

## Guideline for the Bachelor's thesis

Important Information about registering, writing and submitting your Bachelor's thesis

**Please note that the use of AI (such as ChatGPT) is prohibited in the context of term papers and theses. It is considered an unauthorized aid unless expressly permitted by the examiners**

### Time of registration

Registration for the Bachelor's thesis is possible as soon as **108 credit points** have been achieved. As a rule, this should be the case during the fifth semester. The completion of the BA thesis is usually recommended for the sixth semester (submission by 30 September or 31 March, if the standard period of study must be adhered to and if, for example, a Master's programme immediately follows). To make use of the full scope of the allotted writing period before starting your Master's, you need to register for the thesis by June 30 (summer term) and December 31 (winter term).

### Registration and topic

Please agree on a topic with your supervisor, who usually also acts as the first examiner, **before registering** your Bachelor's thesis. As a rule, you must write it in your **major**; a topic from your minor is only possible if there is a connection in terms of content and/or methodology.

In the **dual-subject Bachelor's programme**, the thesis can be registered in either of the subjects. An **interdisciplinary topic in both subjects** is possible **if** supervision by one examiner per subject is guaranteed.

The topic is agreed either in a personal meeting between the candidate and the examiners as part of a course/meeting or by exchanging emails with the first and second examiner. The topic specified in the email from the first examiner is binding and must be transferred to the registration form.

Please submit the completed "Registration for Bachelor's Thesis" form, **signed and dated** by you and your first and second examiner, immediately by mail (or as a scan via the [contact form](#)) to the Examination Office.

The binding notification of the topic, including the setting of a submission deadline, is then sent in writing by the Examination Office. The submission deadline is calculated from the date the topic is issued, based on the date of the first examiner's signature. You should therefore also endeavour to obtain the signature of the second examiner at the same time and submit the registration form to the Examination Office immediately after finalising the topic.

If the topic was agreed by exchanging emails with the first and second examiner, please forward the email from the first examiner together with the email from the second examiner and the scanned registration form (completed and signed by all parties) to the Examination Office via the [contact form](#).

The binding notification of the topic, including the setting of a submission deadline, is then made in writing by the Examination Office. The topic is therefore formally set by the Examination Office (Examination Office, Maximilianstraße 22, 53111 Bonn) following registration.

**Important note:** Please note that the Examination Regulations only recognise the term "topic", not "title". The topic of the thesis is therefore synonymous with the title of the thesis. The specific topic that you have indicated on the registration form and agreed with the examiners is placed on the cover sheet and in the declaration of independence. Please refer to the separate point below under the heading 'Changing the topic' for the possibility of changing the topic at a later date.

You can download the registration form here: [Registration form](#).

## **Examiners**

In principle, all lecturers **in your subject** may act as examiners for a Bachelor's thesis. Please note that one of the two examiners must be employed with at least 50% at the University of Bonn. Both examiners must have at least the academic degree "Magister Artium (M.A.)" or "Master of Arts (M.A.)". Please also note that there is no legal entitlement to a specific examiner.

## **Writing period**

A **maximum period of three months** from the issuing of the topic (date of signature of the first examiner) is allowed for the writing of the provided topic & thesis. Upon justified request, the Examination Office may, in agreement with the first examiner, grant an extension of up to six weeks for the submission of the Bachelor's thesis. An extension of more than six weeks is

not possible, even in cases of illness (in these cases it is only possible to withdraw from the registered examination, cf. the section “Withdrawal”).

## **Change of topic**

It is possible to **slightly** change the focus of the original topic upon written request to the Examination Office, provided that your examiner supports the request and documents this with his/her signature. Please note that a complete change or reorientation of the topic requires a withdrawal in accordance with the regulations.

## **Withdrawal**

There is a **one-off opportunity** to return the topic no later than one month after being notified of it by the Examination Office and to document this formally with a written request to withdraw from the Bachelor’s thesis registration. In this case, the topic is deemed not to have been issued; there is therefore no failed attempt. Further information on the possibility to withdraw from exams can be found [here](#).

## **Scope and requirements**

The text part of the Bachelor’s thesis should contain **at least 70,000 characters** including spaces and notes (or 35 A4 pages) and **may not exceed 120,000 characters** including spaces and notes (or 60 A4 pages). The content and form of the thesis must meet the standards of academic work at “Bachelor of Arts” or “Bachelor of Science” level. You should therefore enquire about the specific requirements with your subject-specific study advisor. Please also note that the regulation of registration becoming possible after achieving 108 credit points means that you can prepare the Bachelor’s thesis during your studies (as opposed to at the very end of them) thoroughly with the necessary research and readings before registering the thesis during your fifth semester.

## **Cover sheet/title page**

To ensure that all the necessary information appears on the cover page of the Bachelor's thesis, please follow this template: [Sample cover sheet](#) (DOCX). Please note that it is not allowed to place the University’s official seal or the Faculty’s logo on this page or anywhere else. The copyright is held by the University and the Faculty respectively; unauthorized use may result in legal consequences.

## **Submission and Declaration of Academic Integrity**

Until further notice, Bachelor’s theses must still be submitted **digitally AND in print** (three bound copies, see below). The content of the digital version and the written copies must be identical! CD-ROMs and USB sticks no longer need to be attached. As usual, the Examination

Office will take care of forwarding the thesis to the first and the second examiner. Once submitted, a Bachelor's thesis cannot be withdrawn! The date of the digital submission of the thesis serves to meet the deadline.

The thesis must be accompanied by a written declaration (Declaration of Academic Integrity) in which you affirm that you have written the thesis independently, have not used any sources and aids other than those specified, have marked quotations and have submitted identical digital and written copies. Please note that the use of AI (applications such as ChatGPT) in the preparation of written work is prohibited! It is an unauthorised aid unless its use has been expressly permitted by the examiners. In cases of doubt, the Examination Office may request a sworn declaration.

**Please attach a declaration, dated and with your original signature (not digital), as the last page of your thesis ([download Declaration of Academic Integrity here](#)).** This declaration must be submitted together with the other parts of the thesis, such as the cover sheet, the bibliographies and any appendices, firmly attached to the rest of the thesis (no loose sheets!).

### **1. Digital submission:**

Please send the digital version as a text file (Word document or PDF) from your University of Bonn e-mail address to the Examinations Office of the Faculty of Arts or use the contact form. The hand-signed Declaration of Academic Integrity must be inserted as a scanned document into the Bachelor's thesis as the last page. This file of your Bachelor's thesis will be forwarded to the respective two examiners by the Examinations Office; submission deadlines are met upon receipt of the electronically sent form at the Examinations Office. As we have already received the document in electronic form from you by e-mail/contact form, you **no longer need to send us a CD-ROM or USB stick with the thesis** by post until further notice.

### **2. Submission of the print version:**

Your thesis must be submitted to us in triplicate by mail or by delivering it to the Examination Office yourself. Please submit each of these copies in bound form (adhesive, spiral or hardcover binding is the norm). Please also note that the indexes and appendices as well as the cover sheet and the **self-signed** Declaration of Academic Integrity are part of the thesis and must therefore be firmly bound. The paper version must be submitted by post no later than one week after the submission of the digital version.

**Please send the three copies to the following address:**

University of Bonn  
Faculty of Arts  
Bachelor/Master Examination Board  
Poppelsdorfer Allee 31-33  
53115 Bonn

After you have sent us your thesis digitally via the [contact form](#), you can also hand in the three copies of your thesis in person during [office hours](#) or by making an individual appointment with the person responsible for you at the Examination Office of the Faculty of Arts at Maximilianstraße 22 (3<sup>rd</sup> floor).

### **Exceeding the submission deadline**

If you **exceed** the deadline for submission, the Bachelor's thesis must be assessed as "insufficient" (5.0). If necessary, please submit an [application for an extension](#) in good time before the deadline (at least **three weeks** before the deadline).

### **Repetition**

A failed Bachelor's thesis can be repeated **once**. Failed attempts in the same subject at other universities will be recognised. In these cases, the topic can be chosen from another subject area. If the second Bachelor's thesis is also assessed as "insufficient", the Bachelor's exam has been failed conclusively.

### **De-registration**

In general, you must remain enrolled even after submitting your Bachelor's thesis or another final exam in your degree programme in accordance with § 63 Para. 1, 2nd half-sentence HG; the examination procedure is only completed when it has been determined whether it was successful or unsuccessful. Students who have not re-registered, e.g. in order to save the associated fees, although they are not expected to know their examination result at the end of the previous semester are therefore taking a risk, especially as their uni-ID will be switched off and they will no longer have access to BASIS and their transcripts.

If you have not passed your last exam(s) and have therefore unfortunately not achieved your degree after all, you must re-enrol in order to re-sit your exams. If you have already missed the set re-registration deadline at this point, late re-registration at the Registrar's Office in accordance with Section 16 of the Enrolment Regulations can only take place later if the missed deadline is excused in writing for an important reason and proof of this is provided. You cannot register for the last outstanding exam before you are re-enrolled. It may also be the case that you can no longer be enrolled in your old Examination Regulations, but must continue your studies in accordance with the new Examination Regulations then in use, which may be followed by a time-consuming credit transfer procedure and possibly the loss of credits already earned.

However, if you have properly re-registered, you are entitled to a partial refund of the fees as soon as you have passed the final exam. You can find more information [here](#).

## Underlying provisions

The regulations for the Bachelor's thesis can be found in the following provisions, depending on which Examination Regulations you are studying under:

- §§ 21 und 22 der Prüfungsordnung für die Bachelorstudiengänge und die konsekutiven Masterstudiengänge vom 17. August 2018 in ihrer aktuellen Fassung (BMPO 2018)
- §§ 20 und 21 der Prüfungsordnung für den Bachelorstudiengang „Psychologie“ und den konsekutiven Masterstudiengang „Psychologie“ vom 17. August 2018 in ihrer aktuellen Fassung (Psychologie-BMPO 2018)
- §§ 20 und 21 der Prüfungsordnung für den Bachelorstudiengang „Psychologie“ und den konsekutiven Masterstudiengang „Psychologie“ vom 28. August 2020 in ihrer aktuellen Fassung (Psychologie-BMPO 2020)

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