



TUM School of Management

## Information guidelines on your final thesis

(Bachelor Thesis – Master Thesis)

### 1. Formal Requirements

In order to be eligible to work on your final thesis, you must have earned a certain amount of credits. Please check the formal criteria in the examination regulations (FPSO) of your specific study program (examination regulations can be found in the [download section](#) of your program). If you have any concerns concerning or questions regarding the examination regulations, please do not hesitate to contact your [program manager](#).

Please bear in mind that some Chairs of Academic Departments might have additional requirements for supervising students (e.g. course requirements, application deadlines). If you would like to write your thesis at a specific Department, please check its website for extra requirements in advance.

You are allowed to attend courses and write exams while you are writing your thesis, but please do not underestimate the total workload.

### 2. Timeframes

We suggest that students start thinking about thesis topics and possible supervising professors during the 4<sup>th</sup> semester of their bachelor's studies or their 2<sup>nd</sup> semester of master's studies.

Please check the Chairs' websites for specific application deadlines and processes. If there are no special requirements, we suggest you to contact the chair at least 2-3 months in advance before your requested start date (first point of contact are usually research assistants).

The period for completing a bachelor's thesis is 3 months, for master's thesis 6 months from the date of registration.

### 3. How to find a topic and a supervisor?

The first challenge for you is finding an appropriate topic and an examiner who is willing to supervise your thesis. You can choose any professor (including affiliates) or research assistant of TUM School of Management as supervisor for your final thesis. For further details please see the general and program-specific academic and examination regulations that are relevant to your degree program and start date. Please find an overview of our Academic Departments, our professors and their research areas on our website: [https:// www.mgt.tum.de/faculty-research/academic-departments](https://www.mgt.tum.de/faculty-research/academic-departments).

Please consider all Professors of our faculty. Smaller research areas or newly appointed Chairs receive less requests than larger research groups. To get an idea for topics supervised by our Professors, please refer to their websites.



#### **a) Advertised topics**

Most supervising Professors regularly advertise topics on their websites and/or on the TUM BWL board: <https://tum-som.com/jobboard/>.

Have a look at the advertised topics first, ideally you will find a topic of your interest there. Please contact the indicated advisor directly for your application. Some Chairs also have bulletin boards next to their office rooms on which they advertise their latest research topics on offer.

#### **b) Self-selected topic**

Of course, you can also apply to write on a topic of your choice. Please allocate at least 2-3 months for finding an adequate research question and a suitable supervisor.

Firstly, refer to the Chairs' websites for their research areas to identify prospective supervisors. If you are sure that your project fits to the research area of a Chair, you may directly approach the indicated contact person (usually research assistants) with your ideas.

Unless specified differently, you should apply via e-mail with the following attachments

- CV
- Current transcript of academic record
- Letter of motivation (why would you like to work on that topic and why at the chosen Chair?)
- Exposé of your desired research project

In most cases, the decision on whether your topic will be supervised or not is based on the exposé. The exposé should include at least the following points: research question, research methodology, review of academic literature and of academic relevance of the topic, expected results and your time schedule.

#### **c) Company based thesis**

You may also write your final thesis at a company. Please note, however, that you will still need an official university examiner to supervise your external project as your mentor in the company will not be allowed to grade your thesis. Therefore, please also keep in touch with both your supervisor and your mentor, while working on your thesis.

Please keep in mind that your topic proposal should not focus on practice-only problems but rather be representative for a general class of problems and contribute to an academic debate.

Please allocate at least 2-3 months for finding a supervisor and do not sign any contracts before topic and supervisor are final.

#### **d) Thesis abroad**

Some students would like to combine their thesis with a stay abroad. In this case, you need two supervisors, one at TUM School of Management and one at the foreign university or research institute. Please allocate at least 4-6 months for finding a supervisor at TUM School of Management. In doing so you can simultaneously ask for suggestions regarding adequate foreign universities or research institutes.



If you collaborate with a TUM SOMex or TUMexchange partner university, your thesis could be written during a regular semester abroad. Please bear in mind the application deadlines in that case.

Stays abroad can also be funded by the Erasmus+ program (only for practice-oriented final theses) or via the PROMOS program of DAAD (Deutscher Akademischer Austauschdienst).

You can find more information on the Erasmus+ program here, applications are accepted on an ongoing basis: <https://www.international.tum.de/en/global/going-abroad/study/study-stays-in-europe-with-erasmus/>.

Applications for the PROMOS program are possible twice a year (1 June, 1 December) via the TUM International Center: <https://www.international.tum.de/en/global/scholarships/>.

#### 4. How do I register for my thesis?

Once you have agreed a topic with your supervisor, you will need to officially register for your thesis. To process your registration, you and your supervisor complete the registration via our new portal (<https://portal.wi.tum.de/>) and decide upon a working title for your thesis. Once you receive the confirmation Email from the portal, please click on the link in the Email to confirm your registration. This applies for students in both the BSc and MSc programs. You will receive an Email from the portal / GMT confirming the official submission date of your thesis after the registration has been processed. The registration and the submission dates are not dependent on the semester dates.

Please note: Students on the MiM program who wish to be supervised by a professor from another TUM School who is involved in MiM, must request permission prior to registration. Please contact your program manager via [studentcounseling\\_master@mgt.tum.de](mailto:studentcounseling_master@mgt.tum.de) for details and an application form.

#### 5. English Writing Center, Schreibberatung and Library

The English Writing Center and Schreibberatung (= German Writing Center) offer free one-to-one consulting in English or German writing for students. They also offer Thesis Writers' Workshops.

<https://www.sprachenzentrum.tum.de/sprachen/englisch/english-writing-center/>

Furthermore, our library offers many courses for thesis writing (e.g. Reference Management, Citation, Research Strategy). You can find their courses here: <https://www.ub.tum.de/en/courses>

Please make use of these great offers!



## 6. Submission?

**Important:** You must be fully registered when you submit your thesis, so that the Grade Management team is able to acknowledge this and send this to your supervisor.

All information about submitting your thesis can be found in the corresponding information sheet in the [download area](#) of the TUM School of Management homepage.

## 7. Any problems?

If you encounter any difficulties in finding a thesis topic or while working on your thesis, please do not hesitate to contact your [program manager](#) immediately!

Please also see our [FAQs](#) on final thesis!

**We wish you great success!**