
Workflow for Bachelor Theses

1. Registration

- You have been assigned to the LUH Public Finance Institute for your Bachelor thesis.

2. Stud.IP Registration

- Register for the Bachelor Thesis course on Stud.IP.
- Complete the questionnaire regarding your planned starting time and topic preferences at the beginning of the semester.

3. Supervisor Allocation

- Supervisors are allocated based on your preferences. This information will be available on Stud.IP.

4. Contacting Your Supervisor

- Contact your supervisor via email at least 3-4 weeks before your intended start date to arrange a first meeting.

5. Initial Meeting (In Person or via Webex)

- Planning: Discuss and finalize details such as title, topic, start date, and language.
 - Come prepared with a topic suggestion. Your supervisor will help refine or adjust it during the meeting.
 - Alternatively, your supervisor can suggest topics, which you can further explore before deciding.
- Any further clarifications can be addressed in follow-up meetings or via email.

6. Thesis Preparation Event

- At the beginning of each semester (summer/winter), we offer a session on the basics of academic writing for all students writing their thesis at the institute.
- Attendance is highly recommended as questions about formalities, citation methods, etc., will only be addressed during this event.

7. Start of the Bachelor Thesis

- On the starting day, you will receive:
 - The Bachelor Thesis Start Document, including the title, initial literature, and other relevant information.

- The Thesis Registration Form for official registration with the Dean's Office of the Faculty of Economics at Leibniz University Hannover.
- You will be provided with detailed instructions on filling out and returning the forms. The Dean's Office will confirm the processing time via email.

8. Working on Your Thesis

- 14 days after the start, you will have a meeting with your supervisor to present your outline and selected literature for feedback.
- After this meeting, you are expected to work independently, but you can contact your supervisor via email for important questions or request additional meetings if necessary.

9. Thesis Submission

- Submit your completed thesis to the Dean's Office/Examination Office within the agreed timeframe.