

## Bachelor's Theses: Supervision Winter Term 2024

Bachelor students have the possibility to apply for thesis supervision at the institute during the present term. Any thesis supervision is subject to application and available capacities at the institute.

Topics for bachelor's theses to be supervised at the institute are available at the institute's website in a separate document. However, Verena Madner and her team happily accept applications by students who propose a topic of their own, provided it matches the institute's research areas. In any case, students are required to submit their application according to the following information.

## Application and Supervision Process

### 1. Application deadline 16.10.2024, 09:00 CEST

- Please indicate your preferred topic as published on the institute's website. Ideally, indicate a second preference.
- Motivate your choice of topic **convincingly**. For this purpose, substantiate why you want to write a thesis on the selected topic. Indicate which (legal) aspects of the selected topic draw your attention, perhaps also that of existing research. Ideally, identify specific questions that relate to your research interest. In case you have a second topic preference, please equally indicate your motivation for that second topic.

Should your application not relate to a published thesis topic but to a topic proposed by yourself, please motivate your proposal. Establish why you want to write a thesis on this very topic, and highlight the relevant (legal) aspects of the topic, ideally the resulting legal questions you seek to address in your research.

- Please attach a transcript of records to your application.
- Using the subject line "BA WS 2024 – Application [your last name]", send your complete application (topic, motivation, transcript of records) to [bachelorarbeiten.urbanlaw@wu.ac.at](mailto:bachelorarbeiten.urbanlaw@wu.ac.at). We will confirm reception of your application by e-mail.

### 2. Information on your application

You will receive information on whether your application has been successful by **23.10.2024**. If applicable, we will inform you about the topic you have been assigned.

### 3. Kick-off meeting on 25.10.2024 (mandatory)

Students who are offered a place for thesis supervision at the institute will receive crucial information regarding the expectations and requirements for conducting their research at a kick-off meeting (25.10.2024, 9:00-10:30 CEST, location tbd). Importantly, students will receive and discuss information regarding the requirements for their thesis exposé. This exposé is a mandatory requirement for the formal acceptance of your thesis project; for BEE students, for the conclusion of the Bachelor's Thesis Agreement.

In case you no longer wish to pursue a thesis project at the institute, please inform us about your decision immediately. Should you not attend the kick-off meeting without prior information, we will assume that you refrain from writing your thesis at the institute.

### 4. Thesis Exposé

Following the kick-off meeting, you will be required to prepare a thesis exposé. This exposé must include the following sections:

- topic outline (background and motivation, thesis interest),
- research question,
- preliminary thesis structure and indicated working timeline, and
- preliminary bibliography, if applicable also a list of cases

You find information regarding the formal requirements for the exposé and the thesis as well as legal writing and legal research at the end of this document. Please observe this information when producing written content during supervision at the institute.

By **22.11.2024, 09:00 CET**, using the subject line "BA WS 2024 – Exposé [your last name]", please send your exposé to [bachelorarbeiten.urbanlaw@wu.ac.at](mailto:bachelorarbeiten.urbanlaw@wu.ac.at). Should you decide to refrain from writing your thesis at the institute, please inform us immediately. In case you fail to submit your exposé as required, we will assume that you no longer wish to pursue a thesis project at the institute.

### 5. Feedback meeting on 6.12.2024

You will receive feedback on your exposé on **6.12.2024** in a meeting with your supervisor. We will let you know the time slot for your individual meeting in advance. Should your exposé require revisions, you will discuss those with your supervisor. This meeting will also give you the possibility to clarify any open questions with your supervisor.

Once your supervisor accepts your exposé as final, we will proceed with the formal acceptance of your thesis project. For BaWiso and BaWiRe students, the confirmation of supervision is valid for four months. For BEE students, the Thesis Agreement accords with the requirements set by the BEE program.

## 6. Further supervision

Further meetings as part of the supervision process are arranged on an individual basis as necessary.

## 7. Submission of your draft thesis

Please submit your draft thesis by **25.4.2025** to your supervisor. In case you are unable to meet this deadline, please contact your supervisor as soon as possible to discuss possible solutions.

You will receive feedback on your draft thesis within 2-3 weeks of submission. Such feedback will include information on necessary revisions and will indicate possible room for improvements as necessary. Please let your supervisor know if you plan to revise your thesis and, if so, by when you plan to do so.

## 8. Submission of final thesis and grading

Once you have finalized your thesis, submission is possible through learn@WU. Please consult your program's information site for any forms you need as part of the formal submission process. Kindly inform your supervisor prior to your formal submission.

The grading period for bachelor's theses is four weeks from the formal submission via learn@WU.

The [bachelor's thesis guide](#) contains information on submitting your thesis, including grading criteria and forms.

## Formal requirements and additional information

Please follow the information below when conducting your research at the institute:

- **Length**

We accept bachelor's theses between 12,000 and 15,000 words, including footnotes. The bibliography, other lists or formal components do not count towards this word count.

BEE students are expected to submit a thesis between 15,000 and 17,000 words, including footnotes. Mandatorily, their thesis must include a discussion of the indications of their research for legal policy as part of the concluding section of the thesis. Usually, such a discussion will tie in with the background and motivation for the thesis.

- **Citation standard**

First and foremost, please ensure consistency in your citation style throughout your thesis. Note that the consistent and ethical use of citation standards is a central grading criterion at bachelor level.

BEE students and BaWiSo students are free to follow a citation style acknowledged in their field. Please indicate this citation style to allow for consistency checks.

BaWiRe students, please follow *Keiler/Bezemek, leg cit*<sup>4</sup> (2020).

- **Structure**

Please structure your thesis according to the following list style

- I. Heading 1
  - A. Heading 2
    - 1. Heading 3
      - a. Heading 4
        - i. Heading 5

- **Further formal requirements**

- Font size (running text) 12 pt
- Line spacing 1,5
- Margins left and right 2.5 cm
- Running text and footnotes justified

### **Additional information on legal writing and how to conduct legal research independently**

In the course of writing your bachelor's thesis, from the initial idea to finalizing your thesis, any student faces challenges of one sort or the other. As a useful guide for mastering these challenges and finding solutions on your own, we encourage you to consult the following publication:

*Kerschner, Wissenschaftliche Arbeitstechnik und Methodenlehre für Juristen (2022)*<sup>7</sup>.

For German-speaking students, staff at WU's library offers multiple courses on research strategies and the efficient use of library resources. Please consult the library's website for dates for these courses, and any offers in English. <https://www.wu.ac.at/en/library/consultation/library-workshops>.

English-speaking students specifically are advised to consult with their program info point. In any case, staff at WU's library have developed an e-learning site which also provides information on legal research: <https://library.wu.ac.at/bib/fit4research/index.php/en/fit4research-english/>. This offer is also available in German.

In addition, the Student Counselling team is also offering a Bachelor thesis peer group in the winter term 2024/2025 (BESS and BL students). You can find more information on the dates and registration at <https://www.wu.ac.at/en/students/my-program/bachelors-student-guide/bachelors-student-guide-german-taught-programs/volunteering-support-and-honors-programs/student-counselling/peer-groups-for-students/bachelors-thesis>.