

# Guidelines for the Writing of Bachelor and Master Theses

## 1. Stipulations by the valid university examination regulations

The universal framework stipulations on objectives, admission formalities, topic and editing, working time, submission and evaluation, as well as determination of the overall mark are regulated by the university regulations and subject-specific examination regulations as being valid for you.

Accordingly, before registering for your final thesis you should by all means thoroughly study the appropriate regulations of these university and subject examination regulations. They are available and may be downloaded from the homepage of THGA (at the respective sub-page of your [Bachelor](#) or [Master](#) Course).

## 2. Stipulations on the number and 'external' design of copies

A total number of three printed copies of the thesis must be submitted. All three copies must at first be submitted to the Examination Office on time, so as to the submission being confirmed. Then they will be distributed by the Examination Office as follows:

- One copy each to the two examiners
- One copy to the library to be archived by the university

The examiners decide if the copies to be submitted to them must be bound. The copy for the university library must in any case be submitted in bound form. The compulsory format for this copy is DIN A4. You may choose the colour of your cover.

**On the front cover** there must be the following details:

Bachelor or Master Thesis  
Title of the thesis  
Optional: Blocking notice  
Author's name  
Enrolment number: 01010101  
Summer or winter semester: 2025 or 2025/26  
Study course. ...

Options: in print, embossed, or as a sticker

A thesis with a blocking notice (like in the example above) will never be made public. The blocking notice serves for protecting confidential information, business secrets, or sensitive data, which is the case particularly if the thesis has been written in cooperation with an enterprise or in the course of a confidential research project.

**On the first printed sheet**, i. e. on the **frontpage**, the examiners as well as the semester of submission must be stated.

The abstract must be inserted **on the second last sheet**, see also Section 4.

The following **Declaration of Authenticity** must be inserted and signed **on the last printed sheet**:

*I declare to have independently written this thesis. As far as I have adopted – partly or completely – documents or publications, inquiries or planning studies, calculations, sketches, drafts, plans, graphic depictions, or the likes, this is noted in the text or the attachments. All thoughts which have been adopted mutatis mutandis or literally from other sources are clearly marked as such.*

Date: \_\_\_\_\_

Signature: \_\_\_\_\_

### 3. Stipulations on content and 'internal' formal design

Which criteria must otherwise be observed is decided by the supervising examiner. This concerns the content, however also the formal 'interior' design, that is the design of lists, working text, citation technique etc., and in view of supervision. Thus, before starting to write your thesis you should by all means ask your examiner about the regulations to be kept.

### 4. Advice for writing an abstract

In the context of the thesis, an abstract in German and English must be written on max. one page DIN A4. It must be inserted into the work as the second last page. Additionally, a printed abstract on a special page must be included.

The THGA intends to present the Bachelor and Master theses on its homepage in the Internet. To achieve a standardised form of these abstracts, please make use of the appropriate template (the template is to be found [here](#), on thga.de, together with an instruction for the writing of abstracts).

The publication of the abstracts will provide not only the THGA but also the graduates with a forum for presenting themselves. Thus, the abstract should be written with great care.

Please also fill in the declaration of consent which is attached to the [template for abstracts](#). The filled in declaration of consent must be included into the thesis and is the prerequisite for the publication of the abstract.

### 5. Submission of the documents on data medium

Together with the thesis, a data medium must be submitted to the Examination Office, which will be passed on to the supervising examiner. In digital form, this data medium must include:

- The text of the entire thesis as a Word or PDF file, incl. all attachments (data sheets, source code, abstract etc.), to allow for an electronic plagiarism check.

- The abstract as a separate word or PDF file.

## Checklist for the submission to the Examination Office

- A total of 3 printed copies (all of them incl. abstract and signed declaration of authenticity)
  - 1 printed copy in bound form to be archived at the university
  - 2 printed copies for the examiners
- 1 printed abstract as a hard copy incl. printed declaration of consent with publishing the abstract online
- 1 data medium (e. g. USB-stick) with
  - the complete thesis incl. attachments (data sheets, source code, abstract etc.)
  - the abstract as a separate Word or PDF file