

## Guideline for supervisors of bachelor theses

	BSc Biology	BSc Biochemistry	BSc Biodiversity	Biology (2 subjects/teacher training)
<b>Requirements</b>	<ul style="list-style-type: none"> <li>First study period completed</li> <li>five basic modules completed (incl. the required module for the consolidation)</li> </ul>	<ul style="list-style-type: none"> <li>First study period completed</li> <li>44 C of the second study period (incl. the required module for the consolidation)</li> </ul>	<ul style="list-style-type: none"> <li>First study period completed</li> <li>Optional compulsory module in the field of specialization / bachelor thesis</li> </ul>	<ul style="list-style-type: none"> <li>44C from core studies</li> <li>Basic module (block A/B) in the field of specialization / bachelor thesis</li> </ul>
<b>Procedure</b>				
1. Consolidation course	<p><b>6 weeks consolidation course + literature seminar</b></p> <ul style="list-style-type: none"> <li>Purpose: learning the methods of the scientific field that are necessary to write the thesis</li> <li>Usually in the department in which the thesis is going to be written</li> <li>Examination: Written report (and seminar talk in the literature seminar)</li> <li>Grades can only be entered in FlexNow by the module coordinator</li> </ul>	<p><b>6 weeks consolidation course + literature seminar</b></p> <ul style="list-style-type: none"> <li>Purpose: learning the methods of the scientific field that are necessary to write the thesis</li> <li>Usually in the department in which the thesis is going to be written</li> <li>Examination: Written report (and seminar talk in the literature seminar)</li> </ul>	No consolidation course	<p>Optional, but strongly recommended (<a href="#">B.Bio.250</a>)</p> <ul style="list-style-type: none"> <li>4–6 weeks; similar to the consolidation course in BSc Biology</li> <li>Examination (optional): Written report</li> </ul>
2. Project management	<p><b>2 weeks project management with theoretical preliminary studies and purpose of the bachelor thesis (<a href="#">B.Bio.190.2</a>)</b></p> <ul style="list-style-type: none"> <li>Written, ca. 10 pages, introduction &amp; literature, timeline for thesis (see also <a href="#">Hinweise zum Aufbau eines Projektantrages zur Bachelorarbeit</a>, PDF, in German)</li> <li>Oral, Presentation of the concept of the Bachelor thesis (approx. 15 minutes) followed by a discussion (approx. 10 minutes)</li> <li>Examiner: usually the first supervisor of the bachelor thesis</li> </ul>	<p><b>2 weeks project management with theoretical preliminary studies and purpose of the bachelor thesis (<a href="#">B.Biochem.490.2</a>)</b></p> <ul style="list-style-type: none"> <li>Written, ca. 10 pages, introduction &amp; literature, timeline for thesis (see also <a href="#">Hinweise zum Aufbau eines Projektantrages zur Bachelorarbeit</a>, PDF, in German)</li> <li>Examiner: usually the first supervisor of the bachelor thesis</li> </ul>	<p><b>2 weeks project management with theoretical preliminary studies and purpose of the bachelor thesis (B.Biodiv.342)</b></p> <ul style="list-style-type: none"> <li>Written, ca. 10 pages, introduction &amp; literature, timeline for thesis (see also <a href="#">Hinweise zum Aufbau eines Projektantrages zur Bachelorarbeit</a>, PDF, in German)</li> <li>Oral, Presentation of the concept of the Bachelor thesis (approx. 15 minutes) followed by a discussion (approx. 10 minutes)</li> <li>Examiner: usually the first supervisor of the bachelor thesis</li> </ul>	<p>Optional, but strongly recommended</p> <ul style="list-style-type: none"> <li>Working the introduction of the thesis in advance</li> <li>Practicing scientific writing</li> </ul>
3. Bachelor thesis	<p><b>12 weeks independent work on a scientific question (under guidance)</b></p> <ul style="list-style-type: none"> <li>Registration of the bachelor thesis in the examination office before beginning of the practical work</li> <li>The topic cannot be changed after registration (exception: return of the topic)</li> <li>No formatting templates, recommendations can be found in the guideline <a href="#">Hinweise zum Aufbau einer Bachelorarbeit</a> (PDF; in German)</li> </ul>			
<b>Evaluation</b>	<ol style="list-style-type: none"> <li>Examination office sends the (electronic) examination copy to both examiners at the same time (system-generated e-mail)</li> <li>First examiner must write an evaluation and assign a grade (<a href="#">Template for thesis evaluation</a> (*.docx; in German) can be used); the report is sent to the second supervisor (e-mail)</li> <li>Second examiner can agree with the grade or use his own evaluation form and send the documents to the examination office (e-mail)</li> <li>Grades: 1.0, 1.3, 1.7, 2.0, etc. – 4.0 (Please use the complete grading range according to the performance!). <a href="#">More information about the grading system of the university.</a></li> <li>Total period for the evaluation (for the first and second examiner): max. 4 weeks</li> </ol>			