

Guidelines for Term Papers

Guidelines for term paper examinations in Bachelor's and Master's degree programs in the Faculty of Arts as of winter semester 2018/19

Please note that the use of AI (such as ChatGPT) is prohibited in the context of term papers and theses, unless it has been explicitly approved by the examiners. If such a permission has not been expressed, AI remains an unauthorized aid. For further information, please consult our website "[Deception and plagiarism](#)".

General information on term papers

All procedural rules for term paper examinations are based on the applicable Examination Regulations.¹ **Registration for term papers cannot take place until the requirements specified in the Examination Regulations have been satisfied**, in particular until all required study achievements and any compulsory attendance requirements have been satisfied and recorded in BASIS. Please note the information on examination dates, two-semester modules and module examination components below. Once you have registered for a term paper, you must submit it during the same semester and no later than the end of the semester. **Please note:** This also applies if the twelve-week period to which you are entitled for completion has not yet ended. **The deadline for submission is September 30 for the summer semester and March 31 for the winter semester.** The corresponding **registration deadlines end two weeks before these dates**, as the 2018 Examination Regulations require a minimum two-week period for completing term papers. **Registration is possible starting May 1 in the summer semester (exception: In the summer semester 2025, registration is possible from June 15, 2025) and November 1 in the winter semester, as soon as** the achievements and requirements mentioned above have been recorded. Please see the current faculty study calendar on the Examination Office [Dates and Deadlines](#) web page for further details. Also please consult the [FAQ](#) for the applicable examination procedures.

Late submission will result in an unsuccessful attempt being recorded. Requests for deadline extensions due to illness must be submitted to the Examination Office in timely fashion before the deadline. Please note the information on late submission or failure to submit registered term papers further down this page.

Procedure for term paper examinations

1. **Registration for a term paper takes place in the semester it is submitted.** Please ensure that you first talk with your examiner about your plan to write a term paper with him or her in a topic area of the module before registering. Failure to submit will lead to an unsuccessful attempt being recorded. Please be sure to carefully check the registration periods for term paper examinations in the current semester, which are available on the [Dates and Deadlines](#) page or the Dean's Office's web page. Please note that the registration deadlines for term papers are different from the deadlines for registering written and oral examinations.
2. **Immediately after registration, print the Term Paper Examination Form** ("Begleitformular zur Prüfung") provided in BASIS for topic specification and grading. Please note that you can only download the form **during the registration period**, not afterwards.
3. The date of registration in BASIS and the date your topic agreement is reached with your examiner should be as close to each other as possible. **Therefore, take the form to your examiner without delay for final approval of your topic or send the form to your examiner by email if the course took place online.** Your examiner will enter the topic, date of topic approval, time for the completion of the paper and submission deadline and signs the form. Term paper topics should be specified by mutual agreement between student and examiner. In principle, however, students do not have the right to choose a specific topic, i.e. the examiner specifies the topic. **Note:** the topic agreement must be **signed no later** than the deadline for term paper registration, namely **two weeks before the end of the semester**.
4. The term paper **needs to be completed within a maximum of twelve weeks from the official approval of the topic onwards.** Further information on the submission deadline can be found [here](#).
5. After completing the paper, **attach the Term Paper Examination Form and submit both in printed form to the examiner (not (!) the Examination Office) within the deadline.** Late submission will result in an unsuccessful attempt being recorded. Deadline extensions are only possible in justified exceptional cases. Requests for extensions must be submitted to the Examination Office together with supporting documentation (see "[Submission deadline](#)" further down this page).
6. Your examiner will review the paper and note the grade on the form. The grade will then be recorded during the applicable grading period in the institute concerned. You can then view the recorded grades in your **course achievements** in BASIS.
7. Ask your examiner **to provide feedback** on your paper and the reasons for the grade.
8. Once the grade has been recorded, the institute will forward the term paper to the Examination Office together with the Term Paper Examination Form for archiving.

Electronic registration in BASIS

In order to register the term paper in BASIS, please take the following steps:

1. Select **“Register for exams”** in the **“Quicklinks”** section in [BASIS](#).

Quicklinks ▾	
Study Service	Course catalog
Reregistration, certifications, personal data, payments, online requests	from winter semester 2025/26
Planner of studies with Module plan	Course achievements
	Overview of completed achievements (subject to change)
Enrollments	Register for exams
Overview of registered examinations and courses	Overview of the examinations you can register for in your degree programs

General Information

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2. Choose the relevant **module examination** in the **module list** and click the button **“Apply”** in the column **“Enroll/cancel”**.

You are here: [Home](#) > [My Studies](#) > [Register for examinations](#)

[Register for examinations](#)

① You may register for exams or sign off from registered exams. You may change your registration.

👤 → Apply

👤 → cancel / change Selection

Your lectures in summer term 2025

Examination	Enroll/cancel
8900 Bachelorarbeit - schriftlich	
552100999 Einführung in die Psychologie/Geschichte der Psychologie und Psychotherapie, Abschlussprüfung - Klausur	
552101099 Statistik 1 - Wissenschaftliche Methodenlehre, Abschlussprüfung - Klausur	
552101199 Differentielle Psychologie und Persönlichkeitspsychologie - Grundlagen der Psychologie, Abschlussprüfung - Klausur	
552101299 Sozialpsychologie... Grundlagen der Psychologie, Abschlussprüfung - Klausur	👤 Apply
552101399 Allgemeine Psychologie 1 - Grundlagen der Psychologie, Abschlussprüfung - Klausur	👤 Apply
552101499 Statistik 2 - Wissenschaftliche Methodenlehre, Abschlussprüfung - Klausur	👤 Apply
552101592 Einführung in empirisch-wissenschaftliches Arbeiten - Wissenschaftliche Methodenlehre, Teilprüfung 2 - Hausarbeit	👤 Apply
552101699 Biologische Psychologie - Grundlagen der Psychologie, Abschlussprüfung - Klausur	👤 Apply

3. An information window opens which contains important information on registering and deregistering exams. Please read this text carefully. In order to proceed, you need to check the box **“I accept”** and then click on **“Next”**.

☒ I accept

[Next](#) [Cancel enrollment](#)

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4. Again click on **“Apply”** in the column **“Actions & messages”**. You can once again see the registration period in the information window below this button.

[Register for examinations](#)

552101592: Einführung in empirisch-wissenschaftliches Arbeiten - Wissenschaftliche Methodenlehre, Teilprüfung 2

Achievement will be used for Einführung in empirisch-wissenschaftliches Arbeiten - Wissenschaftliche Methodenlehre (Nr=552101500) - Pflichtmodule (Nr=1000) - Fachkonto Psychologie (Nr=9000) - Leistungspunktekonto (Nr=8990) - Bachelor-Abschluss (Nr=9000)

Philosophische Fakultät SoSe2025 - Anmeldephase von Hausarbeiten und Lehrveranstaltungsbegleitenden Prüfungen:

The Period last from 15.06.2025 / 00:00 to 16.09.2025 / 23:59

Actions & messages	Dates & Rooms	Comment
👤 Apply	Einführung in empirisch-wissenschaftliches Arbeiten - Wissenschaftliche Methodenlehre, Teilprüfung 2	
① Enrollment feasible from 6/15/25 12:00 AM until 9/16/25 11:59 PM	No time defined Examinationform: Hausarbeit 👤 Prof. Dr. Beauducel, Andre	

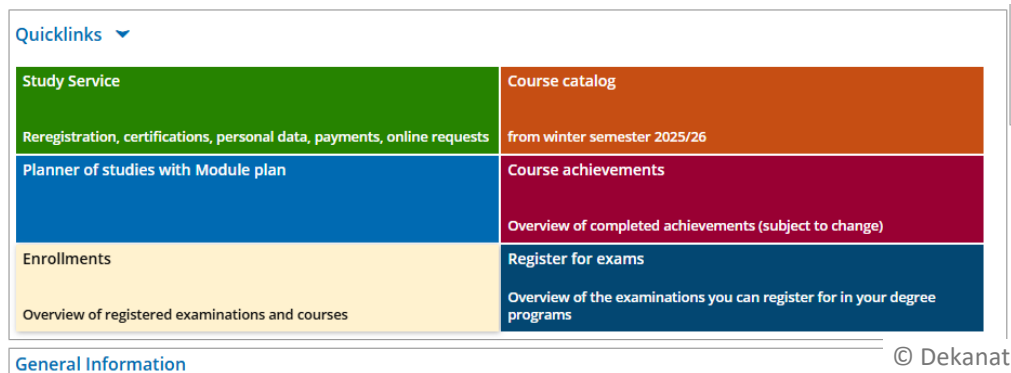
[Cancel enrollment](#) [Review legal information](#)

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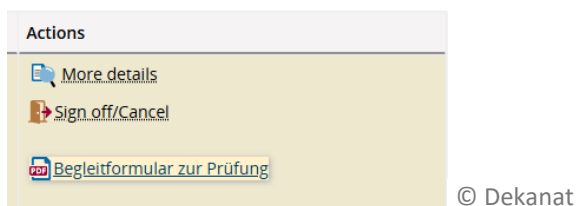
Printing the Term Paper Examination Form

In order to generate the **Term Paper Examination Form** (“Begleitformular zur Prüfung”), please proceed as follows:

1. Select “**Enrollments**” in the “Quicklinks” section in BASIS.



2. You can now see a list of your registered exams. Please remember to select the relevant semester under “Choose term”!
3. A PDF containing basic information on the registered term paper is generated via clicking the button “**Begleitformular zur Prüfung**” in the column “Actions”.



Course-related exams

The requirements for term papers also apply for other course-related exams such as presentations or project reports, unless there are deviating exam-specific regulations in place for. You can access the regulations that apply for the individual types of course-related exams [here](#).

1. **The Examination Office of the Faculty of Arts currently administers the examination procedures for the consecutive degree programs for the following faculty Examination Regulations:**

Examination Regulations for the bachelor’s degree programs (Bachelor of Arts) and consecutive master’s degree programs (Master of Arts) of the Faculty of Arts of the University of Bonn dated August 17, 2018, as amended by current amending regulations (hereinafter referred to as BMPO 2018),

Examination Regulations for the bachelor’s degree program in Psychology and consecutive master’s degree program in Psychology of the Faculty of Arts of the University of Bonn dated August 17, 2018, as amended by current amending regulations (hereinafter referred to as Psychology BMPO 2018),

Examination Regulations for the bachelor’s degree program in Psychology and consecutive master’s degree

program in Psychology of the Faculty of Arts of the University of Bonn dated August 28, 2020, as amended by current amending regulations (hereinafter referred to as Psychology BMPO 2020),

Examination Regulations for the consecutive master's degree programs in Dependency and Slavery Studies and Slavery Studies of the Faculty of Arts of the University of Bonn dated August 28, 2020, as amended by current amending regulations.

Term paper FAQ

We have collected a number of questions that are frequently asked about term papers. Please contact us if you have any other questions.

When should a term paper be written?

As explained above, registration for a term paper is possible once all applicable requirements have been satisfied and recorded.

In the interests of your learning and study success, we recommend that you **always write term papers in the semester** in which you complete the last of the required **prerequisites** (study achievements, any compulsory attendance requirements).

Although **term paper examinations** generally have topics related to a course you attended, unlike other forms of examinations, such as seminar talks, they are not completed as part of the course itself. In theory, therefore, you could also register for a term paper at a later time. **Please note, however**, that if you register for a term paper later than during the semester in which you completed the last required prerequisite, you are **not entitled to have an instructor from a course you previously attended as your examiner**. If available, he or she can be assigned to you by the department. You are also **not entitled to attend further courses in the module or to any related changes to your transcript of records**. Experience has shown that when students postpone term papers, it is a sign of various problems they are having with their studies.

If you would like to **postpone a term paper**, we therefore urgently ask that you discuss your planned study schedule with your **degree program manager** to avoid potential problems that might arise as a result.

Term papers for two-semester modules and module examination components

For two-semester modules, it must be noted that **registration** as described above is not possible until all of the **requirements** specified in the Examination Regulations (study achievements, any compulsory attendance requirements) have been satisfied. This could mean **that a topic agreement cannot be reached with an examiner from a course in the first semester of the module until the end of the second semester of the module**.

In the case of **module examination components**, on the other hand, registration for a required term paper is possible when the requirements for the examination component have been satisfied. You do not have to wait until all of the prerequisites specified for the module have been satisfied.

Length and formal requirements

According to the Examination Regulations, term papers must be **20,000 to 40,000 characters long (10 to 20 DIN A4 pages) for a bachelor's degree program** and **30,000 to 50,000 characters long (15 to 25 DIN A4 pages) for a master's degree program**. Deviations from this rule could lead to grade reductions. Your institute or examiner will inform you of the formal requirements for the paper (cover page, formatting, citations). Please add the signed [Declaration of Academic Integrity](#) to your paper.

Submission deadline

Term papers must be submitted no later than **March 31** in the **winter semester** and no later than **September 30** in the **summer semester**. **You have a maximum of twelve weeks for completion after the topic has been assigned (date of issue and the examiner's signature).** **This means your submission deadline could be earlier than the official end of the semester!** Please note that if you register your term paper very early in the semester, the period for completion might expire before the official end of the semester. If you register your term paper towards the end of the semester, you might not have the full twelve-week period at your disposal to complete the term paper (the latest deadline is March 31 or September 30, respectively). Requests for deadline extensions must be submitted to the Examination Office and are only possible in special cases. See the section below.

Late submission or failure to submit registered term papers

It is generally **not possible to withdraw** from a term paper once it has been **registered** as a form of examination in BASIS. This is because, from a legal point of view, work has already started on the examination and it must be completed during the current semester.

Term papers that are submitted late are therefore considered **unsuccessful attempts**.

Only for valid reasons, particularly in cases of illness-related incapacity to take the exam or if you were prevented from submitting the assignment on time due to reasons not caused by you, can an extension of up to four weeks be granted, or a withdrawal be declared.

If you wish to apply for an extension of the deadline, you must submit a written request or use the [contact form](#) to apply for an extension of the processing time to the Examination Office before the deadline expires and within three days of the occurrence of the valid reasons. In doing so, you must provide proof of a valid reason, such as illness-related incapacity to take the exam. The Term Paper Examination Form or a copy/scan of it must be

submitted. For proof of illness-related exam incapacity, a medical certificate confirming the incapacity and its duration must be provided.

If you wish to apply for a withdrawal: The valid reasons must be immediately declared in writing within three days of the occurrence of the valid reasons using the [withdrawal form](#). For proof of illness-related exam incapacity, a medical certificate confirming the illness-related incapacity must be completed by a doctor on the second page of the form and submitted. Please refrain from submitting a sick note in the form of a certificate of incapacity for work (Arbeitsunfähigkeitsbescheinigung, AU). Please use the [contact form](#) to submit the necessary documents.

Grading periods

According to current Examination Regulations, a **four-week** grading period applies to all **bachelor's degree programs**. According to current Examination Regulations, a **six-week** grading period applies to all **master's degree programs**.

Grading

The department or institute assigns the grades by recording them in BASIS. You can check whether your grades have been assigned during the applicable grading period by viewing your transcript in BASIS.

Feedback and access to records

Ensure that your examiner gives you the opportunity to receive feedback on the reasons for your grade. Since term papers are sent to the Examination Office for filing after they have been graded, access to the records can naturally also be arranged with the Examination Office after this has occurred. However, you can only learn the reasons for the grade from the department.

Regardless of whether access to the records will take place in the department/institute or Examination Office, please follow the procedure described in the [FAQ](#) to submit a request.

Failing grades and repetitions

If you fail a term paper, please contact your **examiner** for **feedback** and your **degree program manager** to discuss the further steps you should take.

The following rules apply: the examination can be repeated at the earliest in the following semester. Another attempt is only possible if the maximum number of permissible repetitions has not yet been reached (according to the applicable Examination Regulations, three attempts are permitted for term papers; due to the coronavirus pandemic, however, provisions were made for additional free attempts in the semesters from summer semester 2020 up to and including summer semester 2021 (see the [FAQ](#)). Otherwise, the

module examination is considered definitively failed. Students lose their right to examination as a result and are deregistered from the degree program by the Student Registry once the examination board's decision that the final attempt has been failed has come into force. Repeat attempts must also be **registered in BASIS**. There are generally **two possibilities for repetitions**:

1. You only repeat the examination. After discussion with the degree program manager and an examiner for the module concerned, you prepare a new paper on a different topic. This is made binding with a new topic agreement and electronic registration following the procedure described above.
2. Attending a new course is generally not intended. However, it can be sensible to participate in a different course in agreement with the respective lecturers. Nevertheless, you are not required to complete any study achievements involved in that particular course. A deletion of the previous course, including any related study achievements, and attending a new course instead, in which new study achievements are completed, is generally out of the question.

Please remember to always have the procedure approved by your degree program manager and your (previous or, if applicable, new) examiner.

Objections

If you consider filing an objection against the assigned grade, we recommend that you first exercise the right to inspect your graded term paper in the Examination Office. For instructions on how to file an application for access to examination records and on how to properly file an objection, please consult the [FAQ-page](#).

Help with registration-related problems and questions

If you have difficulties registering a term paper in BASIS, please first check whether you have actually already satisfied all of the requirements specified in the Examination Regulations for registering the term paper. This includes admission to the bachelor's or master's examination procedure and, if necessary, specifying a profile, specialization, academic discipline, range of complementary modules or first language, if such a choice is mandatory for your degree program. You can then contact [BASIS support](#). Your examiner is generally the best person to ask if you have questions about content or formalities. If you have general difficulties with concept development and the writing process, please contact your degree program manager. Your degree program manager can help with difficulties with the examination procedure that you are unable to clarify with your examiner. The Examination Office will be involved in special cases.

(Last updated: August 2025)