

Guideline for supervisors of bachelor theses

	BSc Biology	BSc Biochemistry	BSc Biodiversity	Biology (2 subjects/teacher training)
Requirements	<ul style="list-style-type: none"> First study period completed five basic modules completed (incl. the required module for the consolidation) 	<ul style="list-style-type: none"> First study period completed 44 C of the second study period (incl. the required module for the consolidation) 	<ul style="list-style-type: none"> First study period completed Optional compulsory module in the field of specialization / bachelor thesis 	<ul style="list-style-type: none"> 44C from core studies Basic module (block A/B) in the field of specialization / bachelor thesis
Procedure				
1. Consolidation course	<p>6 weeks consolidation course + literature seminar</p> <ul style="list-style-type: none"> Purpose: learning the methods of the scientific field that are necessary to write the thesis Usually in the department in which the thesis is going to be written Examination: Written report (and seminar talk in the literature seminar) Grades can only be entered in FlexNow by the module coordinator 	<p>6 weeks consolidation course + literature seminar</p> <ul style="list-style-type: none"> Purpose: learning the methods of the scientific field that are necessary to write the thesis Usually in the department in which the thesis is going to be written Examination: Written report (and seminar talk in the literature seminar) 	No consolidation course	<p>Optional, but strongly recommended (B.Bio.250)</p> <ul style="list-style-type: none"> 4–6 weeks; similar to the consolidation course in BSc Biology Examination (optional): Written report
2. Project management	<p>2 weeks project management with theoretical preliminary studies and purpose of the bachelor thesis (B.Bio.190.2)</p> <ul style="list-style-type: none"> Written, ca. 10 pages, introduction & literature, timeline for thesis (see also Hinweise zum Aufbau eines Projektantrages zur Bachelorarbeit, PDF, in German) Examiner: usually the first supervisor of the bachelor thesis 	<p>2 weeks project management with theoretical preliminary studies and purpose of the bachelor thesis (B.Biochem.490.2)</p> <ul style="list-style-type: none"> Written, ca. 10 pages, introduction & literature, timeline for thesis (see also Hinweise zum Aufbau eines Projektantrages zur Bachelorarbeit, PDF, in German) Examiner: usually the first supervisor of the bachelor thesis 	<p>2 weeks project management with theoretical preliminary studies and purpose of the bachelor thesis (B.Biodiv.342)</p> <ul style="list-style-type: none"> Oral, ca. 30 minutes: Concept of the thesis, practical realization, timeline for thesis, knowledge of the current state of research Examiner: usually the first supervisor of the bachelor thesis 	<p>Optional, but strongly recommended</p> <ul style="list-style-type: none"> Working the introduction of the thesis in advance Practicing scientific writing
3. Bachelor thesis	<p>12 weeks independent work on a scientific question (under guidance)</p> <ul style="list-style-type: none"> Registration of the bachelor thesis in the examination office before beginning of the practical work The topic cannot be changed after registration (exception: return of the topic) No formatting templates, recommendations can be found in the guideline Hinweise zum Aufbau einer Bachelorarbeit (PDF; in German) 			
Evaluation	<ol style="list-style-type: none"> Examination office sends the (electronic) examination copy to both examiners at the same time (system-generated e-mail) First examiner must write an evaluation and assign a grade (Template for thesis evaluation (*.docx; in German) can be used); the report is sent to the second supervisor (e-mail) Second examiner can agree with the grade or use his own evaluation form and send the documents to the examination office (e-mail) Grades: 1.0, 1.3, 1.7, 2.0, etc. – 4.0 (Please use the complete grading range according to the performance!). More information about the grading system of the university. Total period for the evaluation (for the first and second examiner): max. 4 weeks 			