

Guidelines for writing a thesis at the WEIDEN BUSINESS SCHOOL



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For reasons of better readability, the masculine form is used predominantly for personal designations and personal nouns in these guidelines. In the interests of equal treatment, the corresponding terms apply to all genders. The abbreviated form of language is for editorial reasons only and does not imply any valuation.

1 Foreword

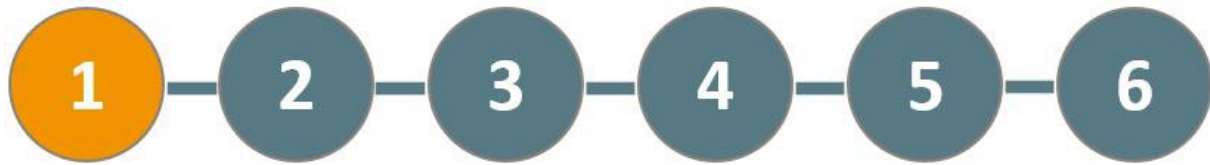
- 1.1. For writing a thesis (Bachelor's thesis or Master's thesis), the **relevant regulations of the study and examination regulations (SPO) of the respective degree program are primarily decisive.**

This regulates in particular:

- Requirements for thesis registration (including earliest date, latest date for registration)
- Processing time
- Language in which the work is to be written
- Weighting of the work and number of ECTS for the work
- whether an oral colloquium is to be taken in addition to the written work
- Whether subject hours are required to register the work

- 1.2. Further guidance on the process and formalities is provided in these guidelines.
- 1.3. Finally, questions of content and other formalities must be agreed with the first corrector (supervisor of the thesis).
- 1.4. The forms and documents needed to process the thesis can be found on the homepage in your personal MyOTH account in the program-specific documents.

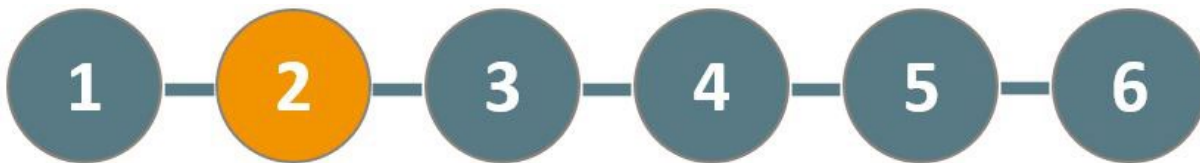
2 Six steps to the final thesis



Objective / Scope

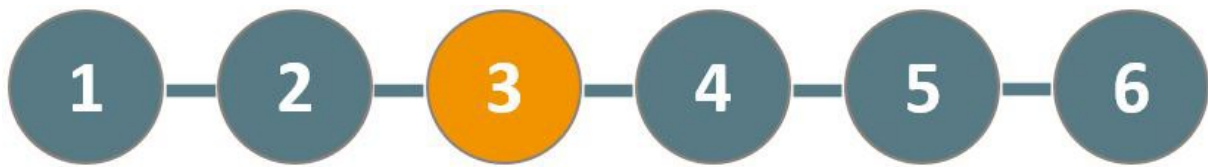
In the final thesis, students should convincingly demonstrate that they are able to independently work on a task from the course of study using scientific methods within a specified period of time.

The effective workload of a thesis including the written elaboration should correspond to a time expenditure of approx. 9 working weeks. This does not include any training periods that may be necessary (e.g. familiarization with the task, getting to know operational processes, ...).



Time / Prerequisite

The earliest or latest time for the registration of the thesis results from the corresponding regulations of the SPO. The same applies to the question of which additional requirements must be met for registration.



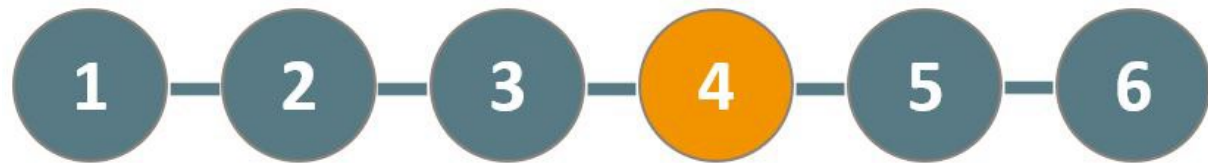
Choice of topics / supervision

The thesis topic may be related to any required or elective course within the degree program.

As a rule, theses deal with a concrete problem from practice.

The choice of supervisor is primarily made by the students. All professors and many lecturers of the faculty are available as supervisors - as far as their capacity is not already exhausted by other theses. In the case of external theses, a supervisor from the external institution must also be named. The exact topic of the thesis is assigned by the supervisor in consultation with the student. In addition, a second examiner must be named at the time of registration to provide a second opinion in the evaluation of the thesis.

A topic can also be worked on jointly by several candidates. (see point 3.3).

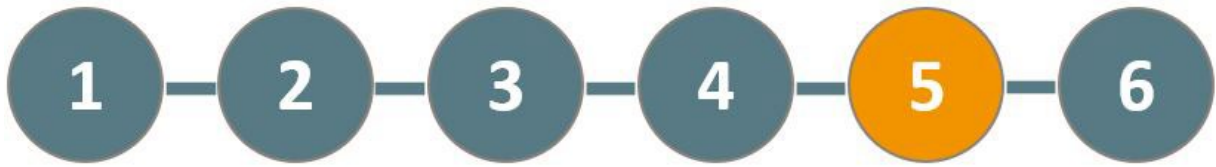


Registration / Extension

Final theses are to be registered with the examination office in consultation with the supervisor, stating the deadline for submission. The registration form must be signed by the student and the supervisor and submitted by the student to the Examinations Office. In addition, the registration for the final thesis must be entered by the student in Primuss under the menu item *Examinations Office*.

The processing time results from the SPO.

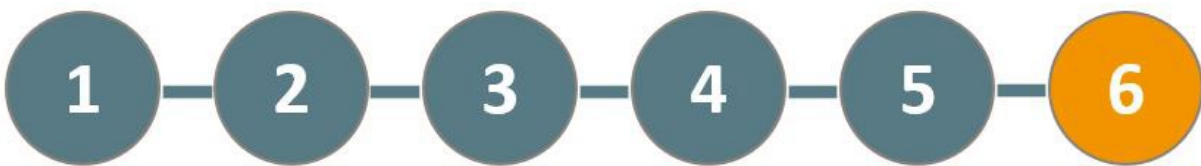
An extension may be granted upon request and if the student cannot justify the extension.



Processing / Support

The supervision during the processing time depends on the topic and the individual framework conditions of the thesis.

It is to be coordinated in advance with the respective supervisors of the OTH Amberg-Weiden. If necessary, he/she will give specific guidelines on the expected working method, the content and the formal design of the work.



Delivery / Evaluation

A complete copy of the thesis in bound form must be submitted to the examination office by the specified deadline. Furthermore, the thesis must be sent as a PDF file by e-mail to the first and second corrector. The university e-mail address must be used for this purpose. Further details are to be agreed with the supervisor.

Unless otherwise agreed, the thesis will be evaluated within three months by the first and second examiners.

The SPO regulates whether the results of a thesis are to be presented in a final colloquium open to the university.

3 In-depth notes and guidelines

3.1 Legal basis

The legal framework for the execution of a thesis is provided by

- The Framework Examination Regulations for Universities of Applied Sciences in Bavaria (RaPO)
- The General Examination Regulations for the East Bavarian University of Applied Sciences Amberg-Weiden (APO) or the General Study and Examination Regulations (ASPO).
- The study and examination regulations for the study program of the respective study program at the East Bavarian University of Applied Sciences Amberg-Weiden (SPO).

Note: The legal basis can be found on the homepage of the OTH.

3.2 Choice of topics / supervision

3.2.1 Topic selection

As a rule, theses deal with a concrete problem from practice.

The students are required to bring possible topics to the professors or lecturers and to coordinate them with them. In addition, topics that are brought to the attention of the university from outside or are related to research or industrial projects are published by notice board.

3.2.2 Internal work, external work

Final theses can be carried out internally or externally at other universities, in companies or authorities. The implementation of projects within the framework of final theses in or for companies and authorities is expressly welcomed.

Before starting an external thesis, the topic must be agreed between the company/authority, the student and the supervisors in terms of content as well as scope and general conditions. For external theses, specific company or product names are to be avoided in the title of the thesis.

The external institution must also designate a contact person who is responsible for providing on-site content support to the student.

External final papers may be embargoed so that confidential data contained therein may not be viewed by persons other than the two examiners.

For the execution of an external thesis, a separate registration form must also be completed, which contains detailed execution guidelines for external theses. Furthermore, it is recommended to record a confidentiality declaration or obligation in writing. The document templates for this are stored in the personal MyOTH account in the course-specific documents

3.2.3 Joint processing of a topic by several students

A topic can also be worked on by several students after consultation with the supervisors, as long as it is ensured that the individual performances are recognizable in themselves and can be evaluated separately as individual performances.

3.2.4 Problems finding a topic

If students are unable to find a topic despite their own efforts, they will be assigned a taskmaster by the examination board upon request. In this case, affected persons should contact the chair of the responsible examination board.

3.2.5 Task and support

The choice of the assignment creator and supervisor is made by the students. If students are unable to find a supervisor despite their own efforts, the examination board will assign a supervisor upon request. In order to ensure the quality of the supervision, professors may limit the number of theses that they have in progress at the same time. Therefore, a free choice of the supervisor cannot be guaranteed.

3.2.6 Auditor

4.2.6.1. Appointment of the auditors

All full-time professors who offer courses in the Faculty's study programs are appointed by the Examination Commission as examiners for the final theses. The examination board decides on the appointment of other examiners upon application. In particular, lecturers of the faculty as well as professors of other universities can be appointed as examiners.

4.2.6.2. First and second examiner

A first and second examiner must be named for each thesis. The first examiner is usually also the internal supervisor of the thesis. If the first examiner does not belong to the circle of full-time professors as defined in paragraph 4.2.6.1 sentence 1, the second examiner must be recruited from this circle.

4 Registration / Processing time

4.1 Registration and start of the thesis

Final theses must be registered with the examination office in consultation with the supervisor (first examiner), stating the issue and submission date. The forms (registration of a final thesis, if applicable registration of an external final thesis - supplementary form) are stored in the personal MyOTH account in the course-specific documents.

The issue date of the final paper is determined by the assignment writer. In case of doubt, the day on which the forms are submitted to the examination office for registration of the thesis is considered the issue date. Backdating by more than 10 calendar days is not permitted.

The examination office checks the admission requirements and confirms the registration. In the case of special questions, the examination board advises on admission.

Furthermore, the following deadlines must be observed or distinguished when registering the thesis:

- The degree can only be completed in the current semester if the evaluated thesis (including any necessary colloquium) is submitted by September 27 (completion in the summer semester) or March 11 (completion in the winter semester).
- There must be at least 2 months between registration of the work and the deadline.
- If the thesis is not corrected or the colloquium is not completed by the stated deadlines, re-registration for the following semester is necessary.

4.2 Processing time / scope

The start and end of the processing time are determined by the task creator. The (net) effort for the preparation of a thesis usually comprises about 9 weeks.

4.3 Extension of the processing time

If the student cannot meet the agreed processing time for reasons for which he/she is not responsible, the Examination Committee may grant a grace period and extend the processing time up to a maximum of 2 months.

An application must be submitted for the extension of the deadline. This must be submitted to the chair of the examination committee via the examination office at least 2 weeks before the specified deadline. You can find the application for extension in your personal MyOTH account in the course-specific documents.

4.4 Deadline

The deadline for submission is set by the assignment writer and noted on the registration forms. The finished work must be delivered to the examination office no later than 24:00.

In addition, it should be noted that there must be at least 2 months between the application and the submission.

4.5 Latest deadline

If the thesis is still not handed in for reasons for which the student is responsible, the thesis is considered to have been failed for the first time and can be repeated 1x.

5 Support / Editing

5.1 Support

The supervision during the processing time depends on the topic and the individual framework conditions of the thesis. It is to be coordinated in advance with the respective supervisors of the OTH.

During the preparation of the thesis, regular contact should be maintained with the supervisors of the thesis at OTH, regardless of individual agreements.

5.2 Editing

Basic tips for writing a thesis can be found in the literature and on the Internet. The following book is recommended by the faculty as basic literature: "Studieren mit Erfolg: Wissenschaftliches Arbeiten"; Heister/Weßler-Posberg; Verlag Schäffer-Poeschel in the current edition.

5.3 Ensuring good scientific practice

The East Bavarian University of Applied Sciences Amberg-Weiden is committed to the recommendations of the German Research Foundation (DFG) to ensure good scientific practice (reference to document on the homepage). This applies in particular to the identification of ideas of others taken over literally (directly) or in paragraph form (indirectly) by clearly indicating the source.

6 Delivery / Evaluation

6.1 Submission

A complete bound copy of the thesis must be submitted to the Examinations Office by the specified deadline, and a digital version as a PDF file must be emailed to the first and second correctors.

The day of submission is recorded in the examination office and the thesis is forwarded to the first examiner for evaluation.

6.2 Grading of the thesis

The grading of the final paper is done with the values

- 1.0; 1.3 (very good);
- 1.7; 2.0; 2.3 (good);
- 2.7; 3.0; 3.3 (satisfactory);
- 3.7; 4.0 (sufficient).

6.3 Evaluation criteria

The evaluation of the thesis is based on the following criteria, among others, regardless of the topic set:

- Implementation of knowledge specific to the course of study
- Systematic approach
- Creativity in finding solutions
- Structuring of the contents
- Independence and determination in working out
- Clarity and cleanliness of presentation

Deficiencies in the external form are taken into account in the evaluation.

A standardized evaluation scheme is used for evaluation, which is also stored in the personal MyOTH account in the course-specific documents .

The evaluation of the thesis is also recorded by the first examiners in a separate written report.

6.4 Different evaluation of first and second corrector

If the thesis is graded differently by the assignment writer and the second corrector, an attempt must be made to reach a consensus on the grade. If no agreement can be reached, the arithmetic mean is calculated from the grades of the two examiners; the result is rounded down to one decimal place.

6.5 Weighting of the grade

For the calculation of the overall examination grade, the grade of the final thesis is weighted according to the SPO.

6.6 Colloquium

The SPO states whether a colloquium is to be held. If this is the case, the results of the thesis are to be presented publicly to the university. Within the framework of this oral examination, students are to demonstrate that they are able to..,

to be able to discuss interdisciplinary and problem-related issues from the field of the thesis independently and on a scientific basis.

The colloquium usually takes place within the correction period. Students must be registered or enrolled for it. The dates are set in consultation with the supervisors. The invitation to the individual dates is issued by the examiners.

The colloquium includes a presentation and a discussion. The acceptance is usually done by the first corrector.

A uniform evaluation scheme is used for the evaluation, which is also stored in the personal MyOTH account in the course-specific documents. The evaluation scheme for the grade determination is signed by the first supervisor of the thesis and handed in to the examination office.

7 Return of the thesis and repetition

7.1 Return of the theme

The topic of the thesis can be returned only once, and with the consent of the chair of the examination committee. There must be an important reason for this.

The work is then not considered as failed. The processing time according to point 4.2 starts anew when the topic is returned.

A return is excluded if the thesis is a repetition and the topic was already returned for the first thesis.

7.2 Repetition

If the thesis has been assessed with the grade "not passed", it can be repeated once. The repeated thesis must be registered no later than six months after the announcement of the first assessment. In addition, the deadlines in subsection 4.2 must be observed and complied with.

7.3 Copyrights, exploitation rights

The East Bavarian University of Applied Sciences Amberg-Weiden may further utilize the results of the thesis in teaching and research. With the signing of the application, it receives the simple right of use in the sense of §31 Paragraph 2 of the Copyright Act. This right of use is unlimited in time and includes determinations of any kind (e.g. documentation, procedures, drawings, software including source code, etc.). Any commercial exploitation on the part of the OTH will only take place with the consent of the students and their appropriate participation in the proceeds. In the case of external work, the right of use may be transferred to the company/authority.

Unless otherwise agreed (e.g. via within the framework of a non-disclosure agreement), the Ostbayerische Technische Hochschule Amberg-Weiden is permitted to place the short and long versions of the thesis on the Internet.

8 Formal design of the thesis

8.1 Interdisciplinary components of the thesis

8.1.1 Outer shape

- Format: DIN A4
- Softbound: Work in loose-leaf binders, ring binders, or any other form will not be accepted.
- Number of pages: The length of the main part of the paper should be between 40 and 60 text pages (DINA4) for bachelor theses and between 50 and 80 text pages (DINA4) for master theses. Any deviations must be discussed with the supervisor in advance.
- Typeface, border:
 - Arial (or comparable fonts)
 - 12 font size
 - Line spacing 1.5
 - Choice of block or flatsetting
 - Edge left: 3.5 cm, right: 2.5 cm, top and bottom: 2.5 cm each
 - Not printed on both sides
- Page numbering: The table of contents, the list of abbreviations and the bibliography are numbered with Roman numerals. The cover page and the student's confirmation of independent writing of the thesis are not counted here. The text section is placed between the list of abbreviations and the bibliography. The page numbers are given in Arabic numerals.

8.1.2 Sample of the title page

The title page must have a uniform design. A sample can be found on the penultimate page of these guidelines and as a Word version in the personal MyOTH account in the course-specific documents.

8.1.3 Components of the thesis

- Front page
- Acknowledgement if applicable
- Table of contents with chapters and page references
- List of tables and figures with page references
- List of abbreviations
- List of symbols, if applicable
- Text part with summary
- Bibliography

- Appendix (contains documents, extensive examples, etc.)
- Blocking notice, if applicable
- Confirmation of the independent writing of the final thesis

8.2 Writing style

The basic stylistic rules listed in the following points should generally be observed.

8.2.1 Fairly formulated

The university also wants to meet the requirements of the Gender and Family Office and supports the campaign "Fair-formulated-equal-even in language". Faculty are trying to be mindful of this in documents. In academic papers, such as the thesis, we recommend including the indented I or a gender disclaimer at the beginning of the paper. For more details, please see the folder at the following link:

<https://www.oth-aw.de/informieren-und-entdecken/einrichtungen/zentrum-fuer-gender-und-diversity/downloads-und-ergaenzende-links/>

8.2.2 No first-person narrative

A first-person style is to be avoided at all costs in a scientific paper. Instead e.g. refer to the author, or use the passive voice to state the facts.

8.2.3 Colloquial and foreign language expressions

A scientific paper should be formulated in an appropriate language style and with clear language constructs (no colloquial expressions, no nested sentences). Foreign language expressions are to be used only insofar as the subject area requires it.

8.3 Subject-specific components of the thesis

The subject-specific components depend on the topic of the thesis and must be agreed upon in advance with the respective supervisors.

The subject-specific components relate specifically to:

- Outline (structure and content focus)
- Methodical approach
- Citation method (citation form to be used) and
- Structure of the bibliography

9 Forms

All of the forms needed to complete the thesis can be found in your personal MyOTH account in the course-specific documents:

- Registration form internal
- Additional form with blocking notice for external thesis
- Confirmation of independent performance
- Confidentiality agreement supervisor & students
- Extension of the deadline

The following helpful documents can also be found in the MyOTH account:

- Sample title page
- Evaluation scheme for the colloquium¹
- Evaluation scheme for theses²

¹ The evaluation scheme is available for the supervisors in the process portal and is binding for the WEIDEN BUSINESS SCHOOL for the evaluation process. The individual weightings are determined within the specified framework by the supervisors depending on the topic.

² The evaluation scheme is available for the supervisors in the process portal and is binding for the WEIDEN BUSINESS SCHOOL for the evaluation process. The individual weightings are determined within the specified framework by the supervisors depending on the topic.

Sample of the title page of a thesis

OTH Amberg-Weiden, WEIDEN BUSINESS SCHOOL

11 Execution guidelines for external theses

Leaflet for companies and authorities

The implementation of projects within the framework of final theses in or for companies and authorities is welcomed. The following points must be observed for this work:

1. The applicable examination regulations provide for a thesis:
 - Approval of the topic and supervision of the thesis by a professor of the university as first examiner.
 - Examination office admission of students to the thesis
 - Compliance with the processing deadline with the set submission date
 - Evaluation of the work by the first examiner and another professor (second examiner).
2. The supervision of a project within the framework of an external thesis by a professor is assumed if
 - a topic with a structured task is proposed by the company/authority or by the student, which has been agreed upon in terms of content as well as scope and boundary conditions between the company/authority and the supervisors of the OTH and
 - a contact person is named who is responsible for the project in the company.
3. Processing deadline and scope of work (thesis)
 - The duration of work depends on the respective study and examination regulations. The scope of work must be such that it can usually be completed within nine weeks if the work is carried out exclusively and in conjunction with other work.
4. The company shall grant access to the two inspectors at their request so that they can inform themselves on site about the subject and progress of the work.
5. At the request of the company, it can be agreed that the contents of the thesis may only be viewed by the examiners.
6. The company is free to agree on an appropriate expense allowance or a bonus with the students.
7. The East Bavarian University of Applied Sciences Amberg-Weiden recommends that a written contract is concluded between the student and the external company for insurance reasons.

Agreement with these guidelines must be confirmed in writing by the supervisor and another authorized company or authority representative on the form "Registration of an external thesis". Furthermore, an additional form with a blocking notice can be attached.