

Information sheet about

## Application for Admission to the Thesis in a Bachelor of Arts Degree Programme

<b>0</b>	<p><b>Form</b></p> <ul style="list-style-type: none"> <li>For registration for the bachelor thesis please use the form provided on the website of the examination office <a href="http://www.phil.uni-goettingen.de/pruefungsamt-formulare">www.phil.uni-goettingen.de/pruefungsamt-formulare</a> “<b>Application for Admission to the Thesis in a Bachelor’s or Master’s Degree Programme of the Faculty of Humanities, Georg-August-Universität Göttingen</b>”.</li> </ul>
<b>1</b>	<p><b>Student details</b></p> <ul style="list-style-type: none"> <li>The <b>student</b> identifies himself/herself by means of his/her <b>data</b>.</li> <li>The application for admission to the Bachelor’s thesis is made as per § 9 para 2 of the examination and study regulations to the <b>examination board</b> for Bachelor and Master of Arts degree programmes of the Faculty of Humanities responsible for the chosen subject.</li> </ul>
<b>2</b>	<p><b>Topic of the thesis</b></p> <ul style="list-style-type: none"> <li>The candidate suggests a topic to the supervisor for the thesis. Together, they finalise the topic for the <b>thesis</b> (title). In addition, an English translation of the title can be given on request (for English certificates). (Technical note: Students who are familiar with this software are welcome to enter the title on the form using the ‘LaTeX grammar’.)</li> <li>Please bear in mind: The title of the thesis is <b>binding!</b> Any change (additions, omissions or modifications even of single words) have to be intimated to the examination office in writing (via E-Mail) by the supervisor prior to submission of the thesis.</li> <li>Generally, the thesis has to be prepared in <b>German language</b>. If it is to be written in another language, an application has to be made as per § 15 para 16 clause 1-2 of the General Examination Regulations for Bachelor’s and Master’s Degree Programmes as well as other Academic Programmes at the University of Göttingen (APO), via the examination office to the examination board for Bachelor’s and Master’s degree programmes of the Faculty of Humanities. Such application is not required, if students are writing the thesis in English or in the language of the subject, for which the thesis is being prepared.</li> </ul>
<b>3</b>	<p><b>Evaluators</b></p> <ul style="list-style-type: none"> <li>The candidate obtains from one of the authorised examiners of the subject her/his consent to supervise the thesis as the <b>first evaluator</b>.</li> <li>Moreover, an authorised examiner has to be nominated as the <b>second evaluator</b>.</li> <li><b>Rejection of supervision:</b> If the student can credibly assure that the authorised examiner/s approached have refused to take over the evaluation, then the examination board appoints the evaluator/s.</li> <li>Who is allowed to act as evaluator? As per the <b>resolution of the faculty council</b> of 6 July 2008 <b>at least one of the two evaluators must hold a doctorate</b>. Examiners who have not a doctorate, can act as regular first evaluators if the Bachelor’s thesis is thematically linked to a course that was held by them, and that was meant among other things to prepare students for a Bachelor’s thesis. In the process, an examiner who does not hold a doctorate should not supervise more than a total of three Bachelor’s and/or Master’s theses in a semester, provided the personnel situation in this subject permits such a restriction. First evaluators and second evaluators <b>should be employed at the university</b>, adjunct Professors and those with habilitation are exceptions.</li> <li><b>External persons</b> can be called upon to function as evaluators only if an application is made to the faculty, by the managing head of the subject (i.e. director of the seminar/institute) in which the thesis has to be written prior to the application for admission to the thesis.</li> </ul>

<b>4</b>	<b>Specific requirements</b> <ul style="list-style-type: none"> <li>Does not apply to Bachelor's degree (partial) programmes.</li> </ul>
<b>5</b>	<b>Data protection declaration</b> <ul style="list-style-type: none"> <li>The application can only be accepted if the student gives her/his <b>consent to the processing of her/his personal data</b>. For further information please refer to <a href="http://www.uni-goettingen.de/de/593533.html">http://www.uni-goettingen.de/de/593533.html</a>. Under point 5 of the application form the student gives her/his consent.</li> </ul>
<b>6</b>	<b>Application</b> <ul style="list-style-type: none"> <li>The student confirms, that the <b>modalities of supervision</b> have been discussed in a personal counselling session with his/her supervisor.</li> <li>She/he assures, that she/he <b>has not finally failed any degree examination</b> up to now, in the same or a comparable degree programme or partial programme at a university or a similar ranking college in Germany or any other country.</li> </ul>
<p>→ Once the points 1 to 6 have been filled, the application can be submitted for final processing in the examination office. To do so, scan the completed application or fill it out directly on the computer and send it as a pdf document to the person responsible for the desired Bachelor's (partial) programme in the examination office. (<a href="http://www.phil.uni-goettingen.de/pruefungsamt-team">www.phil.uni-goettingen.de/pruefungsamt-team</a>)</p>	
<b>7</b>	<b>Requirements for admission</b> <ul style="list-style-type: none"> <li>The requirements for admission for the Bachelor's thesis can be found in the <b>subject specific provisions</b> of the relevant examination and study regulation. For this, please go to the team page of the examination office (<a href="http://www.phil.uni-goettingen.de/pruefungsamt-team">www.phil.uni-goettingen.de/pruefungsamt-team</a>) and select the desired university degree you find following the subject. The redirection to the study regulations containing the subject specific provisions will appear on the opening page.</li> </ul>
<b>8</b>	<b>Notes regarding the further procedure after submission of the application form</b> <ul style="list-style-type: none"> <li>The examination office in charge verifies with the help of the student's FlexNow examination records, whether the <b>requirements for admission</b> in the subject specific provisions of the examination and study regulations have been fulfilled.</li> <li>If the requirements are met, the <b>admission to the thesis</b> is effected.</li> <li>Students and evaluators are informed about the admission date and the closing date <b>via e-mail</b>. Students can view all data relevant to the thesis in their FlexNow account (title, end of deadline, actual date of submission).</li> <li>The processing time for completing the Bachelor's thesis is <b>12 weeks</b>.</li> <li>If the <b>deadline</b> is exceeded without reason, then the thesis is assessed with "not sufficient" (5.0).</li> <li>The thesis can be <b>repeated once</b>.</li> <li>Where good cause exists, a reason not attributable to the candidate, the <b>processing time can be extended by 4 weeks</b>. Due to the time needed for processing and resolution, the application of the candidate has to be sent to the examination board for Bachelor's and Master's degree programmes of the Faculty of Humanities <b>no later than 4 weeks prior to the submission date of the thesis</b>. Applications concerning an <b>illness</b> can be made during the entire preparation period. Please note, that the illness has to be notified to the examination office <b>without delay</b>, i.e. within three days, and attested by a <b>medical certificate</b>. An application for extension due to objective reasons requires the consent of the first evaluator. If the impairment of health calls for an <b>interruption of more than 4 weeks</b>, then the work has to be stopped. In this case, the examination attempt is considered not to have been taken. A new admission procedure (with a new topic) can be started if requested.</li> <li>The topic can be <b>returned</b> - irrespective of an illness - <b>once and only within the first 4 weeks</b> of the processing time for completing the thesis. A new topic should be promptly agreed, at the latest within 4 weeks. The binding subject choice made remains unaffected by the return of the</li> </ul>

topic. If the current thesis is already the second attempt, then the return of the topic as per the above mentioned guidelines is permitted only, if this option had not been availed of during the first attempt.

- **Submission and forwarding of the thesis:** The thesis has to be submitted as per the deadline in a digital version to the examination office. To this effect the digital version has to be uploaded by the use of the menu item “theses” in Flexnow. The exact date of the upload is significant concerning the fulfilment of the deadline. Therefore it will be placed on record. Following the successful uploading both the reviewers and the examination office will have access to the thesis.
- Attention **Standard period of study!** Of course the thesis can be submitted even prior to the expiry of the processing time by upload in FlexNow. Also please consider, that – if the thesis represents your last examination result in the academic programme – the day of submitting decides, whether you are within the standard period of study of 6 semesters. If you submit on the first day of a new semester (thus, 01 April or 01 October), your study period is extended by an entire semester.
- Generally, the length of the Bachelor’s thesis **should not exceed 50 pages**. However, the recommendations for the subjects (by the departments) also have to be considered.
- You have to upload in FlexNow:
  - 1.) a **digital version of your thesis** (as editable pdf-file).
  - 2.) During the upload, the candidate makes a **declaration** that he/she has written the work independently and has not used any sources or aids other than those indicated (declaration of independence). **This declaration is made automatically by ticking a box when uploading the work (without ticking the declaration of independence the upload is not possible).**
- The thesis should include the following information:
 

<u>on the cover sheet</u>	
Bottom left:	Name of author
Bottom right:	Name of first examiner (supervisor) and second examiner
 <u>on the title page</u>	
from top to bottom:	Faculty, subject, supervisor
below that:	Title in full wording
in the centre:	<i>Thesis in the subject X of the (two subject-) Bachelor degree programme to attain the academic degree “Bachelor of Arts” (B.A.) of the University of Göttingen</i>
 <u>bottom:</u>	submitted on... (date of submission)
	by ... (first name and last name)
	from ... (place of birth)
- Other parts:
  - Index
  - Bibliography and list of references
  - Text (1<sup>1/2</sup> lines, font size 12 pt)
- It is **permitted** to use the **Logo of the University of Göttingen**. For more information, see page <https://www.uni-goettingen.de/de/589410.html>.
- **Attention Data protection!** Please note that your thesis and related annexes will be saved in the Electronic Student’s File (ESA). In case you plan to collect and process personal data for your thesis (e.g. audio files, transcripts of interviews) please explain to your interview partners how their data will be used and ask them for a **declaration of consent** which allows you to do so. Ideally you should anonymize or pseudonymize the data!

<b>9</b>	<p><b>Reviews</b></p> <ul style="list-style-type: none"> <li>The <b>duration of the assessment</b> of the thesis should not exceed 8 weeks.</li> <li>The reviews are sent <b>to the examination office</b> by the first and second examiners. If the examiners have made comments in the electronic copies of the thesis, these are also added.</li> <li>The grade for the thesis is calculated as the <b>arithmetic mean</b> of the assessments of both evaluators.</li> <li>If the difference between the first review and the second review is at least 2.0 or if an assessment is “not sufficient”, but the other is “sufficient” or better, the examination board determines a <b>third evaluator</b> for assessment of the thesis. He or she can decide in favour of one of the submitted assessments or for an assessment in between. Her/his assessment determines the grade.</li> <li>In the Examinations Office, the reviews are archived in the <b>Electronic Student’s File (ESA)</b>.</li> <li>The evaluations of the reviewers and the <b>final grade</b> are released in FlexNow. This means the grade of the thesis is placed on record.</li> <li>Students can request (informally by e-mail) to <b>view the reviews</b> up to one year after the announcement of the grade via FlexNow.</li> </ul>												
<b>10</b>	<p><b>Attention Leave of absence!</b></p> <ul style="list-style-type: none"> <li>As per § 9 para 5 of the enrolment regulations of the University of Göttingen, <b>no examinations may be taken during a leave of absence</b>. The registration, the preparation and upload of a thesis is also not possible during this time. Deviating from this, approval for the thesis is granted to those students, who are on <b>leave of absence in another country due to a study abroad</b>. The submission of the thesis must, however, be in a semester, in which he/she is no longer on leave of absence (compare § 10 para 5 enrolment regulations).</li> </ul>												
<b>11</b>	<p><b>Attention Application for a Master’s Degree Programme!</b></p> <ul style="list-style-type: none"> <li>When considering when to submit your application for admission to a Bachelor’s thesis, you should take into account that it can take up to 8 weeks to prepare the reviews. In order to be able to start a Master’s degree programme at the University of Göttingen in the winter semester, you generally have to provide proof of your <b>B.A. degree by 15 November</b>. If the Master’s programme starts in the summer semester, proof of the B.A. degree must be submitted by 15 May. You should therefore start the Bachelor’s thesis in good time so as not to be pressed for time afterwards.</li> <li>The following table can help you in time management:</li> </ul> <table border="1" style="margin-left: 20px;"> <thead> <tr> <th><b>Procedure B.A. thesis</b></th> <th><b>Winter semester</b></th> <th><b>Summer semester</b></th> </tr> </thead> <tbody> <tr> <td><b>Application for admission</b> should have arrived by about</td> <td style="text-align: center;">20.06.</td> <td style="text-align: center;">20.12.</td> </tr> <tr> <td><b>Submission of B.A. thesis</b> should be done by about</td> <td style="text-align: center;">16.09.</td> <td style="text-align: center;">16.03.</td> </tr> <tr> <td><b>Both reviews</b> should have arrived latest by</td> <td style="text-align: center;">13.11.</td> <td style="text-align: center;">13.05.</td> </tr> </tbody> </table> <ul style="list-style-type: none"> <li>This obviously does not mean, that you will not get a degree on time, if you have not registered by mid-June. But plan well, and if necessary, coordinate with your evaluator/s, if you can start with your Bachelor’s thesis only at a relatively late stage.</li> <li>For the option available since winter semester 2016/17, to be allowed to show your degree even after 15 November and/or 15 May, you will find information under <a href="http://www.uni-goettingen.de/de/informationen-für-künftige-masterstudierende-der-philosophischen-fakultät/532531.html">http://www.uni-goettingen.de/de/informationen-für-künftige-masterstudierende-der-philosophischen-fakultät/532531.html</a>.</li> </ul>	<b>Procedure B.A. thesis</b>	<b>Winter semester</b>	<b>Summer semester</b>	<b>Application for admission</b> should have arrived by about	20.06.	20.12.	<b>Submission of B.A. thesis</b> should be done by about	16.09.	16.03.	<b>Both reviews</b> should have arrived latest by	13.11.	13.05.
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