

## Final thesis

### Process and guidelines

#### Application process

- You can **apply** twice per year:
  - o on **January 6** for the summer semester
  - o on **June 15** for the winter semester
- Your application includes:
  - o **Three topic suggestions** (can be own suggestions or from the list of topics provided by the professor in the LC course “BW Info Board”)
  - o For each topic, a tentative research question as well as three scientific references that you used to learn about the topic.
  - o An overview of completed classes and grades as well as your semester.
- You send your application via email to [carolin.fleischmann@th-rosenheim.de](mailto:carolin.fleischmann@th-rosenheim.de).

#### Thesis process:

- After you have been assigned one of your three topics, you refine your research question and create a first outline for your thesis.
- This outline and research question will be the basis for our first meeting.
- You are entitled to a maximum of two more meetings after that. Smaller questions can be clarified via email.
- It is your responsibility to find a second supervisor (Zweitprüfer)
- You should register your thesis with the Prüfungsamt a maximum of six weeks after you have been assigned a topic.
- Once you have registered your thesis, we will have clarified everything that you need for successfully and independently working on your thesis. I expect you to work independently. At the same time, I trust your assessment when you need to check in with me. I am always available, and there are situations where you may need to contact me (e.g. major changes in direction, problems with data, problems with company partner).
- For format and layouting, please follow the [faculty's guidelines](#). I request two exceptions to the faculty's guidelines:
  - o 2 cm margin are sufficient on all sides
  - o Use [APA referencing style](#)
- Bachelor thesis will usually be 30-35 pages in length, master thesis will usually be 50-60 pages in length. Exceptions will need to be approved by your supervisor.
- Thesis submissions will be digital and at the Prüfungsamt only.