

# **TUM School of Management**

## **Information guidelines on your final thesis**

### **in the Bachelor's degree program**

#### **Overview Bachelor's degree:**

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#### **1. Good to know about your bachelor thesis**

- You get 12 ECTS credits for your thesis.
- You have 3 months turnaround time.
- We suggest to start thinking about potential topics and possible supervising professors during the 4th semester at the earliest.
- You cannot take a leave of absence while writing your Bachelor's thesis.
- You are allowed to attend courses and write exams while you are writing your thesis. However, please do not underestimate the total workload.

#### **2. When to write your bachelor thesis**

To be allowed to work on your final thesis, you must have earned a certain amount of credits in the basic modules and successfully completed your Project Studies – please check the formal criteria in §46 of the program-specific academic and examination regulations of your specific study plan version ("FPSO" in German): <https://www.mgt.tum.de/download-center>. Please note that some chairs of our academic departments might have additional requirements (e.g. course requirements, application deadlines) for supervising students. If you would like to write your thesis at a specific department, please check its website for extra requirements in advance. 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).

You don't meet the requirements for starting your thesis yet? There are nevertheless some things you can already prepare in the meantime.

**Preparatory steps:**

- Decide which kind of thesis you want to pursue
- Write a proposal (where necessary)
- Write a motivational letter
- Create or update your CV

### 3. How to find a topic

#### 3.1. Advertised Topics

Most supervising professors regularly advertise topics on their websites and/or on the student council's website: <https://tum-som.com/jobboard/>.

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.

#### 3.2. Self-selected topic

Of course, you can also apply to write on a topic of your choice. Please count 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.

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

#### 3.4. Thesis abroad

Some students would like to combine their thesis with a stay abroad. In this case, you need two supervisors, one at the chair of your choice at TUM School of Management

and one at the foreign university or research institute- unless your supervisor from TUM agreed to supervise you from long distance. Please count 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/>

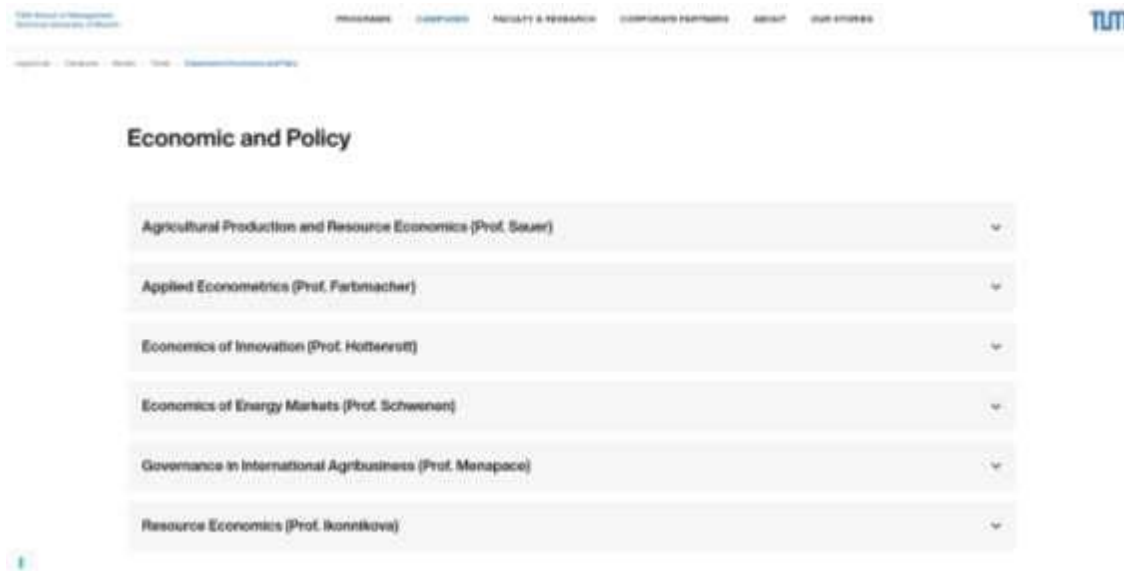
Applications for the PROMOS program are possible twice a year (1 June, 1 December) via the TUM International Center:  
<https://www.international.tum.de/en/global/scholarships/>

## 4. How to find a supervisor

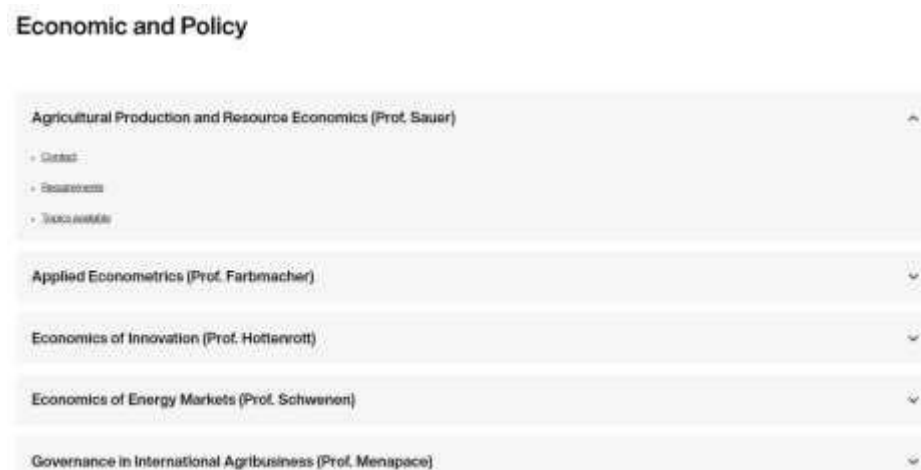
- 4.1. Please go to the following website: [Thesis | TUM School of Management](#). You will find all our academic departments there.



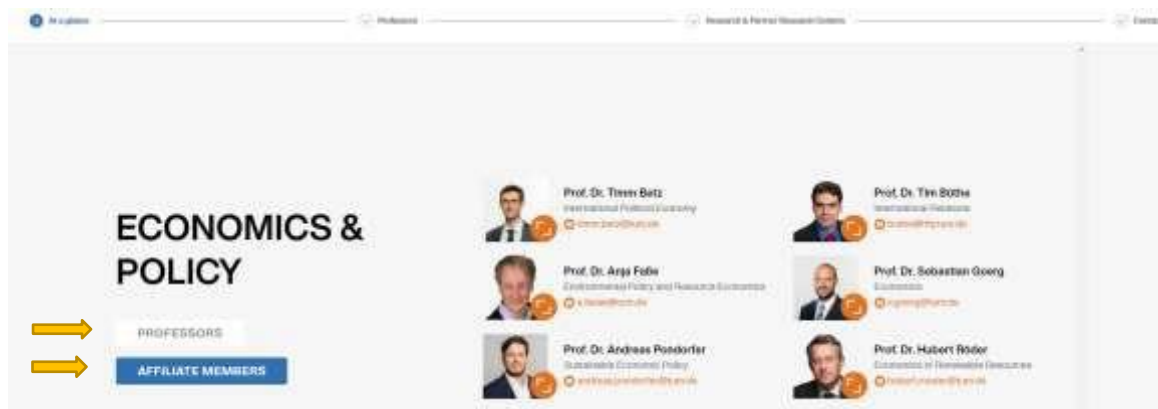
- 4.2. For example: You want to find a supervisor from the academic department of Economics & Policy.  
Note: Only the professors of the TUM School of Management are listed here.



- 4.3. You can choose one of the research areas in the department of Economics & Policy and the respective professor. When clicking on it, you will find their contact, the thesis requirements, and the available topics. The links will bring you to the chair's respective website.



- 4.4. Please be aware that not only professors but also affiliate members offer theses. You can find the affiliate members via the following website: [Academic Departments](#)

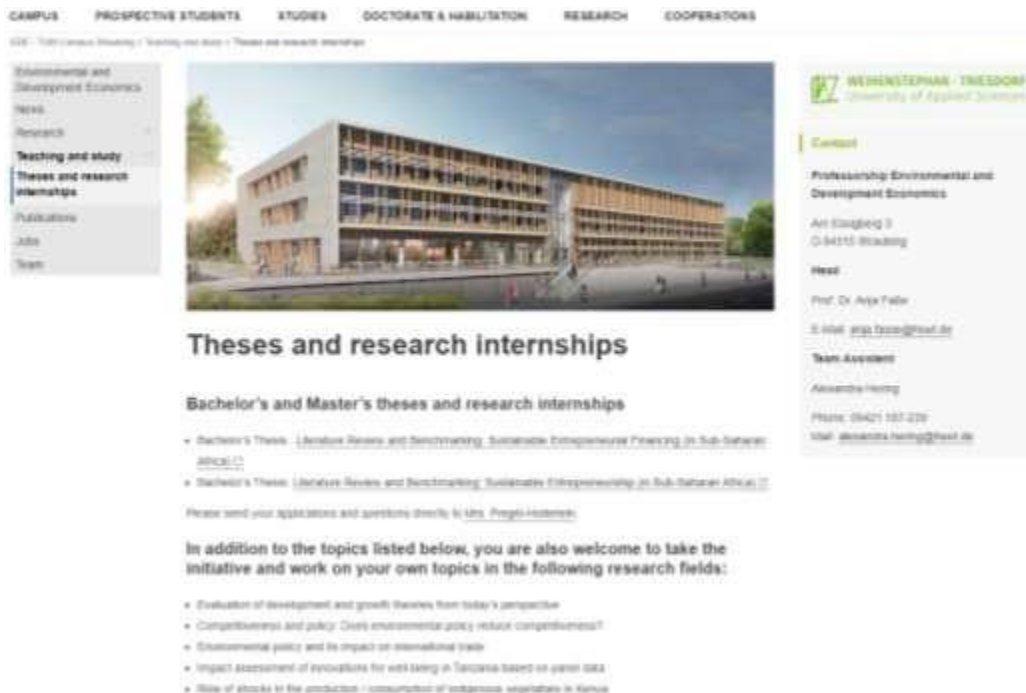


Please press the orange button for a first impression of which topics the affiliate member focuses on in research and teaching. If this aligns with your interests, the link at the top (marked in yellow) will take you to the respective website.



- 4.5. Please click on *Teaching and study* and then on *Theses and research internships* (or similar). Now you can find out about the requirements and application procedure.





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.

## 5. How to apply for a chair's topic or introduce your own topic

### Contacting potential supervisors: Do's and Don'ts

#### Do's

- Do research suitable areas and supervisors.
  - Professor of the TUM School of Management
  - Affiliate Member
  - Professor who teaches in the Bachelor's program TUM-BWL
- Do familiarize yourself with the chair(s) you intend to contact.
  - Visit their website(s) and follow the guidelines in case there are any.
- Do follow the rules of etiquette.
  - Make sure you address the academic staff correctly and appropriately with regards to title and name.
- Do take time to prepare all correspondence and supporting documents carefully.

- Do include the following information/ documents with your e-mail (unless otherwise specified by the chair you are applying to)
  - A clear subject line
  - A polite and concise explanation why you are seeking contact
  - Your motivational letter
  - Your thesis proposal
  - Your up-to-date CV
  - Your grade report

#### **Don'ts**

- Do not contact the professor directly (unless it is expressly stated so)! Normally, applications are to be submitted through a functional address, a research assistant, or the secretary's office.

### **6. How to register for your bachelor 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. 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.

### **7. How to submit your bachelor thesis**

**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 center](#) of the TUM School of Management homepage.

### **8. English Writing Center, Writing Consultation “Schreibberatung” and Library**

The English Writing Center and Writing Consultation “Schreibberatung” (=German Writing Center) offer consultation and 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 Library Citation, Research Strategy). You can find their courses here: <https://www.ub.tum.de/en/courses>.



## Any problems?

For all administrative questions (permissible supervisors, registration, submission, requirements to start...) please contact our [Grade Management](#). If you encounter any difficulties in finding a thesis, please do not hesitate to contact your [program manager](#) [Ms. Michaela Krieger](#) with an overview of the attempts you have already made! She also provides advice on problems during the Bachelor's thesis. Please also see our [FAQs](#) on final thesis.

**We wish you great success!**