
Workflow for Bachelor Theses

1. Registration

- You have been assigned to the LUH Public Finance Institute for your Bachelor thesis.
- Bachelor's theses can be registered at specific times during the assignment period (i.e., in the summer and winter semester of the given year). Please consult the information on our website for the exact registration dates and deadlines (<https://www.fwi.uni-hannover.de/en/teaching/bachelor-and-master-theses>).

2. Stud.IP Registration and Topic Preferences

- You will be automatically enrolled in the Stud.IP course *Bachelor's thesis at the Institute for Public Finance*, where you have access to all important materials and information regarding the organization and process of your thesis.
- Please fill out the questionnaire that we will provide on Stud.IP in March regarding your preferences for the start date and topic. This will help us assign supervisors.

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. Colloquium

- As part of the supervision process, participation in a colloquium is required. During the colloquium, you will present (1) your research question, including its motivation and positioning within the existing academic literature, (2) the methodological approach chosen to address the research question, and (3) the current status of your work.
- A total of 30 minutes is allocated to each bachelor's thesis, consisting of 15 minutes for the presentation and 15 minutes for discussion.
- The colloquium is held together with the other students in the same group. Attendance for the entire colloquium is mandatory. Please refer to the institute's website for the dates assigned to your group.

10. Thesis Submission

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