

Guidelines for bachelor thesis

These guidelines apply starting October 1, 2012. The transition is regulated as written below. This document should be given to the candidate latest in the first meeting with the instructor.

Current rules (Studienplan):

§ 8 Bachelorarbeit(en)

- (1) Im Bachelorstudium Volkswirtschaftslehre sind zwei Bachelorarbeiten zu verfassen.
- (2) Die Bachelorarbeiten sind von den Studierenden als eigenständige schriftliche Arbeiten im Rahmen von Lehrveranstaltungen der Module des § 5 (2) (C) bis (E) zu erstellen.
- (3) Mindestens eine Bachelorarbeit muss im Rahmen einer Lehrveranstaltung eines Moduls gemäß § 5 (2) (C) oder § 5 (2) (E) Zif. 1 verfasst werden.
- (4) Jede Bachelorarbeit entspricht 4 ECTS-Punkten. Diese sind bei den ECTS-Punkten jener Lehrveranstaltungen zu berücksichtigen und auszuweisen, in denen die Bachelorarbeiten erstellt worden sind.

Summary: Students write 2 bachelor theses in elective courses. At least one out of two theses has to be written in an economics elective.

It is not advisable to postpone writing Bachelor theses to the end of the study as courses offered can change and not having written Bachelor theses can be a reason not to allow a student to take a Masters course.

- 1) Instructors are encouraged to supervise bachelor theses, provided that the candidate fulfills their stated set of requirements: e.g. at least "Befriedigend" in mid term? If a candidate has difficulties being accepted he/she should approach the vice SPL.
- 2) Bachelor theses are supervised by the fulltime faculty of the University of Vienna or in other cases by permission granted from the vice SPL.
- 3) The topic is chosen by the student together with the instructor and must be related to the respective course.
- 4) Topic can be: a) policy related- e.g. addressing specific question based on literature review, b) empirical study (using statistics/econometrics) or c) theoretical model. At least one of the two bachelor papers must be either empirical study or theoretical work.
- 5) Thesis has 4 ECTS, and the workload should correspond to that of a 2 hour weekly course. It should be doable within 6 weeks.
- 6) Thesis must be between 20 and 30 pages (excluding tables, figures, references)
- 7) Supervisor and students should interact to decide topic and methods. When student hands in first draft, the supervisor reads draft and gives student suggestions for improvements. Grade based on final version.
- 8) Timing: During the course student approaches instructor. The thesis should be finished by the latest 2 months after the end of the course (i.e. end of March for winter term, end of August for summer term).
- 9) The bachelor thesis should be graded (relevant article Satzung). Currently no separate grades possible. Evaluation should be incorporated into final grade of course, should count 30-50 % of course grade.
- 10) Multiple use of a bachelor thesis for different studies/different universities is strictly forbidden. At the beginning of thesis there has to be an affidavit (eidesstattliche Erklärung) that the bachelor thesis has not been used somewhere else.

Transitory agreement regarding regarding point 8:

Bachelor theses that are written as part of a course that was held in the past can be submitted by January 31, 2013. After this date there will be no exceptions to point 8 above.

Vienna, 12.10.2012, Karl Schlag, Vize-SPL of Economics