



DHBW

Duale Hochschule
Baden-Württemberg
Stuttgart

Baden-Wuerttemberg
Cooperative State University

**Information on
completing the
Bachelor thesis**



**Business
School**

**Degree programme
Business Informatics
Business Information
Management**

Information on completing the Bachelor thesis

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1. Formal framework

According to § 5 Section 1 of the assessment regulations of the Business School, the Bachelor thesis is counted among the examination works.

2. Topic

Students can select the topic of the Bachelor thesis irrespective of their specialisation and suggest it to the Head of Department after coordination with the training company.

3. Composition and length

The structure and formal composition of the Bachelor thesis must comply with the citation regulations (Mandatory regulations and instructions for completing written works) issued by the DHBW Stuttgart. The Bachelor thesis should normally comprise 60 pages (text including figures and tables). Deviations are to be authorized by the academic mentor.

4. Schedule and dates

- (1) Students inform the Head of Department about their topic suggestion, the desired examiner (academic mentor) as well as the mentor of the Bachelor thesis in the training company in writing by the date set by the Head of Department.
- (2) The final formulation of the topic of the Bachelor thesis is provided to the students by the end of the theoretical phase of the 5th semester. In this context, the students are also informed about their examiners.
- (3) The student contacts the examiner for a first meeting.
- (4) The training companies shall provide their students with the prerequisites required for writing their Bachelor thesis; they shall particularly be given the opportunity to acquire reference material and hold meetings with the examiner.
- (5) The Bachelor thesis must be submitted to the DHBW Stuttgart personally on the day fixed by the Head of Department twofold in written form (adhesive binding with transparent cover) as well as in electronic form (for example, CD-Rom, DHBW intranet) as a text file (e.g. MS Word) with additional digital attachments, if applicable.
- (6) If justified, the processing time can be extended by an appropriate period as an exception. This requires a written application from the student. The application (if required for operational reasons) must also include a statement by the moderator of the training company and must be submitted to the DHBW Stuttgart prior to the end of the regular closing date. If the student falls ill, a medical certificate must be added to the application for extension.

5. Processing of the Bachelor thesis

The student's task is to

- (1) independently search for and read the subject-specific practical and scientific literature required to work on the topic;
- (2) compile facts and problems from practical experience that are relevant for the topic;
- (3) precisely formulate the definition of the practice-related problem on the basis of the relevant literature and the conditions in practice;
- (4) formulate specific solutions, alternative suggestions, assessments or the like that can potentially be used in practice, whereat
- (5) methods from literature and practical experience in the training company shall be used;
- (6) demonstrate the results of the Bachelor thesis using a clear and systematic structure;
- (7) observe the "Mandatory regulations and instructions for completing written works (citation regulations)" with respect to structure and design of the Bachelor thesis;
- (8) submit the Bachelor thesis at the DHBW Stuttgart when due.

6. Support and evaluation of the Bachelor thesis

- (1) The examiner provides advice to the student regarding the procedure and methods for writing the Bachelor thesis.
- (2) In the early stages, the examiner generally has a discussion with the student on the basis of the structure to be provided and follows up on the progress of the Bachelor thesis. The draft version of the Bachelor thesis will not be precorrected.
- (3) The examiner corrects and evaluates the Bachelor thesis. If company-specific conditions must be evaluated, the examiner can ask the training company for a statement.
- (4) It is critical for the evaluation of the Bachelor thesis that the students recognise the relevant issues and that they make their own contribution. This shall be achieved by systematically structuring the problem, using a methodical approach for solving the problem and formulating suggestions for a practical solution.
- (5) The student will be informed of the mark of the Bachelor thesis by the DHBW Stuttgart. The examiner must not inform the student of the mark of the Bachelor thesis.
- (6) Should the closing date not be observed, the Bachelor thesis is marked with "not passed" (5.0).