

## Information regarding the bachelor thesis

This document provides important information for undergraduate students wishing to write their bachelor thesis at the Chair of SME research and entrepreneurship (Prof. Dr. Michael Woywode).

All **current dates and deadlines** are announced in the respective **PDF document (Termine Bachelorarbeit)**.

## Topics of the bachelor thesis

Thesis topics are based on the research focus of the chair's research assistants, who also supervise the bachelor thesis. Topics are set and determined by our chair and it is not possible that students suggest their own topics. There are no exceptions to this. The list of topics is updated on an annual basis and will be uploaded on this page (see PDF document) prior to the start of the respective bachelor thesis writing periods of the course (Business Administration or Business Education).

## Subject allocation and introductory session

Students register for the bachelor thesis via the Studierendenportal (Portal<sup>2</sup>). Students have the opportunity to choose and rank all available chairs according to their preferences. Particular registration deadlines have to be considered. The allocation of students to different chairs is administered by the Prüfungsausschuss.

Students allocated to our chair will be assigned to individual topics by an allocation process based on a priority list. Students can choose and rank five topic preferences as well as two not favored topics at the priority list. The submission of each student's priority list takes place at the **introductory session** of our chair (see PDF document). In the introductory session, we will introduce students to the basics of scientific work and provide further details about the organizational procedure and important formalities.

The eight-week processing period for the bachelor thesis starts with the day when the individual topics are assigned to the students. For reasons of equality, it is not possible to postpone or extend the bachelor's processing period. There are no exceptions to this. The bachelor thesis must be handed in on time to the chair's secretary (Mrs. Schleicher) and uploaded to Turnitin.com (information about the upload will be given at the introductory section).

Please contact Mrs. Schleicher (secretary of the chair) for general issues on the bachelor thesis process at our chair.