

Information on the Preparation of the Bachelor's Thesis

Based on the General Examination Regulations (Rahmenprüfungsordnung) for the Leuphana Bachelor's Programme

1. General Information

The Bachelor's thesis is typically completed at the end of the programme in the 6th semester. The thesis aims to demonstrate that you are capable of addressing an appropriate research question using scientific methods within a specified timeframe. The thesis is accompanied by a seminar and an oral examination. The topic and task must, among other things, comply with the scope specified in the Subject-Specific Regulations (fachspezifische Anlagen) of the respective major.

In the Subject-Specific Regulations of your major, you will find information regarding the length of the working period as well as details about any major-specific requirements.

2. Application Procedure

The application form for admission to the Bachelor's thesis can be found on the Leuphana website under Study and Teaching -> College -> My Bachelor Studies -> Examinations. Please submit the completed application, including the confirmation from the examiners, to Student Services via the Infoportal, or send it as a readable PDF document via email to studierendenservice@leuphana.de, using your university email address. It is particularly important to include a **topic proposal in both German and English that is clearly readable**. The approved title will appear on your certificate. It is not possible to change the title on your own authority!

The application will be reviewed by the Examination Board; **please allow sufficient processing time**. If the decision is positive, you will receive formal written approval by post. From this point on, your admission to the Bachelor's thesis will be visible in your myCampus account under the "My achievements" and "My Thesis" applications.

3. Examiner

An examiner can be a member or affiliate of Leuphana University or another higher education institution, and must be authorised to teach independently in the relevant subject or field. Academic staff members can be appointed as examiners if they have been assigned teaching duties in their field.

With the consent of the first examiner and the Examination Board, an external professional representative may be appointed as the second examiner. In this case, the first examiner must be a professor at Leuphana University. External evaluators must have at least a Bachelor's degree or an equivalent qualification. **Proof of the academic degree, along with a CV and contact details, must be submitted with the application for the Bachelor's thesis.**

4. Group work

The Bachelor's thesis can be completed in the form of a group project. The individual contribution to be assessed must be **evaluable on its own and clearly distinguishable**. Therefore, the contributions of each student must be clearly marked (e.g., by sections, page numbers, or other objective criteria).

5. Withdrawal of the topic

The topic may be withdrawn once and only within the first 14 days of the processing period. In the case of a second attempt, there is no option to withdraw the topic. The new topic must be determined by the first examiner, although new examiners may be proposed. The new topic must not be related to the withdrawn topic. The decision regarding the request is made by the Examination Board, and the processing period will be recalculated.

6. Scope and format

The scope of the Bachelor's thesis has to be determined in consultation with the examiners. The topic, assignment, and scope must be defined in such a way that the thesis can be completed within the prescribed workload. The layout must be agreed upon with the examiners.

The title page should include the following information:

- Degree programme
- Title of the thesis
- Full name of the candidate (last name, first name)
- Student ID number
- Current e-mail-address
- Current postal address
- First examiner
- Second examiner (for external examiners, include current contact details, such as postal address)
- Date of submission
- (If applicable, a "confidentiality note" if the thesis must not be made accessible to third parties)

7. Extension of Submission Deadline

If you become ill during the period of thesis work, you may submit a request for an extension equivalent to the duration of the sick leave confirmed on the medical certificate. The relevant form for certification of exam incapacity (medical certificate) can be found on the Leuphana website.

The certificate must indicate the health-related impairments and the resulting limitations regarding the inability to complete the bachelor thesis.

The form must be submitted to the Student Services **immediately after the incapacity for exams has been confirmed.**

8. Submission

The Bachelor's thesis must be uploaded to your myCampus account under the "My Thesis" application by the set submission deadline. You are required to upload a PDF document that can be annotated, including all attachments, as well as an anonymised version of your thesis for plagiarism checking. A step-by-step guide can be found on the myCampus homepage under "Guidelines for Students." (Anleitungen für Studierende).

In addition, you must agree to the following statement when uploading your thesis:

Hiermit erkläre ich, dass ich die vorliegende Arbeit - bei einer Gruppenarbeit der entsprechend gekennzeichnete Teil dieser Arbeit - selbstständig verfasst und keine anderen als die angegebenen Quellen und Hilfsmittel benutzt wurden, und - alle Stellen der Arbeit, die wortwörtlich oder sinngemäß aus anderen Quellen übernommen wurden, als solche kenntlich gemacht wurden. Die vorliegende Arbeit hat in gleicher oder ähnlicher Form noch keiner Prüfungsbehörde vorgelegen.

Die elektronische Fassung dieser Arbeit sowie die zusätzliche elektronische Fassung in anonymisierter Form gem. §7 Abs. 10 RPO stimmen inhaltlich überein.

Translation: I hereby declare that I have independently written the present thesis – or in the case of a group project, the part of the work marked accordingly – and have not used any sources or resources other than those indicated. Furthermore, all parts of the thesis that are quoted verbatim or paraphrased from other sources have been appropriately marked as such. This thesis has not been submitted to any examination authority in the same or similar form.

The electronic version of this thesis, as well as the additional anonymised electronic version in accordance with § 7 Para. 10 of the General Examination Regulations, are consistent in content.

Important: If you have applied for the Master's programme for the winter semester, we recommend that you submit your Bachelor's thesis by the end of the summer semester (30th September), regardless of the submission deadline stated in the admission letter!

9. Assessment

The Bachelor's thesis is evaluated by two examiners. It is considered passed if both examiners grade the thesis with at least "satisfactory". The final grade is calculated as the average of the individual grades set by the two examiners and constitutes four-fifths of the grade for the "Bachelor's Thesis" module.



In the case of a discrepancy of at least two grades between the evaluations of the two examiners, an additional qualified reviewer must be appointed by the Examination Board before the grade is announced. In this case, the final grade will be determined as the arithmetic mean of all three individual evaluations.

10. Resubmission

A failed Bachelor's thesis **can only be resubmitted once**.

11. Oral Examination

An oral examination is always held for the Bachelor's thesis. Admission to the examination is granted if the Bachelor's thesis has been graded by both examiners with at least "satisfactory" (4.0).

The oral examination is conducted jointly by the examiners as an individual exam or, in the case of a group project, as a group exam. The duration of the oral examination is typically 30 minutes per candidate, with the duration appropriately reduced for a group exam.

If you have any questions, please contact the Student Services at studierendenservice@leuphana.de
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