of a child, or the death of a close relative. Applications for deadline extensions must be made in writing to the Director of Studies.

Bachelor's thesis

Students should plan around four months for completing their bachelor's thesis. The desired supervisor should therefore be contacted to discuss the topic no later than five months before the planned submission date.

Recommendation for students following the 'Start in autumn semester' model curriculum:

- By December at the latest: discuss topic with supervisor
- May: submit thesis
- July: confirmation of bachelor's degree
- September: degree ceremony (diploma)

Recommendation for students following the 'Start in spring semester' model curriculum:

- By July at the latest: discuss topic with supervisor
- December: submit thesis
- February: confirmation of bachelor's degree
- March: degree ceremony (diploma)

Master's thesis

Students should plan around four to six months for completing their master's thesis. The desired supervisor should therefore be contacted to discuss the topic five to seven months before the planned submission date.

Recommendation for students following the 'Start in autumn semester' model curriculum:

- By July at the latest: discuss topic with supervisor
- December: submit thesis
- February: confirmation of master's degree
- March: degree ceremony (diploma)

Recommendation for students following the 'Start in spring semester' model curriculum:

- By December at the latest: discuss topic with supervisor
- May: submit thesis
- July: confirmation of master's degree
- September: degree ceremony (diploma)

1.3. Supervisor

Bachelor's thesis

Lecturers, temporary lecturers and academic members of faculty staff holding a PhD are permitted to supervise a bachelor's thesis. A bachelor's thesis may be completed in the fields of economics, management or methods.

Master's thesis

Lecturers, temporary lecturers and academic members of faculty staff holding a PhD are permitted to supervise a master's thesis. For supervising master's theses in a specialisation, the key group are lecturers offering classes in the relevant specialisation.

When beginning the thesis, the topic is determined on the 'Bachelor's thesis' or 'Master's thesis' form and signed by the supervisor. If a temporary lecturer is to be one of the thesis reviewers, this also requires the consent of the faculty's Director of Studies. If you are unsure if a person is eligible to be a supervisor, please contact the academic student advisors.

1.4. Documents to submit

The following documents must be submitted before the deadline for bachelor's and master's theses:

- The thesis in electronic format (PDF, ideally PDF/A-1b format) as well as a printed and bound copy, including the declaration of independent work incorporated as part of the thesis
- The 'Bachelor's thesis' or 'Master's thesis' form in paper format (separate)

These can be submitted in the following ways:

- In person at the dean's office. Please note the opening hours.
- By registered mail. The postmark date is deemed to be the date of submission. Keep the confirmation receipt to track whether your thesis has arrived. No confirmation of delivery will be sent.

1.5. Fail

If the bachelor's or master's thesis is deemed unsatisfactory, it may be repeated no more than once (§ 17, Study and Examination Regulations of the Faculty of Economics and Management of January 2018, version from 1 January 2019). The supervisor assesses whether the unsatisfactory thesis can be revised or if a new thesis should be completed on a different topic. The revised or new thesis should be submitted for the next standard deadline. The unsatisfactory thesis is listed on the performance record as a failed attempt, but the credits are not counted as failed credits. A second unsatisfactory assessment of the repeat thesis shall result in a definitive failure to pass the bachelor's or master's thesis module. (see Study and Examination Regulations of the Faculty of Economics and Management of January 2018, version from 1 January 2019, § 35)

2. Schedule

Completing a bachelor's or master's thesis essentially consists of the following steps:

- Download a 'Bachelor's thesis' or 'Master's thesis' form (including declaration of independent work template) via the UniPortal
- Discuss the topic with your supervisor, write it on the form and have it signed (if your supervisor is a temporary lecturer, you also require the signature of the Director of Studies)
- Gain an overview of the literature
- Draw up a concept:
 - Clearly formulate and delineate the area of enquiry
 - Illustrate the current state of research and your own contribution
 - State the theoretical framework
 - Describe your approach (including the data being used)
- Discuss the concept with your supervisor; make adjustments where necessary
- Thorough reading
- If applicable: collect and clean up data
- If applicable: perform analysis
- Write draft; then 'set aside' to gain some distance
- Final revision
- Submit thesis including declaration of independent work (within the thesis) together with the form, to the dean's office (see 1.2. Deadlines)
- See grade on UniPortal

3. Literature research

In the fields of economics and management, the most important research results are all published in English-language academic journals, virtually without exception. That means that these are also the most important basis for written work. Before publication, articles are generally available in the form of working papers or discussion papers. Below are some suggested ways for starting your literature research.

General suggestions:

- Internet search engines (in particular www.scholar.google.com) and websites will provide the relevant authors for initial searches
- Working papers can be accessed via resources such as SSRN: www.ssrn.com
- For definitions of terms and to clarify specific content, we recommend newer textbooks and concise dictionary articles on the field, e.g. New Palgrave: A Dictionary of Economics
- In addition, articles from daily newspapers (e.g. NZZ) or relevant weekly newspapers (e.g. The Economist) may be of use. For example, they can be used to substantiate the current political sensitivity of the topic, or to find examples

Literature research in the field of economics:

- Articles published in the Journal of Economic Literature or the Journal of Economic Perspectives often work well as survey articles
- Some good working paper series include NBER, IZA and CEPR

Literature research in the field of business administration:

- We recommend the Academy of Management Journal and the Journal of Management, as well as specialist journals such as the Journal of Marketing or the Human Resource Management Journal
- Articles published in the Harvard Business Review or Academy of Management Review work well as survey articles. There are also specialist journals specialising in survey articles, such as the Human Resource Management Review Journal
- You can also use the Business Source Premier search engine

4. Thesis structure and formatting

4.1. Structure

- Cover sheet: university and faculty name, title of thesis, name of supervisor, student's personal details (including student ID number), submission date, note on duty of confidentiality (if necessary)
- Abstract: overview of the content of the thesis (100-200 words)
- Contents: all chapters and appendices with page numbers
- (list of figures, list of tables, list of abbreviations)
- Introduction
- Main section
- Conclusion
- Bibliography
- (Appendices)
- Declaration of independent work, signed and made part of the thesis

The content requirements and weighting of the thesis's components vary depending on the discipline and the thesis type. Discuss a potential structural template in detail with your supervisor.

4.2. Formatting

- Scope: the text section of a bachelor's or master's thesis may be no more than 40 pages long. The cover sheet, lists, bibliography and any appendices are not included in the page count. Caution: quality is more important than quantity!
- Font: font size 12, line spacing 1.5
- Page layout: DIN A4 pages, justified
- Tables and figures:
 - Illustrations that prove key statements from the text form part of the text
 - Illustrations and materials (questionnaires, experiment descriptions etc.) that will disturb the flow of reading should be placed in the appendices
 - Tables and figures should be numbered separately, either continuously throughout the entire text or by chapter

- The source and any explanations required for understanding must be stated beneath each table and figure
- Tables and figures must be formatted as in economics and management journals. Do not simply copy the output of statistics software into the thesis

5. References

Correct citing of sources is extremely important, given the serious consequences of plagiarism. Any external arguments included must be documented. Even repeating a passage of external text in your own words (paraphrasing) without the relevant citation is deemed to be plagiarism, and can result in the submitted thesis being rejected. Correct citing of sources is considered extremely important.

- Corresponding citations demonstrate that an argument has already been developed by other authors and cannot be attributed to the author of the thesis.
- Verbatim citations must be identical to the original, and identified using quotation marks.

Unless stated otherwise by the chair, please use a citation and bibliography scheme that follows the [Harvard system](#) (author and year stated in the text itself, plus page numbers for verbatim citations; further information in the bibliography) and apply it consistently throughout.

Examples:

	Bibliography	In text
Journal articles	Persson, T. and Tabellini, G. (2004). Constitutions and economic policy. <i>Journal of Economic Perspectives</i> , 18(1), pp. 75-98.	(Persson and Tabellini, 2004)
Books/anthologies	Besley, T. (2006). <i>Principled agents? The political economy of good government</i> . Oxford: Oxford University Press.	(Besley, 2006, p. 107)
Internet sources	SECO (2016). Labour Market and Unemployment Insurance. https://www.seco.admin.ch/seco/en/home/seco/Staatssekretariat_fuer_Wirtschaft_SECO/direktion-fuer-arbeit/Arbeitsmarkt_Arbeitslosenversicherung.html [23/05/2017]	(SECO, 2016)

You can organise your literature using a reference program that will automatically generate a bibliography. We particularly recommend the free programs Mendeley and Zotero.

6. Further literature

Westerlund, J. (2010). *The Recipe for a Successful Thesis in Applied Economics*. Gothenburg, Sweden: University of Gothenburg.

McCloskey, D. (2000). *Economical Writing*. Prospect Heights, Illinois: Waveland Press.

Huff, A. S. (1999). *Writing for Scholarly Publication*. Thousand Oaks, CA: Sage.