

Guide for Bachelor's Thesis

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1. Topic selection

The topic is agreed upon with the supervisors. The application form "Anmeldung des Themas zur schriftlichen Bachelorarbeit" must be completed and submitted to the Dean's Office with the signatures of the supervisor and the second reader (for time of submission, see 7.) With the topic registration you determine the content of the thesis. The title on the other hand will be specified in the course of completing your thesis.

2. Supervisor selection

Each thesis is supervised by two persons: the first supervisor and the second reader.

The BA thesis is to be written in the course "Colloquium BA thesis". The lecturer of this course supervises the work or is the second reader.

3. Scope and form

- 25 - 30 pages of text (per page 2500 characters incl. spaces; 62,500 - 75,000 characters in total).
- Standard font; 1 ½ line spacing; font size 12 pt
- Justified main text (hyphenation)
- New spelling according to Duden in the current edition (for German)
- Gender-sensitive language must be used in all theses. There are a variety of linguistic options, which are chosen by the students in consultation with the supervisors. The use of the gender clause is not permitted.
- Submission as PDF document

4. Structure of a Bachelor's Thesis

As a rule, every Bachelor's Thesis includes:

- Title page / cover page → see cover page template:
<https://www.bruckneruni.at/de/studium/studienabschluss/>
- Abstract → The research question, the material studied and, if applicable, the results of the work. The abstract can be placed in front of the paper or attached in the appendix.
- Table of contents
- Introduction → Presentation and justification of the topic, research question, overview of the structure of the thesis and the approach as well as the literature and sources.
- Main body of text → State of research / literature review / questions. Discussion of individual aspects considering the different positions of various authors or collection and analysis of empirical data.
- Summary / Conclusion → Summary or in-depth reflection on the results of the work, if necessary, aspects that remained open and further questions
- Literature list → Complete list of literature and sources used in alphabetical order by author's last name; common bibliographic form after consultation with the supervisors.
- List of sources: Source material that complements the written main part is to be included in the appendices (interviews, sheet music material, image collections).

- Other appendices: Material that supplements the written main part is to be attached in the appendices (interviews, music material, image collections); the appendix is to be provided separately with page numbers and its own table of contents, if applicable.

5. Affidavit

- The affidavit is NOT part of the thesis, but must be submitted separately to the Dean's Office using the following form:
https://www.bruckneruni.at/fileadmin/user_upload/ErklaerungEinreichungAbschlussarbeit_digital_final_a_b20190101.pdf
- For data protection reasons, theses with a signed affidavit will not be accepted and must be corrected. This applies to both the digital and the printed version.
- The printed copy **MUST** be identical to the digital copy submitted.

6. Citations

- In principle, the following applies: In a Bachelor's thesis, citation is uniform and follows a common subject-specific convention. No citation method is prescribed at the ABPU. Please contact the supervisor of the thesis to determine the citation method.
- Translations: Bachelor theses that have been translated by translators must include their names on the cover page of the thesis (→ cover page template).
- Plagiarism: Submitted theses are checked for possible plagiarism. Plagiarized work will be rejected without exception.

7. Submission

a) Digital copies:

- Bachelor's theses are to be submitted to the Dean's Office (PDF file, without CV and contact information) at least 1 week before the deadline. → dekanat@bruckneruni.at
- An abstract (PDF file) must be sent at the same time as the thesis! → dekanat@bruckneruni.at
Formatting: Name of student, title of thesis, text of abstract (max. 250 words), date
This abstract, like the full text, is made publicly available by the university and refers to the bachelor's thesis catalogued in the library.

When submitting the thesis, it must be accompanied by the signed declaration on the submission of a thesis.

https://www.bruckneruni.at/fileadmin/user_upload/ErklaerungEinreichungAbschlussarbeit_digital_final_a_b20190101.pdf

b) Printed copies - **only** if graded "with distinction":

- Bachelor theses that have been graded "with distinction" are additionally placed in the library in paper form (hard-bound copy, single-sided printing); submission to the Dean's Office.
- An inexpensive binding option is available in the library.

c) Supervisors and/or second readers may request printed copies in addition to a digital copy; this is to be discussed with the supervisor and second reader in person.

8. Time frame and administrative process

- a) The topic (form "Anmeldung des Themas zur schriftlichen Bachelorarbeit" can be found on the homepage <https://www.bruckneruni.at/de/studium/formulare>) has to be handed in at the Dean's Office or sent by e-mail during the enrolment for the 6th semester of the Bachelor programme. → dekanat@bruckneruni.at
- b) It is recommended to attend the colloquium for BA theses at least two semesters before the planned completion.
- c) **The registration for the defensio requires the approval of the finished thesis by the supervisors.**
Therefore, it is strongly recommended to allow sufficient time for the assessment by the first and second supervisors and to discuss the schedule with the supervisors.

Just the approval of the thesis by the supervisor alone is not sufficient, the student must request a defensive appointment by e-mail. Otherwise NO appointment will be coordinated! → dekanat@bruckneruni.at

- d) The defensio usually takes place 3-4 weeks after registration. Defence appointments requested too late will not be accepted.
- e) Timing of the submission of the digital copy of the thesis to the supervisor, second reader and the Dean's Office:
Supervisor and second reader: Clarify the schedule for any feedback loops and the submission of the final version of your thesis with the supervisor and second reader in good time.
Dean's office: at the latest 1 week before the defensio the final version of the thesis has to be sent as PDF to
→ dekanat@bruckneruni.at
- f) Special regulations:
- The deadline for the submission of the finished work must be agreed upon personally with the supervisor and the second supervisor in good time.
 - The defensio must have taken place by **5th October** at the latest if the Master's degree programme is to be started in the Winter semester. If the defensio is carried out after the deadline, it is **not** possible to start the Master's programme in the winter semester! (Deadline for the **Summer semester: 5th March**)
It is recommended to complete the defensio by the 25th of the previous month (February/September) at the latest, as enrolment in the Master's programme can only take place once the defensio has been registered and the Bachelor's programme has been officially completed.
 - In order to complete the degree programme in the summer semester, the defensio must be completed within the grace period (in October at the latest). Otherwise, an application for a semester repetition or extension must be submitted to the study office during the examination period **and** the tuition fee for the Winter semester must be paid.
 - In order to complete the degree programme in the winter semester, the defensio must be completed within the grace period (in March at the latest). Otherwise, an application for a semester repetition or extension must be submitted to the study office during the examination period **and** the tuition fee for the summer semester must be paid.

Please note that it can take up to 4 weeks for the diploma to be issued (this may be longer during the holidays / course-free periods).

9. The Defensio

The defensio takes place in the form of an examination discussion in which the candidate explains aspects of the content of the work and comments on critical questions posed by the committee (duration approx. 30 minutes including discussion and announcement of results).

The committee consists of the responsible Dean and the two supervisors.

10. Grading scale

The assessment of the written thesis and the associated oral examination (Defensio) is carried out according to the following grading scale:

„Mit ausgezeichnetem Erfolg bestanden“ (passed with distinction)

„Mit sehr gutem Erfolg bestanden“ (passed with very good success)

„Mit Erfolg bestanden“ (passed)

„Nicht bestanden“ (not passed)

Dagmar Schinnerl, M.A. MSc

*Studiendekanin für künstlerisch-pädagogische
und künstlerisch-wissenschaftliche Studien*

Wilfried Brandstötter

Studiendekan für künstlerische Studien