TUM School of Management (Campus Heilbronn)

Information guidelines on your final thesis
(Bachelor Thesis – Master Thesis)

1. Formal Requirements

In order to be eligible to work on your final thesis you must have earned a certain amount of credits. Please check the formal criteria in the examination regulations (FPSO) of your specific study program (examination regulations can be found in the Download section of your program: Bachelor/Master).

If you have any concerns or questions regarding the examination regulations, please do not hesitate to contact your program manager (bachelor/master). You are allowed to attend courses and write exams while you are writing your thesis, but please do not underestimate the total workload!

2. How to find a topic and a supervisor?

At the end of each semester, there will be an information event with a presentation of thesis topics offered by the professors at TUM Campus Heilbronn (separately for bachelor and master students).

a) Topic selection

At the information event, all professors will present their topics for the final theses. Those professors who are open to suggestions for topics from the students will communicate this during the information events.

Please keep the application deadline for thesis topics in mind: 15th of March if you are planning to write your thesis in the following summer semester and 15th of September if you are planning to write your thesis in the following winter semester of each year.

b) Company based thesis

You may also do your final thesis at a company. Please note, however, that you will still need an official university examiner to supervise your external project. Your mentor in the company will not be allowed to grade your thesis. Therefore, please also keep in touch with both your supervisor and your mentor, while working on your thesis. Please mind that your topic proposal should not focus on practice-only problems but rather be representative for a general class of problems and contribute to an academic debate. Please allocate at least 2-3 months for finding a supervisor and do not sign any contracts before topic and supervisor are clear.

c) Thesis abroad

It is possible for students to combine writing their thesis with a stay abroad. In this case, you need two supervisors, one at TUM School of Management and one at the foreign university or research institute. Please allocate at least 4-6 months for finding a supervisor at TUM School of Management. In doing so you can simultaneously ask for suggestions regarding adequate foreign universities or research institutes.
If you collaborate with a TUM SOMex or TUMexchange partner university your thesis could be written during a regular semester abroad. Please bear in mind the application deadlines in that case.

Otherwise, stays abroad can be funded by the Erasmus+ program (only for practice-oriented final theses) or via the PROMOS program of DAAD (Deutscher Akademischer Austauschdienst).

You can find more information on the Erasmus+ program [here](#), applications are accepted on an ongoing basis.

Applications for the PROMOS program are possible twice a year (1 June, 1 December) via the [TUM International Center](#).

### 3. How do I register for my thesis?

Once you have agreed on a topic with your supervisor, you will need to officially register for your thesis. Your supervisor will carry out the registration in the portal of the TUM School of Management [https://portal.wi.tum.de/](https://portal.wi.tum.de/). You will provide him/her with all information needed for the registration. Please use the Students Checklist ([bachelor/master](#)) for registering the final thesis.

You will receive a notification from the portal and you have to confirm data provided and complete the necessary information required. The Grade Management team will carry out the further processing of the registration. The registration and the submission dates are not dependent on the semester dates.

### 4. English Writing Center, Schreibberatung and Library

The [English Writing Center](#) and Schreibberatung (= German Writing Center) offer free one-on-one consulting in English or German writing for students. They also offer Thesis Writers' Workshops.

Furthermore, our library offers many courses for writing your thesis (e.g. Reference Management, Citation, Research Strategy). You can find their courses [here](#).

Please make use of these great offers!

### 5. Submission

**Important: You must be fully registered** when you submit your Thesis which will be checked by the Grade Management team. If everything is in order, they will forward it to your supervisor who is responsible for the grading.

All information about submitting your thesis can be found in the corresponding information sheet in the download section ([Bachelor/Master](#)) of the TUM School of Management homepage.
6. Any problems?

If you encounter any difficulties in finding a thesis topic or while working on your thesis, please do not hesitate to contact your program manager (bachelor/master) immediately! For more information, please also join our regular information sessions.

We wish you all the best for your thesis!