



Guideline for the preparation of
Bachelor Theses at the
Institute of General Management and Organisation

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Introduction

This guideline is intended to help students to better overview and coordinate their bachelor thesis at the Institute of General Management and Organization at Graz University of Technology.

In order to successfully complete a bachelor's degree at Graz University of Technology, it is mandatory to write a bachelor's thesis in the course Bachelor Project.

A bachelor thesis is an independent, written work, which is thematically assigned to a course. The technical level corresponds to the educational level of the 6th semester.

Goals of a bachelor thesis:

Writing a Bachelor's thesis should give the student a first insight into scientific work. In doing so, students learn how to work independently and in a structured manner, how to present valid arguments, how to organize themselves, how to work with sources and how to conduct research, as well as how to prepare a paper ready for publication.

Legal situation:

Although the bachelor thesis is not a document, and not publicly available in the library, it must still meet all the formal criteria of a published, scientific work. Further information on this can be found in the [guidelines for academic writing](#). Special attention must be paid to copyright. An affidavit must be submitted. The work will be subjected to a plagiarism check. Failure to pass the plagiarism check will result in a negative grade for the paper.

Organizational

Requirements

The prerequisites to be able to start a bachelor thesis can be seen in the respective curriculum. The student must independently provide proof of fulfillment of the prerequisites before starting the project (see topic identification).

Bachelor's Degree Programme Mechanical Engineering and Business Economics, [Curriculum 2021](#),

As well as Bachelor's Degree Programme Mechanical Engineering, [Curriculum 2021 \(in German\)](#):

100 ECTS from this study program

In addition, positive completion of the compulsory subjects provided for in the curriculum at a good or very good level is required.

Time schedule

The time required for a Bachelor project is approx. 350 working hours. The desired time frame for this achievement is 5 months. The student must ensure that steady progress is possible within the planned time frame and that progress does not suffer from other time-intensive activities (e.g. difficult exams, professional demands, etc.). The shortest possible, but intensive processing of the task is desirable and in the interest of all involved parties.

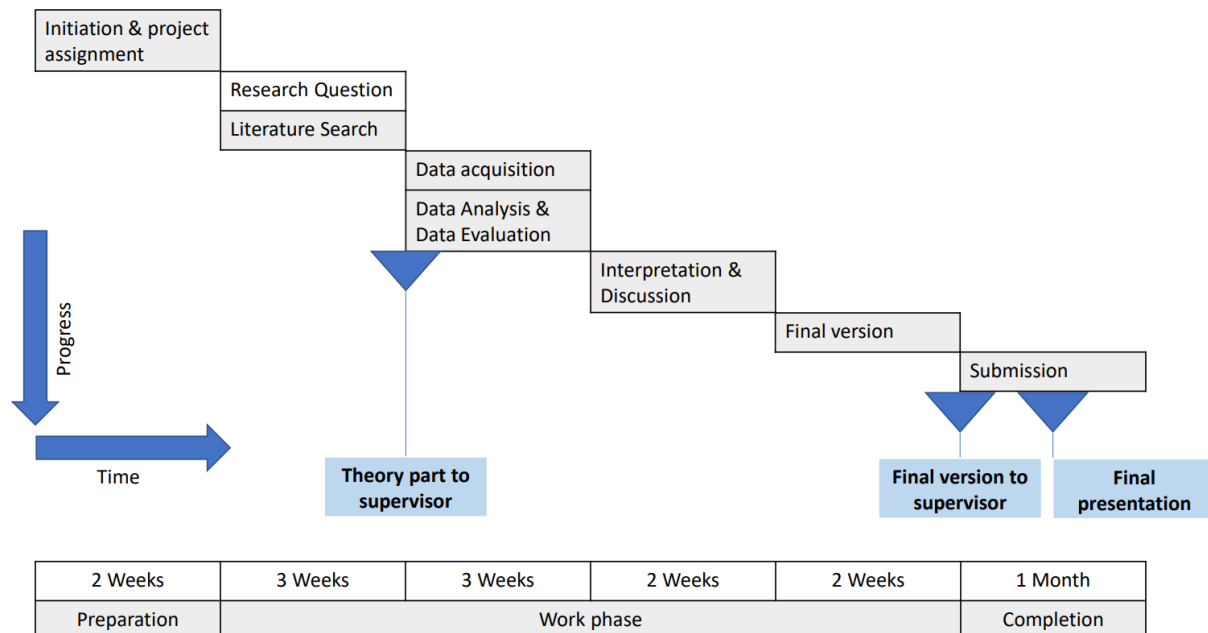


Figure 1: Exemplary chronological course of a bachelor thesis

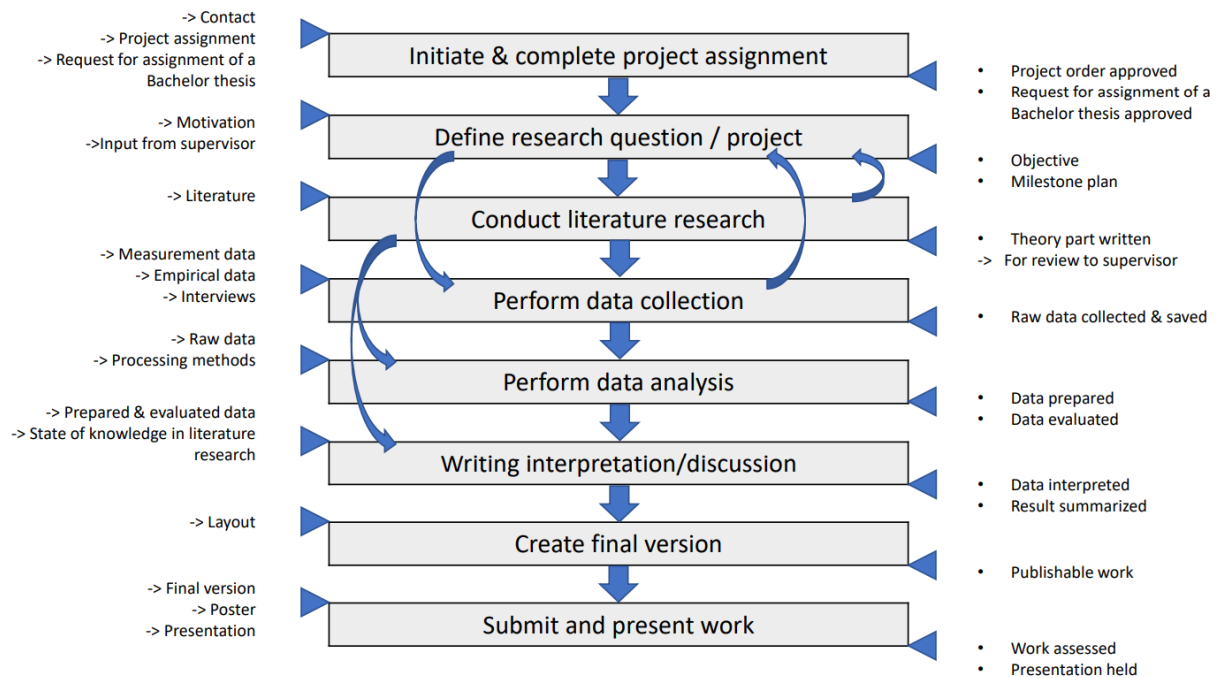


Figure 2: Exemplary procedure of a bachelor thesis

Topic identification

Announced bachelor theses are published on the [institute's homepage](#) as well as on the institute's notice board.

In addition, there is the possibility of an initiative choice of topics. Below you will find the research fields and contact details of the respective staff members. It should be noted that students have no right to write a thesis at the institute. If the topic does not fit into the research fields, or if the resources of the staff are already fully utilized, the supervision of the desired work at the institute is not possible.

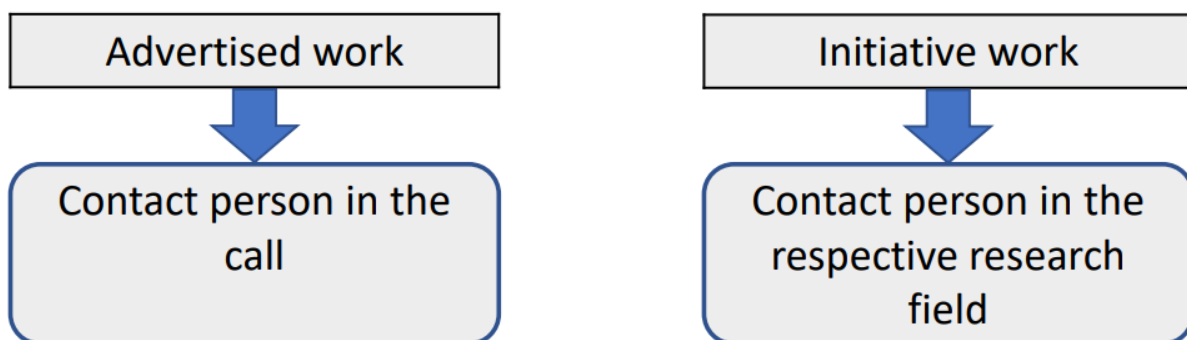


Figure 3: Contact persons for advertised or initiative work

Initial contact originates with the student and should be handled as follows:

An email should be sent to the appropriate contact person with the following content:

- Introduction of the student (CV, Transcript of Records)
- What kind of work is involved?
- What is the current study progress?
- What is the motivation behind the choice of topic?
- Which courses have already been taken at the institute? What was the assessment of these?

List of contact persons:

Dipl.-Ing. Thomas Draschbacher, BSc thomas.draschbacher@tugraz.at	<i>Technology Management</i>
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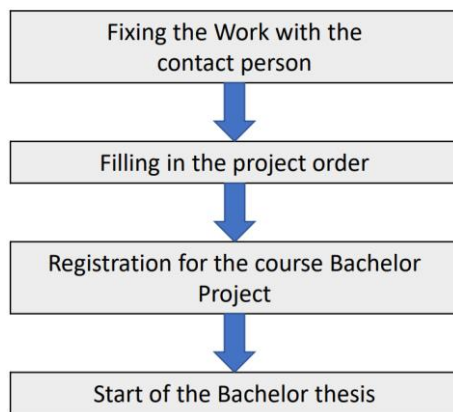
Mag. Elisabeth Maria Stiegler elisabeth.stiegler@tugraz.at	<i>Entrepreneurship</i>
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Martin Glinik, Bakk.rer.soc.oec., MSc martin.glinik@tugraz.at	<i>Entrepreneurship / Business Model Management</i>
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Dipl.-Ing. Camilla Reis, BSc camilla.reis@tugraz.at	<i>Business Model Management</i>
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Dipl.-Ing. Florian Ratz, BSc florian.ratz@tugraz.at	<i>Business Model Management</i>
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Application & Approval



Once the topic has been identified with the contact person or the current supervisor, the project assignment must be completed. The students receive the template for this from their supervisor.

The mandatory registration for the course Bachelor Project is done via [TUGRAZonline](#). The student has to enroll independently in one of the following courses (MB: 372.005; WIMB: 372.006). For students from other fields of study, a separate course will be created if necessary.

Figure 4: Procedure of the application

Work phase

Useful tips for writing a scientific work can be found in the [guideline for academic writing](#). The formal criteria mentioned in the guide are prerequisites for the acceptance of intermediate and final versions of the work. This applies in particular to

- scientific working method and argumentation, as well as
- clean processing including correct spelling, grammar and expression.

Non-compliance with the formal criteria results in delay of the work due to correction loops on the part of the student as well as point deductions in the assessment (see Assessment).

Correction

The supervisors of the papers do not make spelling corrections. The correction of the supervisors is limited to content.

Note: It is recommended to have the work read through and corrected by persons with very good language and grammar skills. This is especially true for theses written in English.

Interim Presentation

The interim presentation takes place in the scope of 15 min presentation + 15 minutes feedback round. The date for this is determined at the beginning of the project in the project application. For presentations the [templates of the institute](#) are to be used.

Final Presentation

The final presentation will be 15 minutes presentation + 15 minutes question and answer session. The date for this is set at the beginning of the project in the project application.

Before the presentation, the final version of the work must be submitted to the supervisor for evaluation. The submission to the supervisor has to be done in time. It is to be taken into account that approximately ten working days must be expected for the evaluation. The time frame for the evaluation is to be coordinated with the supervisor in any case.

Submission of the final version

The submission of the final version will be in printed, as well as digital form. The minimum requirements are:

- Bachelor thesis in final version as pdf file
- 1 piece of bachelor thesis in final version printed, DIN A4, spiral binding is sufficient
- All online and digital sources (e.g. websites, papers, etc.) are to be submitted as pdf-files

Files containing used data, relevant information as well as processing programs must also be submitted in digital form. This applies in particular to sources used. In order to simplify the traceability, special attention must be paid to a meaningful and clear designation of the files.

Evaluation

The evaluation is carried out under the following aspects: Content, procedure, elaboration of the report, presentation.

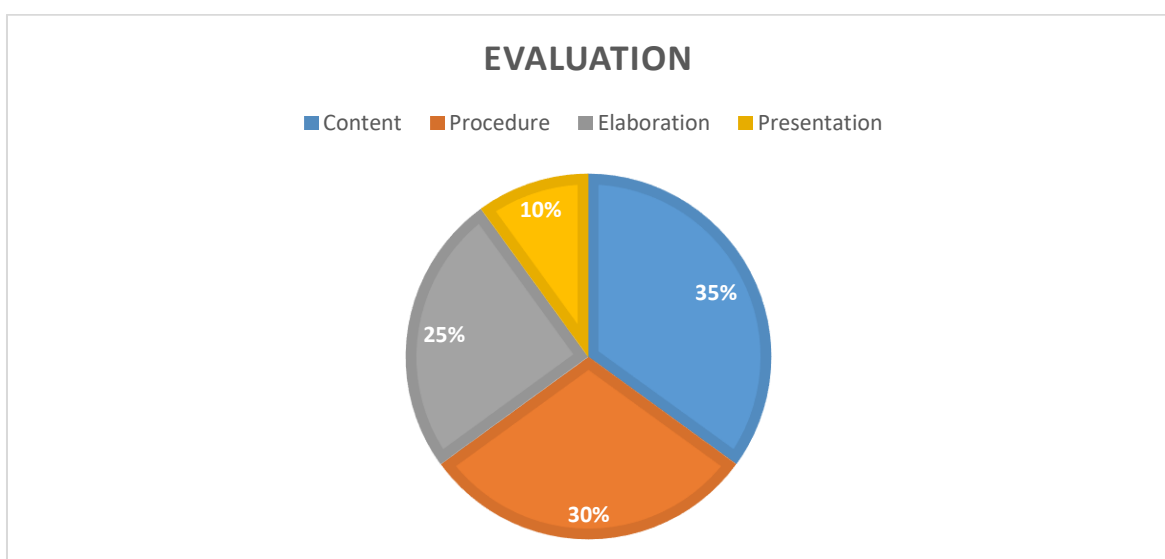


Diagram 1: Shares in the Assessment

The weighting is as follows

- Content (35%)
 - Fulfillment of the objective (10%)
 - Usability of the results (7,5%)
 - Application of theory (literature, methods) to a concrete problem (10%)
 - Ideas (7,5%)
- Procedure (30%)
 - Problem definition (5%)
 - procedural steps (structured work) (7,5%)
 - Independence (7,5%)
 - Scheduling and meeting deadlines (5%)
 - Contacts, reports, meetings (5%)
- Elaboration of the report (25%)
 - Structure of the work (9%)
 - Scientific work (10%)
 - Presentation of text, figures, tables (6%)
- Presentation (10%)
 - Clarity (5%)
 - Commitment to defend the solution (5%)

Institute of General Management and Organisation
Graz University of Technology
Kopernikusgasse 24/IV
A-8010 Graz
<https://www.tugraz.at/institute/ufo/home>

