

## Guidelines for Bachelor Theses in Economics

These guidelines apply as of the winter semester 2020. They replace the former guidelines of October 2017.

Studienplan/curriculum:

*“§ 6 (2) Die Bachelorarbeit ist im Rahmen einer prüfungsimmanenten Lehrveranstaltung im Rahmen der Module C.2 oder D aus dem Bereich Volkswirtschaftslehre zu verfassen. Bei der Erstellung der Bachelorarbeit gelten die auf der Website des SSC veröffentlichten Richtlinien.”*

- The bachelor thesis is a curricular requirement for obtaining the bachelor degree. It is a “term paper” that must be written within a continuous-assessment economics course in Modules C.2 or D in addition to any other requirements in the course.
- Students are strongly advised to take the mandatory “Proseminar” (see § 6 (1) in the curriculum) before writing their bachelor theses.
- It is not advisable to postpone writing the bachelor thesis to the end of one’s studies, as courses offered may change.

Guidelines:

- 1) Once a student decides to write a bachelor’s thesis as part of a course, she should inform the corresponding instructor. If the instructor agrees to supervise the student, the latter should provide the instructor with form “Confirmation of a Bachelor’s Thesis” (“Bestätigung über das Verfassen einer Bachelorarbeit”).
- 2) Instructors are encouraged to supervise bachelor theses provided the candidate fulfills their stated set of requirements, e.g. at least “Befriedigend (3)” in mid-term. Students with difficulties in finding a bachelor-thesis supervisor should approach the vice SPL.
- 3) Bachelor theses may be supervised by any instructor in charge of an economics course in Modules C.2 or D.
- 4) The bachelor thesis’s topic is chosen by the student together with the instructor and must be related to the respective course.
- 5) Possible topics are: (a) policy related, e.g. addressing specific question based on literature review; (b) empirical studies (using statistics/econometrics); or (c) theoretical models. It is encouraged to focus on options (b) and (c).
- 6) The bachelor thesis has five ECTS: the corresponding workload should be slightly larger than that of a two-hour weekly course. It should be doable within six to eight weeks.

- 7) The thesis should be between twenty and thirty pages (excluding tables, figures, references).
- 8) Instructor and student should interact to decide topic and methods. When student hands in first draft, the instructor reads draft and gives student suggestions for improvements. The grade is based on final version.
- 9) Students should first approach instructors during the corresponding courses. The thesis should be finished at the latest two months after the end of the course (*i.e.*, end of March for winter term, end of August for summer term).
- 10) The bachelor thesis is graded by the instructor; however, this grade does not appear anywhere alone:
  - If both continuous-evaluation course and bachelor thesis receive a passing grade, the course's final grade will be an average of both the course's evaluation criteria and the bachelor thesis's grade: the latter should count 30-50 % of course grade.
  - If the bachelor thesis receives a failing grade, the course's final grade will consist of the continuous-evaluation course grade only, and the bachelor thesis will not be accepted.
  - If the continuous-evaluation course receives a failing grade, the bachelor thesis will not be accepted. (The failing grade will apply to the continuous-evaluation course only.)
- 11) Multiple use of a bachelor thesis for different studies/different universities is strictly forbidden. Students must produce an affidavit ("eidesstattliche Erklärung") at the beginning of their thesis declaring that it has not been used anywhere else.
- 12) These guidelines should be given to the candidate at the first meeting with the instructor.

Vienna, 30.09.2020

Vice SPL for Economics