

# Instructions to prepare your Bachelor's thesis

- 1 Define your priorities, e.g.**
  - Discipline and broad topic
  - Geographical area
  - Partners (e.g., industry, NGOs, etc.)
  - Approach (e.g., empirical or theoretical)
- 2 Develop a research proposal (3-4 pages)**
  - Problem definition and objectives
  - Current state of knowledge
  - Study approach and methodology
  - Various proposals for the title
  - Draft table of contents of the thesis
  - Time line with major milestones
  - Proposal of second supervisor
  - Bibliography
- 3 Arrange initial meeting with Prof. Dr. Darr**
  - Make an appointment
  - Send your proposal 2 weeks prior to meeting
  - Agree on title, approach, methodology, TOC, timeline
- 4 Agree with 2<sup>nd</sup> supervisor and/or company if necessary**
- 5 Formally register your thesis**
  - Register through the Sharepoint online system
  - Supervisors and Exam Board will approve your application
  - Once your application has been approved - time is running (3 months)
- 6 Conduct your study and write your thesis**
  - Discuss important questions with your supervisors
  - Prof. Darr available to provide feedback on your draft one time during this period
- 7 Submit your thesis**
- 8 Prepare and hold your colloquium**
  - 20-25 min presentation
  - 20-25 min discussion

If not OK, rework

Apply for deadline extension if needed