
How to write a thesis

Chair for International Politics and Foreign
Politics

Prof. Dr. Thomas Jäger

Version: May 2024

Table of contents

1. Overview	3
2. Registration	4
3. Types of Bachelor's Theses.....	5
4. Procedure/Implementation	6
4.1. Step 1: Planning.....	6
4.2. Step 2: Reading the recommended introductory literature	7
4.3. Step 3: Literature research/procurement and further reading	7
4.4. Step 4: Developing a question.....	8
4.5. Step 5: Developing an outline	9
5. Tips for writing.....	11
6. Technical formalities	12
7. citations	14
7.1. American citation style.....	15
7.2. Footnote citation style	16
7.3. Citation styles for the footnotes and for the bibliography	16
8. Theory and empiricism.....	21
8.1. What is a theory?.....	21
8.2. How is a theory structured?.....	21
8.3. What is Empiricism?	22
9. Submission	25
9.1. Extension of the Processing Time for a Thesis	26
9.2. Missed Submission Deadline / Failed Submission.....	27

1. Overview

Who can write a bachelor's thesis at the Chair of International Politics and Foreign Policy?

A bachelor's thesis can be written by all students of the bachelor's programs at the University of Cologne, provided their examination regulations permit it.

Examination Regulations 2015 / Examination Regulations 2021

„The bachelor's thesis is an examination performance in the form of an independently written paper, which should demonstrate that the examinee is capable of scientifically addressing and reflecting on a thematically limited problem from the subject area of the study with the required methods within a specified period of time” (Examination Regulations 2015 for the bachelor's programs in Business Administration, Economics, Economics-Social Sciences, Social Sciences in the version dated October 1, 2023, § 21, Paragraph 1; for Examination Regulations 2021 in the version dated August 16, 2023, see § 21, Paragraph 1).

Topics

A list of research focuses on which you can write a bachelor's thesis with us can be found [here](#). Of course, you can also make your own suggestions.

Extent of the Work

The extent of the bachelor's thesis should generally **not exceed 40 pages (master's thesis 60 pages)** according to the module handbook. At our chair, there is a tolerance of minus 10% here. Please observe the formatting instructions in Chapter 6. **The extent of the thesis explicitly refers to the body text (from the first page of the introduction to the last page of the conclusion), excluding the cover page as well as the table of contents and bibliography.** Numbering of pages with Arabic numerals begins with the first body text page and ends with the last page of the bibliography. Lists of figures, abbreviations, and tables are to be numbered with Roman numerals.

Group Work

“The bachelor's thesis can also be written in the form of group work if the contribution of each individual examinee is clearly distinguishable and assessable. The allocation of individual contributions is based on objective criteria that allow clear differentiation, for example, by specifying sections, page numbers, or thematic focuses. The overall effort required for group work must reasonably exceed the requirements of an individual task. According to the level of difficulty and content, group work for each individual examinee must be assessed in such a way that it meets the requirements of an individual and independent examination performance. The individual contribution of each individual must meet the requirements of a bachelor's thesis”

(Examination Regulations 2015, § 21, Paragraph 8; for Examination Regulations 2021 see § 21, Paragraph 17). We explicitly encourage you to write your bachelor's thesis at our chair in the form of group work. The scope of the work increases accordingly and should not exceed, for example, 80 pages for a bachelor's thesis in a group of two.

Timeframe

“¹The processing time for the bachelor's thesis is a maximum of twelve weeks. ²The processing time begins on the day on which the topic provider effectively appointed pursuant to Paragraph 9 presents the topic to be worked on and informs the examinee; this date is communicated in writing or electronically to the chairperson of the examination board by the topic provider (Examination Regulations 2015, § 21, Paragraph 10; for Examination Regulations 2021 see § 21, Paragraph 19). According to both the old and new examination regulations, there is no minimum processing time, but it should be close to the proposed time (see above).

What should a bachelor's thesis achieve?

It should answer a research question. Your argumentation is based on existing scientific literature but goes beyond its reproduction. It is crucial that the argumentation actually relates to the topic, thus creating a recognizable “red thread“. The function of chapters and text parts for answering the initial question should be clear in each case. In the concluding part, the results are summarized. These must have a clear reference to the initial question. As a rule, a bachelor's thesis contains both theory and empiricism. As elaborated in the next paragraph, the proportion of empirical or theoretical elements can receive different weight depending on the type of bachelor's thesis.

Preparation

The colloquium serves as preparation for a bachelor's thesis at our chair.

2. Registration

Registration Time for Students of the Faculty of Management, Economics, and Social Sciences (WiSo) (Examination Regulations 2015) / (Examination Regulations 2021)

“¹The bachelor's thesis is prepared during the course of studies. ²Twelve credit points are awarded for the bachelor's thesis. To register for the bachelor's thesis, a student must have earned 100 credit points” (Examination Regulations 2015, § 21, Paragraph 2; for Examination Regulations 2021 see § 21, Paragraph 2).

Registration with our Chair for Students of the WiSo Faculty

If you wish to write your thesis at our chair, please register for the colloquium offered by us. Based on the presentation of your intended thesis there, we will assign you a supervisor. This procedure is mandatory for all students of both the 2015 and 2021 examination regulations. Once your supervisor has reviewed the title of your work, please initially contact our secretariat by email. To register your bachelor's thesis, we need the following information from you:

- **First and last name**
- **Matriculation number**
- **Study program**
- **Examination regulations**
- **Topic**
- **Supervisor**

Our secretariat will then inform you of the further procedure, which may vary slightly depending on the responsible examination office.

Registration for Students of the Faculty of Arts and Humanities

If the requirements for admission to the bachelor's thesis are met, registration can be done by submitting the following two documents:

- **Application for admission** to the bachelor's thesis [registration form](#). Please send this to us for signature via email. You will then receive the signed application back from us for forwarding to your examination office.
- **Proof of language study requirements**

These admission documents must be sent as scanned PDF documents attached to an email from the examinee's Smail account to the following email address of the examination office: <mailto:bachelorpruefungen-philfak@uni-koeln.de>. There will be no confirmation of receipt of the email application (please refrain from inquiring about the status).

3. Types of Bachelor's Theses

The topics you can work on with us can be broadly divided into three types of scientific papers:

- **Focus of interest lies on theory:** Theory-testing and/or theory-developing work, typically with an empirical application (see [Chapter 8](#) below)
- **Focus of interest lies on empiricism:** Empirically analytical work, yet naturally requiring a conceptual (terminological) framework
- Comprehensive presentation of the **state of research** on a specific question or concept, etc.

Theories provide the tools with which the richness of detail in the complex social world can be abstracted. This is necessary to identify regularities or to explain plausibly.

Empiricism is everything we can observe in reality. Examples:

-
- What decisions does an actor make at a given point in time?
 - How do other actors react to these decisions?
 - What skills and resources does an actor have?
 - What is the distribution of power in the international system at a given time?

The task of political science is to understand and explain the observable reality.

For more information on the terms *theory* and *empiricism*, as well as their relationship, please refer to [Chapter 8](#)

4. Procedure/Implementation

4.1. Step 1: Planning

You can find a list of the main areas of research on which you can write your Bachelor's thesis with us [here](#).

The regulations regarding the time of registration, registration of the Bachelor's thesis (with us), scope of the thesis and completion time can be found in the previous [chapters 1](#) and [2](#).

Timing of a Bachelor's thesis

The timing of a Bachelor's thesis varies greatly depending on the complexity of the topic, other commitments, etc. It is advisable to allow sufficient time for the work process, from reading in, researching and further reading to developing the outline and research question (i.e. our steps 1-5). Sufficient time should also be allowed for the actual writing of the actual text of the Bachelor's thesis. One recommendation is to draft a working version of the introduction at a relatively early stage and then revise it at the end of the writing process.

Do not assume that all the literature you need is easily and quickly available. In many cases, it will be necessary to make interlibrary loans, which can take several weeks.

Start early enough with your Bachelor's thesis (especially our steps 1 to 3), make interlibrary loans if necessary, and get a realistic overview of the task ahead of you.

You can also find very helpful tips on this topic in:

- Esselborn-Krumbiegel, H. (2004). *Von der Idee zum Text: Eine Anleitung zum wissenschaftlichen Schreiben*. Stuttgart: UTB.
- Brandt, E. (2006). *Rationeller schreiben lernen: Hilfestellung zur Anfertigung wissenschaftlicher (Abschluss-)Arbeiten*. Baden-Baden: Nomos.

→ Eco, U. (2007). *Wie man eine wissenschaftliche Abschlussarbeit schreibt: Doktor-, Diplom- und Magisterarbeit in den Geistes- und Sozialwissenschaften*. Paderborn: Schöningh.

4.2. Step 2: Reading the recommended introductory literature

Start working on your Bachelor's thesis by reading the texts that your supervisor recommends to get you started.

The references of these texts contained in footnotes etc. will already give you initial pointers to further literature on your topic. This research procedure, the so-called snowball system, is explained in more detail under *Research*.

Working with texts

There are, of course, a whole range of useful approaches here. The following tips and suggestions should therefore also be understood as such.

- As a rule, it makes sense to first read a text carefully in order to become aware of the core statements. In a second reading, you can then highlight key passages or make notes.

- It has proven particularly useful to put the text aside at the end and try to reproduce the relevant points in writing in your own words - in other words, to detach yourself as far as possible from the author's formulations. This has two invaluable advantages: you achieve a very good understanding of the text and you already have written material for your own Bachelor's thesis.

→ You can also find very helpful tips on this topic in: Esselborn-Krumbiegel, H. (2004). *Von der Idee zum Text. Eine Anleitung zum wissenschaftlichen Schreiben*. Stuttgart: UTB.

4.3. Step 3: Literature research/procurement and further reading

Reading the introductory literature alone will not be enough, even if you use the snowball system.

For the reasons mentioned above, it is necessary to carry out systematic research. This is a decisive achievement of every Bachelor's thesis and is included in the assessment accordingly.

The bibliography provides information about the quality of the research. **In the rarest of cases, a bibliography of less than 15 titles will therefore be sufficient.** The most important types of scientific literature should be represented in the bibliography. All literature that is discussed in the paper must be listed; conversely, literature that is not used must not be listed in the bibliography. This means that literature that is not listed at least in a footnote or a reference may not be listed in the bibliography.

Types of literature

Types of scientific texts	Types of non-scientific literature that can be used for empirical research
<p>Lexicon: Short introductory articles by keyword, references where appropriate.</p> <p>Handbook: Overview articles on theoretical or empirical issues, length approx. 20-40 pages.</p> <p>Monograph: Complete work in book form.</p> <p>Essay in an anthology or journal: Self-contained paper on a specific issue; approx. 20-40 pages.</p>	<p>Articles from (quality) daily/weekly newspapers (e.g.: SZ, FAZ, taz, Zeit, NYT, WP etc.), (quality) magazines (Economist, Newsweek, Spiegel, New Yorker etc.)</p> <p>Primary sources: Reports, protocols, legal texts</p> <p>Data can also be obtained from statistical books: These contain empirical surveys on a specific topic and are usually monographs or edited volumes</p>
<p>Anthology: Collection of essays on a specific topic in book form.</p> <p>Academic journal: Regularly published journal containing essays, reviews, etc. There are journals on practically all areas of research and politics.</p> <p>Electronic journals: Many academic journals are now published in digital form.</p> <p>Working paper: Generally produced during an ongoing research project. Such interim reports are used at congresses and are often published on the Internet.</p>	
<p>The types mentioned are citable, so you may refer to them in footnotes etc.</p> <p>You may not write an academic paper based solely on overview literature (lexicon articles, handbooks), but must also deal with more in-depth specialist literature</p>	<p>In order to guarantee the criterion of intersubjective verifiability, every reader must be able to find the relevant text passages or data on the basis of your references.</p>

4.4. Step 4: Developing a question

Once you have familiarized yourself with the topic, you should think about which research question(s) you want to ask. Please note that you only have a limited number of pages available. You will therefore not be able to deal with some (albeit interesting) questions (for example: the fundamental explanatory power of certain grand theories or very extensive empirical studies). **For a Bachelor's thesis, it is advisable to choose a partial aspect of a topic** in order to be able to work on it thoroughly. If the problem is narrowed down elegantly in this way, interesting results can be achieved in relatively few pages.

In complex contexts, a large number of factors are relevant. However, these are only included in the Bachelor's thesis if they have to be taken into account in order to answer the central question. The question is always based on the awareness of which facts you are trying to explain by means of which factors.

The question fulfills the function of a spotlight in the theater, which only illuminates and accentuates a small, precisely defined area of the stage. The question picks out a specific area from the wealth of information on a particular topic that cannot be processed by the human brain. For example, if your topic is the Middle East conflict, you cannot simply present everything you know about this topic. Rather, you need to apply a specific question to the topic. For example: In what ways do ideologies constitute a cause of conflict? What weight do international organizations have in mediating between the parties to the conflict?

At this stage, however, the question does not have to be set in stone. Rather, it serves to narrow down the topic and give direction for further reading.

Having at least a roughly outlined question at this stage of the work process has clear advantages: you can carry out more targeted research or continue reading.

In the case of empirical work, you should consider whether you can answer the question with the available data.

There is a tendency to choose topics that are too broad rather than too narrow.

Yes/no questions should be avoided; questions where the result is already known or is severely restricted are unsuitable.

Scientific work must be open to any results.

4.5. Step 5: Developing an outline

Once you feel that you have a good understanding of your topic and your research question is at least basically clear, you should start developing an outline for your Bachelor's thesis. You will later use this outline to develop the table of contents for your Bachelor's thesis. This means that readers will already be able to draw conclusions about the quality of the outline from the table of contents. A clear outline is also an integral part of every Bachelor's thesis and is included in the assessment accordingly.

Requirements for an outline

An outline must be **logical, coherent and comprehensible**. It must also be balanced. This means that aspects that are secondary to your basic argumentation should not be marked as important by several sub-items in the outline.

In any case, the bachelor thesis should contain a clearly recognizable **introduction, main section and conclusion**.

Introduction

The introduction identifies the subject of the research, its scientific relevance and, if applicable, places it in a larger context. In addition, the introduction develops the research question and explains the further methodological approach. In short: Readers should be made aware of which question is being asked about which topic and why; how the question is being approached and why this is being done.

It makes sense to include a short research report in the introduction. This means **providing an overview of the current state of research** on the topic and providing references to different positions or directions within research as well as potential research gaps or starting points for your own work.

However, the state of research, methodology and questions can also be dealt with in a separate chapter.

Main section

The main part carries the actual argumentation: However, it is not conducive to the argumentation to leave the main part in the state of an unstructured mass of text. It should be divided into chapters that **logically build on each other**. A classic structure for the main body would be, for example, to first deal with the theory in one chapter and then include the empirical application of the theory in another chapter. These two main chapters are then subdivided into various smaller aspects of theory and empiricism.

Conclusion

The conclusion **summarizes the results**, points out consequences and formulates open questions for new research work. However, the conclusion does not serve to suddenly raise new aspects that can no longer be dealt with adequately (“residual category”).

Example of an outline

In science, a hierarchical structure is used.

1. Introduction
 - 1.1 Research question
 - 1.2 Research objective
2. State of research
3. Theory(ies) or conceptual framework (hypotheses)
4. Methodology (design classification via X and Y variables, case selection, methodology, operationalization, data)
5. Analysis
 - 5.1 Sub-area of the analysis
 - 5.2 Sub-area of the analysis
 - 5.3. ...
6. Conclusion (summary, outlook)

While there is nothing wrong with naming the introduction and conclusion as such, you should think of other **logical and coherent titles** for the main section. The same applies to the subsections. However, this will rarely be a problem in the practical discussion of the Bachelor thesis.

In most cases, it is not particularly appropriate to place headings of different hierarchical levels directly one after the other. Instead, the space should be used for **meaningful transitions**, justifications and explanations. In our example, this means that you should write a few transitional sentences between points 1 and 1.1 and between points 4 and 4.1.

5. Tips for writing

Of course, there is a whole range of useful procedures for the actual writing of Bachelor theses. We would like to provide some suggestions here that have proven themselves in practice.

Especially if you use a lot of literature, you should think carefully about how you can keep an overview. Develop a system that helps you to organize and manage the texts well. This can be done using index cards, sticky notes, small databases or similar. In practice, it has proven to be a good idea to make notes for each relevant text.

A good way to **start the writing process is to write a working version of the introduction**. It is not yet irrevocably fixed and can be adapted, supplemented or shortened, but it already specifies the research question and the general approach and explains the structure.

Try to use a **healthy amount of stage directions** in your bachelor thesis. Stage directions are formulations that explain your approach, such as “In the next chapter...” or “In 3.1.2...”. These should simply provide the reader with the necessary orientation to follow your argument. Too many of these lead to unnecessary confusion

If possible, avoid personal pronouns such as “I”, “we” or the impersonal “it” as well as the pronoun “one”.

Write as clearly and comprehensibly as possible. Relatively short sentences are an advantage. Do not use pseudo-scientific jargon, but neutral and strong language (cf. Eco 2007; Scheider 1994).

Make sure that readers can always follow the logic that should pervade the text. It is an advantage if you give the text to others to read once, as a kind of “operational blindness” often sets in after weeks of study and errors or weaknesses can no longer be recognized.

The relevance of the following advice depends on the type of academic paper you are writing (see [Chapter 3: Types of Bachelor’s theses](#))

Make a special effort to link theory and empiricism. Take the space and time to explain exactly **how a hypothesis was derived from the theoretical model**, especially if you put forward this hypothesis yourself. Make it clear why you consider your empirical observations to be suitable for testing your hypothesis(es). Show exactly how you **operationalize** the elements (concepts, variables, etc.) of your chosen theoretical model (see [Chapter 8: Theory and Empiricism](#)). This means that you must answer the following questions in detail:

- “How do I apply the theoretical model to the empirical phenomena?”
- How do I establish a well-founded connection between the theoretical model, hypothesis(es) and empirical data?”
- Finally, work on your introduction and conclusion. Keep in mind that potential readers retain the first and last things they read particularly well. Make sure that the questions raised in the introduction correspond to the theory and empirical findings in the main body. In the conclusion, the results of the research carried out in the main body must be briefly restated in such a way that there is a clear reference to the initial questions.

-
- Do not forget to **proofread your work thoroughly**. Ideally, you should have someone else proofread the paper for spelling, formalities, consistency of argumentation, correctly placed footnotes, etc.

6. Technical formalities

A Bachelor's thesis always consists of a cover sheet, a table of contents and the body text. In addition, every thesis must contain a list of the resources used, in particular the literature sources used. There may also be an appendix containing the tables, diagrams, etc. used.

Each thesis must be accompanied by an affidavit. Please refer to the current version of your examination regulations for the exact wording. According to the examination regulations of the WiSo Faculty of the University of Cologne in the version dated October 1, 2017 (PO 2015, §21, para. 12; PO 2021 §21, para. 13), the declaration reads as follows:

“Hiermit versichere ich an Eides statt, dass ich die vorliegende Arbeit selbstständig und ohne die Benutzung anderer als der angegebenen Hilfsmittel angefertigt habe. Alle Stellen, die wörtlich oder sinngemäß aus veröffentlichten und nicht veröffentlichten Schriften entnommen wurden, sind als solche kenntlich gemacht. Die Arbeit ist in gleicher oder ähnlicher Form oder auszugsweise im Rahmen einer anderen Prüfung noch nicht vorgelegt worden. Ich versichere, dass die eingereichte elektronische Fassung der eingereichten Druckfassung vollständig entspricht.”

[“I hereby declare in lieu of oath that I have written this thesis independently and without the use of any aids other than those specified. All passages taken verbatim or in spirit from published and unpublished works are identified as such. The thesis has not yet been submitted in the same or similar form or in extracts as part of another examination. I certify that the submitted electronic version corresponds completely to the submitted printed version.”]

- “If the declaration in lieu of an oath has been submitted incorrectly, the legal consequences of Section 63 (5) HG may apply” (PO 2015, Section 21, Para. 12; PO 2021 Section 21, Para. 13).
- The easiest way to counteract a false declaration in lieu of an oath is to fill out the document provided on the WiSo Faculty website. You can find it [here](#).
- Please note that this declaration must be submitted in German even if the rest of the thesis was written in English.

Cover sheet

This must contain some basic information, as can be seen from the following sample. Arrange this information in a visually appealing way on a full DIN A4 page.

Example of a cover sheet

[Your name]

[Title of your thesis]

Bachelor thesis

supervisor: Prof. Dr. Thomas Jäger

Submitted in the Bachelor's examination in the degree program ...
of the Faculty of Economics and Social Sciences of the University of Cologne

Your name

Address (including telephone number and e-mail address)

All study information (matriculation number, examination number if applicable, degree program with focus, semester number)

Date of submission: DD.MM.YYYY

Table of contents

The table of contents **reflects your structure**. It must contain all the headings of the chapters and sub-chapters (this also applies to the bibliography and, if applicable, the appendix) as well as the corresponding page numbers. It is best to use your word processing program to automatically create the table of contents. (Almost all programs can do this). It is worth taking a brief look at this function.

Page numbering

Page numbering **starts with Arabic numerals on the first page of the body text and ends with the last page of the bibliography**. The pages of the table of contents and the list of figures and/or tables should be numbered with Roman numerals, including the cover page.

List of figures and/or tables

This is where any graphics etc. included in the text are listed with the relevant page number. This information applies analogously to a list of tables. The table of tables and/or list of figures is listed after the table of contents.

Text body

Use the **Times New Roman font (12-point font)**, as this is the most legible on paper. The **line spacing** must be set to **1½ lines**. Use **justified text**. Make it clear (e.g. by font size, underlining or bold print) which headings are first, second, third etc. order. The headings must correspond word-for-word with the table of contents. The **correction margin** should be about **2 to 3 cm on the left and right**.

Paragraphs

Should be indented for reasons of clarity. Exceptions are the first paragraph of each chapter and paragraphs that follow a block quotation, an illustration or similar.

7. Citations

Brief notes on citations

In the theory section in particular (but not only there), you will have to refer to existing academic works. You will therefore refer to entire texts or arguments from texts by academic authors.

If you want to include someone else's ideas in your Bachelor's thesis, try to reproduce them in your own words and then add a reference in brackets or a footnote (see the technical notes on citing in the next step 7); this is called an **indirect citation**. If there are good reasons for doing so, you may of course also cite **directly** (after the citation: reference in brackets or footnote). However, this should be used sparingly, because the higher art consists of reproducing a quotation in your own words.

Long direct quotations are particularly useful if you want to deal with them in more detail later in the text.

→ You can also find very helpful information on this topic in:

Esselborn-Krumbiegel, H. (2004). *Von der Idee zum Text. Eine Anleitung zum wissenschaftlichen Schreiben*. Stuttgart: UTB.

Italics and quotation marks

We recommend that you use italics for emphasis (note: punctuation marks of all kinds that are directly adjacent to italics are also italicized), as well as foreign language expressions and monograph titles. Word neologisms, improper usage, irony, etc. as well as journal article and anthology titles should be placed in double quotation marks. Single quotation marks should only be used for a quotation within a quotation.

If you also refer to English-language sources, even though you are writing in German, you do not need to indicate this as you are only referring to the content. Direct English quotations are not translated. If the quotations are in other languages, they must be translated and the words „own translation” must be added to the source citation. English and German titles are therefore left in the original in the bibliography and all other titles are translated. The original title is given and the translation in brackets after it, as in the following example: *Visão. (2018). Bolsonaro promete „uma limpeza nunca antes vista” contra os seus opositores [Bolsonaro promises “an unprecedented purge” against his opponents]. <http://visao.sapo.pt/actualidade/mundo/2018-10-22-Bolsonaro-promete-uma-limpeza-nunca-antes-vista-contra-os-seus-opositores>. Accessed: Oct 09, 2019.*

You can either use footnotes or the so-called American citation style. There are certain rules for both citation methods; different types of literature (e.g. monograph, article from an anthology, article from a journal etc.) must be cited in a specific way. Both methods have their advantages and disadvantages. The footnote method allows the text to be read without being interrupted by references. The American method has the advantage that you can use the footnotes exclusively for further information or explanations. Basically, you have a free choice here. However, once you have decided on a method, you must use it consistently.

Detailed explanations of the different types of academic literature can be found in [chapter 4.3](#). You should familiarize yourself with these first. The instructions under [7.3](#) apply to the footnote citation method and at the same time to the citation method in the bibliography, which you must create for both the American citation method and the footnote citation method.

7.1. American citation style

In the American citation style, the references in the form of author, year and page number are placed in brackets **directly in the body text**. Readers can only find the **complete information by looking in the bibliography**. The footnotes (no endnotes!) can be used (sparingly!) for further information etc. in the American citation style.

References and sources are given in the continuous text by naming the author and the year of publication in brackets. Page references follow the year and colon with a space, e.g: (Müller 2001: 25).

In the case of publications by two or three authors, the names are separated by a slash (without spaces). If there are four or more authors, only the first name is given, followed by “et al.”.

If several publications by authors from the same year are cited, the year is extended by the enumeration “a, b, c ...”, e.g. the author’s contribution from the year 2000 mentioned first in the flow would be given as follows: (Müller 2000a: 4).

If several references are inserted in the text at one point, they should be separated by semicolons. When referring to two texts by the same author, separate the two years with a comma, e.g. (Müller 1999a: 37, 1999b: 87, 91; Schmidt 2001: 127)

Abbreviations such as op. cit., ibid. are not used. Instead, the reference is repeated for the sake of clarity.

Please do not use the abbreviations “f.” or “ff.” for page references, but write out the references instead, e.g. 107-108; 7-9; 10-15 etc.

7.2. Footnote citation style

In this citation style, both direct and indirect citations are assigned a footnote.

The first time a reference is cited, the complete reference is given in the footnote. In principle, this complete bibliography corresponds to that in the bibliography (see Citation style); only a specific page reference can be added. It always ends with a period. For example:

1 Moravcsik, A. (1998). *The Choice for Europe. Social Purpose and State Power from Messina to Maastricht*. Ithaca, NJ: Cornell University Press. S. 297-298.

If you cite the same title directly afterwards, write in the footnote: “Ibid.”; if you cite the same title but a different passage, write, for example, “Ibid., 5.”

If you want to cite an already cited title again later (i.e. not directly in the next footnote), do not write the complete bibliography in the footnote, but only the author’s surname, the year of publication in brackets and an additional reference to the number of the footnotes of the first citation, e.g:

³ Moravcsik (1998), cf. FN 1, 7-11

As with the American citation style, you can of course also use footnotes for further considerations, small digressions, references, etc.

Please do not use the abbreviations “f.” or “ff.” for page references, but write out the information instead, e.g. 107-108; 7-9; 10-15 etc.

In addition to the footnotes, you need a complete bibliography in your Bachelor’s thesis.

7.3. Citation styles for the footnotes and for the bibliography

The following examples are taken from the citation style of the *Zeitschrift für Außen- und Sicherheitspolitik* (ZfAS) published by our chair. It is mainly based on **APA style**. The ZfAS citation style should serve as a guide and can be used in the form shown below in your thesis. Other academic

citation styles (Chicago, Harvard, etc.) are also acceptable as long as they are used correctly and consistently.

Monographs

Name, initial. (year). Title. Subtitle. Place: Publisher. Name.

- Example: Moravcsik, A. (1998). *The Choice for Europe. Social Purpose and State Power from Messina to Maastricht*. Ithaca, NJ: Cornell University Press.

Anthologies

In anthologies, „(ed.)” is used between the initial of the first name and the year

- Example: Cowles, M. G. & Smith, M. (eds.). (2000). *The State of the European Union Vol.5. Risks, Reform, Resistance, and Revival*. New York, NY: Oxford University Press.

Chapters from edited volumes

Name, Initial. (year). Title. Subtitle. In Initial. Name, & Initial. Name (ed.), Title. Subtitle (p. page number-page number). Place: Publisher.

- Example: Moravcsik, A. (1997). Why the European Union strengthens the executive. Domestic policy and international cooperation. In K. Wolf (ed.), *Project Europe in Transition? Problems, models and strategies of governance in the European Union* (pp.211-268). Baden-Baden: Nomos.

Article in an academic journal

Name, Initial. (year). Title. Subtitle. Journal name, volume (number), page number-page number

- Example: Moravcsik, A. (1997). Taking Preferences Seriously. *A Liberal Theory of International Politics*. *International Organization*, 51 (4), 513-553.

Legal text

- Example: TEU - Treaty on European Union, Art. 4 (2009) [In the text: TEU 2009]

Newspaper article without author

Newspaper name. (YYYY, D. Mon.). Title. Subtitle, p. Page number Page number.

- Example: *Süddeutsche Zeitung*. (2007, May 16/17). Iran makes progress, p. 9.

Newspaper article with author

Name, initial. (YYYY, D. Mon.). Title. Subtitle. Newspaper name, (number, if available), p. Page number-Page number.

- Example: Lenzen, R. (2011, Apr. 7). Rebels learn market economy. A visit to the finance minister of Gadhafi's opponents. *Die Zeit*, (15), p. 24.

Working paper

Name, initial. (year). Title. Subtitle. Working paper, number.

- Example: Moravcsik, A. (1994). Why the European Community Strengthens the State. International Cooperation and Domestic Politics. CES Working Paper, No. 52.

Online sources

In principle, Internet texts must be cited just as carefully, correctly and extensively as all other types of literature!

- Surname, initial. (year). Title of the text/document. Subtitle. Complete URL Accessed: D. Mon. YYYY.
- For online sources, no italics are used; general spelling: Spiegel Online, Zeit Online, Sueddeutsche.de, but FAZ.net
- Months with more than four letters are abbreviated after the third letter: Jan. Feb. March Apr. May June July Aug. Sep. Oct. Nov. Dec.

Online newspaper articles without author

Newspaper name. (YYYY, D. Mon.). Title. Subtitle. URL. Accessed: T. Mon: YYYY.

- Example: Spiegel Online. (2012, March 3). Election campaign in France. Marie Le Pen still 50 votes short. www.spiegel.de/politik/ausland/0,1518,81,8775,00.html. Accessed: March 3, 2012.

Online newspaper article with author

Name, initial. (YYYY, D. Mon.) Title. Subtitle. Newspaper name. URL. Accessed. D. Mon. YYYY.

- Example: Hiemann, R. (2012, March 1). Kim Jong-Un plays the nuclear trump card. Zeit Online. www.zeit.de/politik/ausland/2012-037nordkorea-atom-kim-jong-un. Accessed. March 3, 2012

Primary source and document online

Name, initial/institution. (year). Title. Number. Subtitle. Institution (if applicable). URL (if applicable). Accessed. T. Mon. YYYY

- Example: North Atlantic Treaty Organization (2004). Statement on Iraq. NATO Press Releases (098). www.nato.int/docu/pr/2004/p04-098e.htm. Accessed Nov. 27, 2007.

Working paper online

Name, Initial. (year). Title. Subtitle. Working paper, Number. PDF-URL. Accessed: D. Mon. YYYY

- Example: Friedrich, P (2011). Asia in the catch-up game. ISAS Working Paper,106. www.beispiel/hans.pdf. Accessed: March 23, 2011

YouTube pages

Name, initial. (YYYY, D. Mon.). Title. YouTube. URL. Accessed: D. Mon. YYYY

- Example: GermanyDiplo. (2013, Oct. 9). Handover of the German cam in Kunduz. YouTube. www.youtube.com/watch?v=Npng4eZzpRo&list=UUg4PnRJ135mCUY8DpQAysmQ Accessed: Apr. 1, 2014.

Twitter:

Twitter: @twittername. Twitter. URL. Accessed: D. Mon. yyyy

- Example: @GermanyDiplo. Twitter. <https://twitter.com/7GermanyDiplo>. Accessed: Apr. 1, 2014.

Quote as follows in the body text: Direct quote: (@Twittername, D. Mon. YYYY).

Important: The date of the tweet is given in the body text, not the date of access. For indirect quotations, the tweet name must also be inserted (if the date is given). In the list of references, the information is inserted alphabetically in the regular sequence; the @ is ignored. (See Gündogan essay, 4/2015)

Author can also be an organization (NATO in the example above). If further relevant information about the document is available, this can be inserted after the title, separated by commas (as in the example above). Missing information can be replaced by “o. A.”. As always, the aim is intersubjective verifiability, consistency and readability! The bibliography may need to be adapted; if in doubt, please consult your supervisor.

Bibliography

In the bibliography, **all literature used (and only this) must be listed in alphabetical order**. If necessary, the bibliography is split into „secondary literature” and „documents”. If you use documents and other sources - for example for empirical research - these must be listed separately and again in alphabetical order in the list of documents. Internet sources, like other literature, can be separated into primary sources and secondary literature. In addition to the usual information, you need the complete link that leads directly to the cited document and both the date on which you retrieved the information and the date (or year) on which the document was created. Internet sources must be integrated alphabetically into the list of other references in the bibliography. It does not make sense to divide the bibliography into „Literature” and „Internet sources”.

Special formatting must also be observed for the bibliography. Take a close look at our example. The **1½-line spacing, justification and indentation from the second line of a bibliography are important**.

Excerpt from a bibliography

- Jäger, T., & Oppermann, K. (2006). Bureaucratic and organizational theoretical analyses of security policy: From September 11 to the Iraq War. In A. Siedschlag (Ed.), *Methods of security policy analysis* (pp. 105-134). Wiesbaden: VS Verlag für Sozialwissenschaften.
- Kaestner, R. (2011). Risk and threat analysis and threat perceptions in Germany. In T. Jäger, & T. Thiele (Eds.), *Transformation of security policy: Germany, Austria, Switzerland in comparison* (pp. 59-72). Wiesbaden: VS Verlag für Sozialwissenschaften.
- North Atlantic Treaty Organization. (2010). *Lisbon Summit Declaration. NATO.PR/CP(2010)0155*. Brüssel: North Atlantic Treaty Organization.
- Neureuther, J. (2011). The transformation process and the ability for interoperability: Value creation through networking in Germany. In T. Jäger, & T. Thiele (Eds.), *Transformation of security policy: Germany, Austria, Switzerland in comparison* (pp. 117-134). Wiesbaden: VS Verlag für Sozialwissenschaften.
- Sauer, F., & Schörnig, N. (2012). Killer drones: The „silver bullet” of democratic warfare? *Security Dialogue*, 43(4), 363-380.
- Structural Commission of the Bundeswehr. (2010). Report of the Bundeswehr Structural Commission October 2010: Thinking from the mission - concentration, flexibility, efficiency.
<http://www.bmvg.de/fileserving/PortalFiles/C1256EF40036B05B/W28AL8JU967INF/INF/Report%20of%20the%20Structure%20Commission%20of%20the%20Bundeswehr.pdf>. Accessed: Dec. 10, 2010.
- Toffler, A. (1980). *The third wave*. New York et al: Bantam Books.
- Wittkowsky, A., Hummel, W., & Pietz, T. (2012). „Networked security”: Intentions, controversies and an agenda for practice. In H. Borchert, & R. Thiele (Eds.). *Networked Security. Eine konstruktive Zwischenbilanz (Special issue of the Journal of Foreign and Security Policy, vol. 4)* (pp. 113-126). Wiesbaden: Springer VS.
- Zapfe, M. (2011). *Sicherheitskultur und Strategiefähigkeit - Die ressortgemeinsame Kooperation der Bundesrepublik Deutschland für Afghanistan*. Dissertation, University of Konstanz. Konstanz: Library of the University of Konstanz.

8. Theory and empiricism

The following notes are more or less relevant for your Bachelor's thesis, depending on which of the above-mentioned types of scientific work your research question belongs to. A descriptive thesis requires less theory. However, it should also develop a conceptual framework for analysis in the theory section.

8.1. What is a theory?

The answer to this question is by no means undisputed in science. We will limit ourselves here to a definition of theory, but point out that there are certainly divergent positions on this.

The social sciences are generally concerned with identifying and **explaining regularities in social reality**. This sets them apart in their interest in knowledge from the historical sciences, for example, which tend to focus on the explanation of an individual case. A historical work, for example, deals with the „history of the Vietnam War“ (Marc Frey 2002), whereas political scientists ask about the causes of war in general.

Theory provides the **tools** with which we can abstract from the wealth of detail in the complex social world. This abstraction is necessary in order to identify regularities or to be able to explain them plausibly.

This goes hand in hand with the so-called **selection function and (closely related to this) the ordering function of theory**, which consists of separating important from unimportant information and organizing it systematically.

8.2. How is a theory structured?

A theory initially consists of a series of theoretical (not necessarily factual) **basic and secondary assumptions**. These are not judged on their closeness to reality, but on their explanatory power within the framework of the theory. In fact, a relatively high degree of abstraction from reality can be advantageous in order to obtain explanatory power (e.g. basic assumption of the rational actor). However, varying degrees of abstraction are conceivable depending on the cognitive interest. The basic and secondary assumptions form the framework of the theoretical model.

→ Further literature on the function of assumptions: Friedman, M. (1953). The Methodology of Positive Economics. In Friedman, M. (Ed.), *Essays in Positive Economics* (pp. 3-43). Chicago: University of Chicago Press.

The fundamental and ancillary assumptions form the basis for developing precisely defined concepts and variables. Variables are characterized by their ability to take on different values. The central task is to establish causal relationships between variables, which constitutes the explanatory function of theory.

Example: Utilitarian Liberalism

(see: Freund, C., & Rittberger, V. (2001). Utilitarian-liberal Foreign Policy Theory. In: Rittberger, V. (Ed.), *German Foreign Policy Since Unification: Theories and Case Studies* (pp. 68-104). Manchester: Manchester University Press.)

The basic assumptions are as follows:

1. Foreign policy is primarily determined by powerful interest groups within a country.
2. The government merely acts as a conduit, translating the most assertive particular interests into foreign policy actions.
3. The respective actors act rationally based on cost-benefit calculations.

The interests of powerful and well-organized groups determine and explain, as the independent variable, the specific foreign policy of a country as the dependent variable. There is a causal relationship between the independent and dependent variables.

If the theory exhibits a coherent and logically sound structure, hypotheses (empirically testable assumptions) about phenomena in the past, present, or (predicted) future can be derived.

In the context of our example, one could develop the following hypothesis: If the interests of well-organized business lobbies lean towards high tariffs, this will lead to a protectionist tariff policy.

This leads to the next question:

8.3. What is Empiricism?

Empiricism encompasses all that we can observe in reality (including indirectly through indicators).

For example: What decisions does an actor make at a given time? How do other actors react to these decisions? What skills and resources does an actor possess? But also: What is the distribution of power in the international system at a given time? The task of political science is to understand and explain observable reality.

But what does theory have to do with it? How can we establish a connection between theory and empiricism?

The answers to these questions can be derived from the definition of theory provided earlier: theory consists of an abstract explanatory model for a specific aspect of reality. The hypotheses developed from the theory ultimately establish the connection between theory and empiricism.

To apply these hypotheses, the concepts of the theory (concepts, variables) must first be operationalized.

„Operationalization refers to the (most precise) specification of the procedure (the ‘operations’) with which a characteristic is to be collected“ ([ILMES](#) - Internet Lexicon of Methods of Empirical Social Research). This makes the theory usable as a tool.

In the context of our example, this means: How should the power of different interest groups be measured? An example of an indicator could be: the number of representatives of a specific interest group sitting simultaneously in relevant advisory bodies or committees.

Finally, empiricism itself comes into play. After operationalization, the hypothesis can be tested based on empirical observations or data. The theoretical model is thus applied to observable phenomena.

The selection of empirical cases must be well justified. You must precisely explain why you consider one or more situations suitable for testing the hypothesis based on the theory.

Questions of methodology, such as case selection, operationalization, etc., cannot be addressed in more detail at this point. Therefore, we would like to refer you to some standard works:

- Atteslander, P. (1993). *Methoden der empirischen Sozialforschung*. Berlin et al: De Gruyter.
- King, G., Keohane, R. O., & Verba, S. (1994). *Designing Social Inquiry: Scientific Inference in Qualitative Research*. Princeton: Princeton University Press.
- Van Evera, S. (1994). *Guide to Methods for Students of Political Science*. Ithaca, NY: Cornell University Press.
- Von Alemann, U. (Ed.) (1995). *Politikwissenschaftliche Methoden: Grundriß für Studium und Forschung*. Opladen: Westdeutscher Verlag.

From the characteristics of theory and empiricism outlined above, the three fundamental functions of a theory can be derived:

- **Selection function:** Social reality is characterized by an enormous complexity of actors, structures, etc. Since it is not possible for a human to absorb and process all information, the information must be selectively chosen: important information must be separated

from unimportant. Theory filters the relevant information from reality and disregards the irrelevant.

- **Ordering function:** The selected information must now be assembled, organized, and systematically presented. The phenomena considered relevant are grouped, structured, and summarized into categories and subcategories. Important elements are marked as primary, and less important ones as secondary.
 - **Explanation function:** Finally, the theory must demonstrate causal relationships among the filtered and systematically organized information.
- For further literature on the functions of theory: Frei, D. (1973). Einführung: Wozu Theorien der Internationalen Politik. In Frei, D. (Ed.), *Theorien der Internationalen Beziehungen*. Munich: Pieper, pp. 11-21.

From the functions of theory outlined above, it becomes clear that usually no bachelor's thesis can do without a theoretical part. Even in works where theoretical interest is predominant, at least one empirical example should always be analyzed. However, the theoretical part can consist exclusively of well-defined and justified analytical concepts. Nevertheless, various relationships between theory and empiricism are conceivable. This relationship depends on your research interest:

- **Focus on Empiricism:** If you start with a so-called „real world“ problem that you want to scientifically explain (e.g., Why do the USA reject participation in the International Court of Justice for Human Rights in The Hague?), you should find a suitable theory to address the problem. It is crucial to make the theory usable as a tool (i.e., to operationalize it) to solve the puzzle at hand. Therefore, the theory must be presented only to the extent necessary to address the problem and must be concretized, made manageable, and adapted so that it can be applied in the empirical part. In this case, the theory can also be limited to providing a well-defined and justified framework of theoretical concepts! For example, US world politics could be analyzed using the concepts of „hegemony“ and „empire“ (which would need to be thoroughly discussed).
 - **Focus on Theory:** Another case arises when you are interested in one or more theories and their explanatory power. This now requires a detailed and extensive examination of the theories under consideration or their criticism. Subsequently, the theoretically derived hypotheses are tested for plausibility using suitable empirical cases. This, in turn, allows conclusions to be drawn about the explanatory power of the theory. Although the focus of interest is on theory, operationalizing the theory is still crucial in this case to conduct hypothesis testing. This type of investigation can also involve dealing with concepts. Here, it is about a deep examination of one or more concepts and a brief empirical illustration. An example would be the examination of the concept of power and the question of operationalization - i.e., measurement - of, for example, state power.
 - **Comprehensive Presentation of the Research Status on a Specific Question or Concept:** This type of investigation is somewhat between the two types mentioned above. This is because both the research status on a theoretical and an empirical question can be presented.
- Further literature: King, G., Keohane, R. O., & Verba, S. (1994). *Designing Social Inquiry: Scientific Inference in Qualitative Research*. Princeton: Princeton University Press. (Bib. im Forschungsinstitut 1411/58)

9. Submission

We kindly ask you to check the website of your respective examination office ([Faculty of Economics and Social Sciences](#); [Faculty of Arts](#)) as the guidelines for submitting bachelor's theses may change!

The thesis must be submitted to the examination office within the specified deadline.

Submission to the WiSo Examination Office (as of February 2024)

“Following the decision of the Joint Examination Committee, submission may be made in a protected electronic format in Portable Document Format (PDF) via the [WiSo-Inbox](#) to prevent unintentional alteration. The file should only contain the cover page, the text of the thesis, and an overview of the resources used, particularly the literature sources. If the supervisor requires additional data for the thesis (e.g., tools used), these should be directly sent to the examiner in consultation with them. Please refrain from multiple submissions of the thesis. Only the first submitted version will be considered” (WiSo Examination Office website).

Submission of thesis in electronic form via the WiSo-Inbox is recommended.

“If you submit your thesis via the recommended WiSo-Inbox portal, you will receive a confirmation of the submission of a process consisting of one or more files. You will receive this confirmation via email. The same process will also remain visible in your WiSo-Inbox portal overview as a successful transmission. This does not constitute a confirmation from the examination office that your thesis has been received complete and on time. It merely confirms that one or more files have been successfully transmitted”.

“Additionally, the thesis can still be submitted in the form of a printed copy (100g paper and adhesive binding) and an electronic version (protected electronic format in Portable Document Format (PDF)) to the examination office. This can be done by depositing it in the mailbox in front of the WiSo Student Service Point. Alternatively, you can submit the thesis in person during the opening hours of the WiSo Student Service Point or send it by mail to the examination office. In this case, the date of the postmark will be considered the date of receipt (Please note that a so-called postage-paid indicia does not bear such a date, which can be used to indicate the day of dispatch!)”.

“If the thesis is submitted in paper form, the corresponding electronic version must be included on a CD or DVD. Ring bindings, submission in a folder, or similar methods are not permitted. The CD or DVD should be glued directly into the paper version of the thesis using an appropriate paper or plastic cover. The data CD or DVD or the cover containing it must be clearly labeled with the name, first name, and matriculation number. Submission of other storage media, such as a USB data stick, is not permitted. The disk should only contain the cover page, the text of the thesis, and an overview of the resources used, particularly the literature sources. If the supervisor requires additional data for the thesis (e.g., tools used), these should be directly sent to the examiner in consultation with them” (WiSo Examination Office website).

Submission to the Examination Office of the Faculty of Arts (As of February 2024)

“The bachelor’s thesis must be submitted on time - i.e., no later than the deadline set and announced in KLIPS - in a read-only electronic format (PDF) to the examination office. The submission date must be documented in the records. This ensures compliance with the submission deadline. [...]

The submission should be sent to the following email address: bachelorpruefungen-philfak@uni-koeln.de

The file must be named as follows:

MatriculationNumber_LastName_FirstName_SubmissionDeadlineDate according to the admission notice_BA-Thesis, e.g.: 1234567_SampleChild_Alex_10-09-2020_BA-Thesis

The bachelor’s thesis must be submitted in a PDF version, with the statutory declaration signed in the electronic version. The file should not be scanned and thus become too large to send. Large files can be sent via GigaMove or Sciebo. It should also be noted that uploading too large files (e.g., theses with large attachments) can cause additional problems; therefore, one should familiarize oneself with these systems in advance.

The date of the certificate is the date of the electronic submission of the bachelor’s thesis, provided that the submission of the bachelor’s thesis is the last remaining examination. Until the completion or recognition of the last examination (including the bachelor’s thesis), the student must be enrolled, and enrollment will be verified by the examination office upon submission of the bachelor’s thesis.

Attention: Only the first digitally submitted and received version will be used for further examination and evaluation procedures. All subsequent digital versions sent by email will be destroyed/deleted unseen” (Website of the Examination Office of the Faculty of Arts).

9.1. Extension of the Processing Time for a Thesis

Extensions at the Faculty of Economics and Social Sciences (WiSo)

“The examination regulations stipulate that, in justified cases, the processing time for a thesis can be extended by up to four weeks (bachelor’s thesis) or up to one month (master’s thesis in International Management) or up to two months (master’s thesis in all other master’s programs). An extension beyond this period is not possible. If possible reasons for extension as listed below persist, withdrawal from the thesis can be requested. The decision on whether such an individual case exists lies with the chairperson of the Joint Examination Committee.

During its meeting on July 4, 2022, the Joint Examination Committee decided on the following framework conditions within which the chairperson makes this individual decision:

- An individual case to be considered arises initially when there is a prolonged and relevant impairment of the student’s performance.
- An application for an extension of the deadline must be made immediately, without culpable delay, no later than after the expiry of the respective reason. An application

submitted no later than three working days after the reason has ceased to exist is considered to be made immediately. Furthermore, an application must be submitted no later than on the last day of the currently valid processing period. If a medical certificate is not yet available at this time, it can be submitted later.

- Medical certificates certifying an inability to take exams for a period of more than two weeks from the date of issue can only be accepted in justified exceptional cases. To eliminate uncertainties regarding the approval, an application can also be submitted in the meantime, i.e., before the performance capability is restored.
- The extension of the processing period aims to compensate for the time disadvantage incurred by the student due to the incidents mentioned. Overcompensation must be strictly avoided. It must be ensured that only a reason defined as compensable by the examination regulations is used for an extension and that this reason is adequately proven. This also applies for the compelling reason of treating all students equally, as the exam performance with an extended deadline must still be comparable to a work with a non-extended deadline.
- The student must submit all necessary documents for a decision to the chairperson of the examination committee” (Website of the WiSo Examination Office).

Extension at the Faculty of Arts and Humanities

“A proper extension of the submission deadline of up to four weeks can be granted upon justified, informal written request (cf. § 21 (5) PO).

The justified request for an extension of the submission deadline must be submitted by email before the regular deadline expires. The reasons must be substantiated (e.g., in the case of illness with a medical certificate or medical certificate). The supporting documents must be attached to the request as scanned PDF documents.

The extent of the granted extension corresponds to the duration of the impairment of the ability to take the exam and is usually granted on a weekly basis (e.g., two weeks of illness only lead to a two-week extension of the deadline)” (Website of the Examination Office of the Faculty of Arts).

9.2. Missed Submission Deadline / Failed Submission

Faculty of Economics and Social Sciences (WiSo)

“A bachelor’s thesis rated as ‘unsatisfactory (5.0)’ or considered as unsatisfactory can be repeated once with a new topic” (WiSo Examination Regulations 2015, § 21, Para. 16; 2021 Regulations, § 21, Para. 25).

Faculty of Arts and Humanities

“A bachelor’s thesis rated as ‘unsatisfactory (5.0)’ or considered as unsatisfactory can be repeated once with a new topic in the same study area” (Regulations as of July 31, 2023, § 21, Para. 11).