

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). If you have any concerns concerning or questions regarding the examination regulations, please do not hesitate to contact your [program manager](#).

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

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's studies or their 2nd semester of master's studies.

Please check the Chairs' websites for specific application deadlines and processes. 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 Professors of our faculty; smaller research areas or newly appointed Chairs, do not receive as many requests as larger research groups do. To get an idea for topics supervised by our Professors, you should refer to their website.

a) Advertised topics

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

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 advertise their latest research topics on offer.

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 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: <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 agreed a topic with your supervisor, you will need to officially register for your thesis. To process your registration, you and your supervisor complete the [registration form](#) and decide upon a working title for your project. Both you and the Chair holder have to sign the form. The form must be stamped with the Chair's official stamp before it is sent – in its Original form – to the Grade Management Team (GMT). The Chair's secretary or sometimes the supervisor with whom you will work closely with, will send the form to the GMT. This applies for students on the BSc and MSc programs. You will receive an Email from the GMT confirming the official submission date of your thesis when the registration form has been processed. The registration and the submission dates are not dependent on 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

Important. You must be fully registered when you submit your Thesis, so that the GMT are able to acknowledge this and send this to your supervisor for marking.

The submission takes place at the Service Point of the TUM School of Management (room 1554) – do not submit this to the Professor or at the examination office. If you are submitting directly at the Main Gate you must affix the appropriate address label to the envelope, (you can obtain this from the GMT or Service Point).

Please remember to sign the 3 copies in the original before handing them in and to submit your completed *Thesis Permission form*, which you can find in the download area of our homepage.

You can also hand in the digital version of your work to the Service Point and we will forward it to your supervisor. Observe the deadline, late submission 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 every success!