

Information guidelines on your final thesis

(Bachelor Thesis – Master Thesis)

1. Formal Requirements

In order to be admitted 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). If you have any doubts please do not hesitate to contact your [program manager](#).

Please mind that some chairs might have additional requirements for supervising students (e.g. course requirements, application deadlines). If you would like to write your thesis at a specific chair, please check its website for any requirements in advance.

You are allowed to attend courses and write exams while you are writing your thesis, but please do not underestimate the total workload!

2. Timeframes

We suggest that students start thinking about thesis topics and possible supervising professors during the 4th semester of their bachelor studies or their 2nd semester of masters studies.

Please check the chairs' websites for specific application deadlines and modalities. If there are no special requirements, we suggest to contact the chair at least 2-3 months in advance before your requested start date (first point of contact are usually research assistants).

The period for completing your bachelor thesis is 3 months, for master's thesis 6 months from the date of registration.

3. How to find a topic and a supervisor?

The first challenge for you will be to find an appropriate topic and an examiner who is willing to supervise your thesis. You can choose any professor or research assistant of TUM School of Management or professors/lecturers that teach in your study program. Please find an overview of our Academic Departments, our professors and their research areas on our website: <http://www.wi.tum.de/faculty-research/academic-departments/>

Please consider all chairs of our faculty; smaller or newer chairs do often not get as many requests as larger research groups do! To get an idea for topics supervised at the chairs, you may take a look at their websites.

a) Advertised topics

Most chairs regularly advertise topics on their website and/or on the TUM BWL board: <https://board.tum-bwl.com/>

Have a look at the advertised topics first, ideally you will find a topic of interest there. Please contact the indicated advisor directly for your application. Some chairs also have bulletin boards next to their office rooms on which they release their latest topic offerings.

b) Self-selected topic

Of course, you can also apply to write on a topic of your choice. Please allocate at least 2-3 months for finding an adequate research question and a suitable supervisor.

Firstly, refer to the chairs' websites for their research areas to identify prospective supervisors. If you are sure that your project fits to the research area of a chair, you may directly approach the indicated contact person (usually research assistants) with your ideas.

Unless specified differently, you should apply via e-mail attaching

- CV
- Current transcript of academic record
- letter of motivation (why would you like to work on that topic and why at the chosen chair?)
- exposé of your desired research project

In most cases, the decision on whether your topic will be supervised or not is based on the exposé. The exposé should include at least the following: research question, research methodology, review of academic literature and of academic relevance of the topic, expected results and your time schedule.

c) 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 as 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.

d) Thesis abroad

Some students would like to combine 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 partner 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 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).

Please find more information on the Erasmus+ program here, applications are accepted on an ongoing basis: <https://www.international.tum.de/en/going-abroad/interns/erasmus/>

Applications for the PROMOS program are possible twice a year (1 June, 1 December) via the TUM International Center: <https://www.international.tum.de/de/wege-ins-ausland/studium/stipendien/>

4. How do I register for my thesis?

Once you have settled a topic with your supervisor, you will need to officially register for your thesis. To process your registration, you and your supervisor fill in [this form](#) and decide upon a working title for your project. Both you and the chair holder have to sign the form. Please send it to the [Grade Management Team](#) (Bachelor or Master). You will receive a confirmation email specifying the official deadline of the submission of your thesis. The registration and the submission dates are not tied to the semester dates.

5. English Writing Center, Schreibberatung and Library

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

<https://www.sprachenzentrum.tum.de/sprachen/englisch/english-writing-center/>

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

<https://www.ub.tum.de/en/courses>

Please make use of these great offers!

6. Submission

Once you have finished writing, submit three bound copies to the [Grade Management Team](#) (Bachelor or Master). Make sure they include a signed [declaration of authorship](#). Observe the deadline, late submissions are not accepted.

7. 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](#) immediately!

Please also see our [FAQs](#) on final thesis!

We wish you much success!