

Writing Your Bachelor's Thesis

This guide aims at telling you what you need to know if you decide to write your Bachelor's Thesis with me as your supervisor. In a first step, I am going to walk you through the whole process. In a second step, I will provide you with information on what I expect of a thesis at this level, the specific requirements of the different Bachelor's degree programs and on registering for the thesis.

1. The Process

Brainstorming

Sign up for one of my office hours to let me know that you want me to supervise your thesis. We can brainstorm together or discuss ideas that you already have in mind.



Coming up with the Thesis Paper Proposal

Next, you put your ideas into concrete terms and come up with a thesis paper proposal. You will have to look at at least some of your primary sources, research some secondary sources and read them. Your proposal should include a tentative title, a provisional (hypo)thesis, a preliminary structure, the primary sources you want to focus on and some secondary sources. Include two or three bullet points for each chapter you intend to write, telling me what you want to do in this chapter. The proposal will give us an idea if your topic is too narrow or too broad, what your primary sources are, and if your hypothesis is good and arguable.



Discussing your Thesis Paper Proposal

Come to my office hour again to discuss your proposal. Please email it to me a few days before our appointment. This makes it easier for me to give you helpful feedback. At the end of our meeting, we will decide if you should revise your proposal or move on to the next step.



Revising your Thesis Paper Proposal / Starting Research and Writing for Real

Depending on what we decided, your next step will either be a revision of the proposal, or to start researching and writing for real. Note that until you officially register for your thesis, nothing is set in stone. If you encounter problems during the initial writing phase, you can always alter or even change your topic.



Officially Registering for your Bachelor's Thesis

When you've got a hang of your topic, meaning that you did the research, maybe already wrote a couple of pages, and most importantly feel comfortable with your topic, you should officially register for your Bachelor's thesis (see below for the specific requirements of the registration process).



Writing your Bachelor's Thesis

Once you have received a letter from the Prüfungsamt indicating when the thesis is due, your official writing phase begins. Note that you can always schedule more meetings with me if you encounter any problems. If you feel very uncertain, I can give you feedback on some pages that you already wrote. However, I will not be able to read and comment on a whole chapter or the finished draft. I do not have the time for this, and it would be unfair to other students.



Submitting your Bachelor's Thesis

After you completed the writing process, edited it/gave the paper to other people to proofread it for you, and made sure that everything is finalized, you hand your Bachelor's Thesis in as indicated below. Whereas handing in your thesis too late is not acceptable, note that you can of course always submit your thesis earlier (N.B. even handing it in a few weeks or a month earlier is perfectly fine).

2. What Do I Expect?

Most importantly, you do not have to come up with an original idea in your thesis. If you do, that's great but do not pressure yourself. Confirming what other scholars have already said, is perfectly fine. It is important, however, that you do not merely sum up what others have already argued. Instead, you should work with your primary sources yourself and engage critically with your secondary sources. What is most important to me is that you have a clear thesis that you state explicitly in your introduction, argue in your main part and sum up in your conclusion. Finally, I also expect you to format your paper properly, to avoid typos and to quote and list all works that you cite in the correct way.

3. Facts: How Do I Register for the Bachelor's Thesis and How Much Time Do I Have for Writing my Thesis?

a. B.A. Degree Programs

→ B.A. IAS (PO WS 2016/17) and B.A. Anglistik/Amerikanistik (PO WS 2017/18)

- ‘Officially’ (more on that below) you have **10 weeks** to complete your B.A. Thesis
- Your B.A. Thesis should approximately be **30 pages long** (i.e., text without bibliography)

→ B.A. Anglistik/Amerikanistik (PO *before* WS 2017/18)

- ‘Officially’ (more on that below) you have **9 weeks** to complete your B.A. Thesis
- Your B.A. Thesis should approximately be **25 pages long** (i.e., text without bibliography)

b. B.Ed. Degree Programs

→ B.Ed. Englisch (PO SS 2015)

- ‘Officially’ (more on that below) you have **5 weeks** to complete your B.Ed. Thesis
- Your B.Ed. Thesis should approximately be **25 pages long** (i.e., text without bibliography)

I. Registering for the thesis

→ **Before you register**

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| official part | <ul style="list-style-type: none"> • Depending on your degree program, you must have successfully completed the following modules: <ul style="list-style-type: none"> → B.A. Anglistik/Amerikanistik (PO <i>before</i> WS 2017/18): Focus Modules I & II → B.A. Anglistik/Amerikanistik (PO WS 2017/18): Focus Module I (EAS_BA_10) → B.A. IAS (PO WS 2016/17): Focus Modules Themes (IAS_BA_10) & Research (IAS_BA_11) → B.Ed. (PO SS 2018): Advanced Module Literary <i>or</i> Cultural Studies (depending on the focus of your B.Ed. thesis) • You must have reached out to me to inform me about your choice to write your thesis with me • We must have discussed your thesis paper proposal in one of my office hours |
| inofficial part | <ul style="list-style-type: none"> • You should only ‘officially’ register for your thesis once you have started writing and are certain that you will be able to meet the deadline (N.B. since this is inofficial information, you will not find this in your POs) |

→ **Registering for your B.A. Thesis** (this information applies to *all* B.A. degree programs)

- Once you are happy with your topic and how your writing is coming along, you register for your thesis **via the PA**.
- In order to register for your thesis, you first have to fill out the **official registration form** (*you can download the form and all other relevant documents for the registration here: <https://uni-tuebingen.de/de/140962>*)
- After filling out the official registration form, you submit it to the Prüfungsamt via email (pa@philosophie.uni-tuebingen.de). The Prüfungsamt will then check your

registration form and, if you meet the criteria for registering for your Bachelor's thesis (i.e., if you have completed all required modules, see above), will email the registration form to me. Together we will then fill in the title of your thesis.

- Lastly, I have to sign the authorized registration form. The registration process is complete as soon as we submit the final registration with my signature at the Prüfungsamt (pa@philosophie.uni-tuebingen.de).
- The Prüfungsamt will inform you about your deadline via e-mail.
- Note that the title you put on the registration form and the title of your final B.A. Thesis are to be **identical**, meaning that the title cannot be changed again after registration has been completed.)

→ Registering for your B.Ed. Thesis

- Once you are happy with your topic and how your writing is coming along, you register for your thesis **via the PA**.
- In order to register for your thesis, you first have to fill out the **official registration form** (you can download the form and all other relevant documents for the registration here: <https://uni-tuebingen.de/de/140962>)
- After filling out the official registration form, you submit it to the Prüfungsamt via email (pa@philosophie.uni-tuebingen.de). The Prüfungsamt will then check your registration form and, if you meet the criteria for registering for your Bachelor's thesis (i.e., if you have completed all required modules, see above), will email the registration form to me. Together we will then fill in the title of your thesis.
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- The Prüfungsamt will inform you about your deadline via e-mail.
- Note that the title you put on the registration form and the title of your final B.Ed. Thesis are to be **identical**, meaning that the title cannot be changed again after registration has been completed.)

II. Submitting the thesis

- On the day your thesis is due (or earlier) submit one hard copy (“Klebebindung” **only**) (which is to be printed and bound at a copy shop) to my secretary in room 553 of the Brechtbau)
- In addition, you have to mail a PDF version of your final thesis (which has to be **identical** with your hard copy) to both me and the Prüfungsamt (ba-arbeiten@philosophie.uni-tuebingen.de)
- Your thesis has to contain the following:
 - Front matter with **complete header** (name, student ID (Matrikelnummer), semester, degree program, address, date of submission, e-mail address (N.B. please make sure to provide **both** your student and a private e-mail address if you intend to disenroll

from the University of Tübingen, since your student e-mail address will be deleted shortly after your exmatriculation.))

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→ Chapters

→ Works Cited

→ Antiplagiarism declaration (*you can find the text published by the exam office on their webpage here: <https://uni-tuebingen.de/de/140962>*)