



## **Guidelines for writing a Bachelor's thesis of the Faculty of Business Administration of the University of Applied Sciences Landshut**

### **Preliminary remarks**

The following instructions refer to the formal design of a Bachelor thesis. The formal design is only one of several grading criteria. The methodical approach, the scope and nature of the independent work, the systematic structure as well as the justification of the proposed solution are of greater importance for the grading. Nevertheless, the external form is a not insignificant aspect for the formation of the grade: A careful working method also includes an appropriate presentation of the results. Please also bear in mind that a clear and unambiguous form of expression is part of a Bachelor's thesis. Your work should be characterised by a concise, precise and rather restrained style of language. The details of the formal design must always be agreed with the supervisor; in this respect, deviations from these instructions are possible! Please also note the information in the General Examination Regulations on requirements for the Bachelor's thesis and the study and examination regulations applicable to you as well as the corresponding module description for your degree programme.

### **1. Preparation of a Bachelor's thesis**

#### **1.1 Aim of the Bachelor thesis**

The Bachelor's thesis should show that you are able to independently work on a subject-related problem from your degree programme on a scientific basis. You should show that you can present complicated facts in an understandable way. It is not the quantity of facts that is important, but the topic-specific analysis, whereby the basic problem of the topic must of course be fully grasped. Your own critical comments or suggestions for solutions are highly desirable and should be made clear as such - and will improve your grade.

## 1.2 Regulations for the submission of the Bachelor thesis

Bachelor theses should be handed over to the office authorised to receive them (Secretary's office of the Faculty of Business Administration) in bound form in duplicate. In **addition** to the two printed copies, a digital submission of the Bachelor's thesis with all appendices in its entirety together with the result of the plagiarism check is required.

Components of the levy in printed form:

- Bachelor thesis with title page, indexes, sources and Affidavit (bound in)
- Printout of the result of the plagiarism check
- Grade Assessment Sheet (completed)
- Library declaration (completed and signed)

Components of the submission in digital form

- Bachelor thesis with title page, indexes, sources, empirical data if applicable
- PDF file of the result of the plagiarism check
- Affidavit (completed and signed)
- Grade Assessment Sheet (completed)
- Library declaration (completed and signed)

The form of digital submission (e.g. USB stick, e-mail, Moodle, CD) is decided by your supervisor. You should clarify this in good time during the supervision meetings.

The printed copies are handed in at the secretary's office of the Faculty of Business Administration) after making an appointment by telephone. In exceptional cases (e.g. holiday or illness of the secretary), the Bachelor thesis can also be sent by post or handed in at the university's post office (the date of receipt by the post office applies). Another option is to arrange a deadline with a lecturer of the faculty (as a substitute for the secretary's office) or to place the Bachelor's thesis in the mailbox of the secretary's office in the faculty.

The thesis remains in the Faculty of Business Administration (one copy remains with the supervisor, one copy is archived in the library upon approval). Please complete the library declaration (see Appendix 3). However, this sheet must not be included. Blocks for

publication are normally only required by some companies where students write Bachelor theses.

### **1.3 Deadlines, dates**

Registration dates for the Bachelor thesis are:

- 06.02.
- 06.04.
- 15.07.
- 21.10.

The deadlines are thus:

- 07.06. with registration on 06.02.
- 07.08. with registration on 06.04.
- 16.11. with registration on 15.07.
- 22.02. with registration on 21.10.

If the deadline ends on a Saturday, Sunday or public holiday, the Bachelor thesis must be handed in on the following working day at the latest.

### **1.4 Scope and font requirements**

The bachelor thesis must contain:

- Title page (see sample appendix 1)
- Table of contents (= outline)
- List of figures and/or tables (if applicable)  
(for figures and/or tables in the running text)
- List of abbreviations, if applicable
- running text  
pPossibly annex
- Bibliography
- Ppossibly a list of legal sources
- Affidavit (see sample appendix 2)

All these individual parts must start on a new page!

Except for the title page, all sheets shall be numbered. Roman numerals shall be used for the list of contents, list of figures, list of tables and list of abbreviations before the text part and for the appendix, list of references and list of legal sources after the text part. The text part shall be numbered with Arabic numerals.

The length of the text part is determined in consultation with the supervisor. Please consult your supervisor in good time!

The limitation of scope is not merely of a formal nature. The researcher should prove that he/she is able to elaborate the essential aspects of the topic within the scope specified by the supervisor. Therefore, exceeding or falling short of the specified scope may lead to a reduction in the grade!

The pages are to be written on one side in 1 ½ lines.

Typeface: Justified, automatic hyphenation.

Font: In principle, you are free to choose the font. However, please note that the font you choose should ensure an easily readable typeface.

Serif fonts such as Times New Roman or Arial make reading easier. Avoid a change in font type: A change in layout is distracting and tires the reader.

Font size: running text: 12 pt

Footnotes: 10 pt. Use 1 line spacing in the footnotes.

Margins: top: 2.0 cm

bottom: 1.5 cm

left: 3.0 cm

right: 1.5 cm.

## **2 Guidelines for the Bachelor Thesis**

With regard to the technique of scientific work, in particular the citation technique, reference is made to the relevant literature. You can also use the library's offers such as training courses on citation and information from the library's Moodle course room on the subject of citation. You can find these via the library's website.

## **2.1 Table of Contents / Outline**

The table of contents should show the logical structure of the paper in main and sub-sections. The individual sections of the thesis should be in a balanced relationship.

The outline should serve as a "red thread" reflecting the structure of the paper and allow for a first brief information about the content of the paper. The outline text must correspond to the headings in the text section. The table of contents must include the corresponding page numbers of the text section. The above-mentioned indexes must also be included in the table of contents.

For the classification of the outline, the decadal classification is usually used. is used:

1.

1.1

1.1.1

1.1.1.1

1.1.1.2

It is advisable to consult with the supervisor in good time about the content and form of the outline.

Note that items that are on the same formal level in the outline must also have the same rank in terms of content. Subdivisions that are too deep should be avoided. A subdivision always requires that at least two subdivisions are on the same level.

## **2.2 List of abbreviations**

All abbreviations used in the paper must be listed in the list of abbreviations! Abbreviations listed in the Duden do not have to be included in the list of abbreviations.

## **2.3 List of figures**

All illustrations must be named and numbered consecutively in the paper, indicating the respective source. If you have created the illustration yourself - without reference to another source - please note this with "own illustration". All illustrations must be listed in a separate list of illustrations with the name of the illustration, the illustration number and the respective page number.

## **2.4 List of tables**

All tables must be named and numbered consecutively in the paper, indicating the respective source. If you have created the table yourself - without reference to another source - please note this with "own presentation". All tables are to be listed in a separate list of tables with the table name, the table number and the respective page number.

## **2.5 Citation**

- Every quotation must be verifiable! Any use of other people's ideas must be identified as such by precisely stating the source.
- The cited source must be listed as a footnote or in the text and in the bibliography. The complete identification of the source takes place in the bibliography or in the list of legal sources. Nevertheless, a clear, unmistakable attribution must be made in the footnotes or in the text, so that the reader can easily find the source.
- Please note that the publisher's name is not to be mentioned in the footnote or in the text.
- Verbatim quotations should only be used in exceptional cases where the exact wording is important.
- Additions or emphasis by the editor must be clearly marked as such, e.g. by bracketing them with the note "annotation/emphasis by author". " The omission of a word is to be marked by two dots "...", the omission of several words by three dots "...". Quotations within a quotation are marked by single inverted commas (apostrophe) at the beginning and end. In principle, however, the thoughts reproduced should not be quoted verbatim, but put into your own words.

- In principle, the original text must be cited. If the original text is not accessible, even after exhausting all reasonable possibilities, citations may exceptionally be made according to a source reference in the secondary literature. In this case, this must be expressly indicated by the addition "zit. after....".
- Consistency from a formal point of view should be ensured when citing in the footnotes or in the text throughout the paper!
- For internet sources, always note the date of access. Sources of AI-supported tools (e.g. ChatGPT) must always be identified. Please note that Wikipedia is not an acceptable scientific source.

### 3 Plagiarism check

Incorrect citation of sources or unintentional copying of individual passages in the text can lead to your work not being accepted. To prevent this from happening, the Faculty of Business Administration has acquired a licence for the programme PlagAware, which allows you to check and interactively revise your entire thesis without any restrictions. A detailed guide on how to register and use the programme is available on the website.

After the check, save your check report for **digital** submission to your supervisor and print it out for **paper** submission.

### 4 Other important documents to note

Other important documents that you should take into account by writing your thesis are:

- Satzung zur Sicherung guter wissenschaftlicher Praxis und zum Umgang mit wissenschaftlichem Fehlverhalten der Hochschule für angewandte Wissenschaften Landshut
- your supervisor's own guidelines and requirements - please ask for these at the initial meeting!
- Information from the General Examination Regulations (Allgemeinene Prüfungsordnung) on requirements for the Bachelor thesis
- Study and examination regulations for your degree programme that are valid for you
- Module description for the Bachelor thesis

## **Appendix**

Appendix 1	sample for title page of the Bachelor thesis
Appendix 2	Affidavit / Eidesstattliche Erklärung
Appendix 3	Library Statement / Bibliothekserklärung
Appendix 4	Note Determination Sheet / Notenfeststellungsblatt



## Appendix 1 Sample title page of the Bachelor thesis



**University of Applied Sciences Landshut  
Faculty of Business Administration**

**Bachelor thesis**

**Topic**

for the attainment of the academic degree:  
Bachelor of Arts / Bachelor of Science in the degree programme (e.g. Business Admin-  
istration)  
at the Landshut University of Applied Sciences

Submitted by  
First name Last name, place of residence

Submitted to  
Supervisor Dr. Name

Month Year

## **Appendix 2 Affidavit**

In accordance with § 34 Para. 4 of the General Examination Regulations of Landshut University of Applied Sciences, the Bachelor thesis must be accompanied by the following declaration (to be included in each copy of the thesis), which must be signed:

### **Affidavit**

I certify that I have written the thesis independently, have not yet submitted it elsewhere for examination purposes, have not used any sources or aids other than those indicated, and have marked verbatim and analogous quotations as such.

I further agree that the digital version of this thesis may be uploaded to the server of external providers and checked for the purpose of plagiarism checking. The plagiarism check does not constitute making the work available to the public.

### **Eidesstattliche Erklärung**

Der Bachelorarbeit ist gemäß § 34 Abs. 4 der Allgemeinen Prüfungsordnung der Hochschule Landshut folgende Erklärung beizufügen (ist in jedes Exemplar der Arbeit einzubinden), die unterschrieben werden muss:

### **Eidesstattliche Erklärung**

Ich versichere, dass ich die Arbeit selbstständig verfasst, noch nicht anderweitig für Prüfungszwecke vorgelegt, keine anderen als die angegebenen Quellen oder Hilfsmittel benutzt sowie wörtliche und sinngemäße Zitate als solche gekennzeichnet habe.

Ich erkläre mich ferner damit einverstanden, dass die Digitalversion dieser Arbeit zum Zwecke der Plagiatsprüfung auf den Server externer Anbieter hochgeladen und geprüft werden darf. Die Plagiatsprüfung stellt keine Zurverfügungstellung für die Öffentlichkeit dar.

Landshut, .....

.....

(Signature with first and last name)

### Appendix 3 Library Declaration - PDF also in the download area of the website



Anlage 3:

Bibliothekserklärung

Bitte zusammen mit der Abschlussarbeit abgeben!

Nicht mit einbinden – separat 1x dazulegen!

## Bibliothekserklärung

Ich bin damit einverstanden, dass die von mir angefertigte Abschlussarbeit mit dem Thema:

.....  
.....  
.....  
.....  
.....  
.....  
.....  
.....  
.....  
.....

- über die Hochschulbibliothek zugänglich gemacht wird
- nach einer Sperrfrist von ..... Jahren über die Hochschulbibliothek zugänglich gemacht wird.
- Ich bin nicht damit einverstanden, dass die von mir angefertigte Abschlussarbeit über die Hochschulbibliothek zugänglich gemacht wird.

Landshut, .....

.....  
Unterschrift mit Vor- und Nachname