

## Guide for Bachelor's Thesis from Study Year 2020/21

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#### 1. Topic selection

The topic is agreed upon with the supervisors. The application form "Registration of the topic for the written Bachelor's or Master's thesis" must be completed and submitted to Rosa Blaschek in the Dean's Office with the signatures of the supervisor and the second supervisor (For time of submission, see 8.)

#### 2. Supervisor selection

Each thesis is supervised by two persons: the first supervisor and the second supervisor.

The BA thesis is to be written in the course "Colloquium BA thesis". The lecturer of this course supervises the work or is the second supervisor.

#### 3. Scope and form

- 25 – 30 pages of text (2500 characters per page, including spaces; in total, 62,500 – 75,000 characters)
- Standard font; 1 ½ spacing; 12 pt font size
- Justified main text (hyphenation)
- New spelling according to Duden in the current edition (for German)
- Gender-appropriate language is to be used in all theses. There are a variety of language options, which are chosen by the students in discussion with the supervisors
- To be submitted as a PDF document

#### 4. Declaration

The following declaration must be included on the last page and signed:

*„Hiermit erkläre ich eidesstattlich, dass ich die vorliegende Arbeit selbstständig und ohne fremde Hilfe verfasst habe. Alle Stellen oder Passagen der vorliegenden Arbeit, die anderen Quellen im Wortlaut oder dem Sinn nach entnommen wurden, sind durch Angaben der Herkunft kenntlich gemacht. Dies gilt auch für die Reproduktion von Noten, grafischen Darstellungen und anderen analogen oder digitalen Materialien.*

*Ich räume der Anton Bruckner Privatuniversität das Recht ein, ein von mir verfasstes Abstract meiner Arbeit sowie den Volltext auf der Homepage der ABPU zur Einsichtnahme zur Verfügung zu stellen.“*

*(I hereby declare that I have written this thesis independently and without outside assistance. All passages in this thesis that have been taken from other sources, either verbatim or in spirit, are identified by their origin. This also applies to the reproduction of notes, graphic representations and other analogue or digital materials.*

*I grant Anton Bruckner Privatuniversität the right to make an abstract of my work written by me as well as the full text available for inspection on the homepage of the ABPU.)*

#### 5. Structure of a Bachelor's Thesis

As a rule, every Bachelor's Thesis includes:

- Title page / cover page → see cover page template:  
<https://www.bruckneruni.at/de/studium/studienabschluss/>
- Abstract → Results of the work, aspects that remain open and further questions. The abstract can be placed at the beginning of the thesis or attached in the appendix.
- Contents
- Introduction → Presentation and justification of the topic
- Main body of text → State of research / literature review / research questions. Discussion of individual aspects taking into account the different positions of various authors or collection and analysis of empirical data. The individually listed points apply in particular to Master's theses.
- Summary / Conclusion
- Literature list → Complete list of literature used (in alphabetical order)
- List of sources: Source material that complements the written main part is to be included in the appendices (interviews, sheet music material, image collections).
- Any attachments
- Declaration (see above)

#### 6. Citations

- In principle, the following applies: In a Bachelor's thesis, citations are standardised and follow a common subject-specific convention. The specific citation method is to be agreed upon with the supervisor.
- Translations: Bachelor's theses that have been translated by translators must include their names on the cover page of the thesis. (→ Cover page template)
- Plagiarism: Submitted work will be checked for possible plagiarism. Plagiarised work will be rejected without exception.

- There are numerous internationally recognised citation methods. At the ABPU, no citation method is prescribed. Please contact the supervisor of the thesis to determine the citation method.

## 7. Submission

Printed and digital copies are to be submitted:

### a) Printed copies:

3 copies: for the Dean, the supervisor, and the second supervisor (each receive 1 x bound copy, printed single sided)

- A low-cost binding option is available at the library.
- The examination theses are to be submitted directly to the supervisor and second supervisor, as well as to Rosa Blaschek (Dean's Office).
- Bachelor's theses will be archived in the library.
- Bachelor's theses that have been graded "with distinction" are also placed in paper form in the library (hardbound copy); submission to Rosa Blaschek in the Dean's Office.
- Temporal regulation: see 8. e)

### b) Digital:

- Bachelor's theses are to be submitted digitally to the Dean's Office (PDF file, without CV and contact information) no later than 1 week before the defensio date. → [dekanat@bruckneruni.at](mailto:dekanat@bruckneruni.at)
- Together with the submission, an abstract (pdf file, max. 15 lines, Arial 12) must be sent by email to: [dekanat@bruckneruni.at](mailto:dekanat@bruckneruni.at)  
This abstract, like the full text, is made publicly available by the university and refers to the bachelor's thesis catalogued in the library.
- When submitting the thesis, it must be accompanied by the signed declaration on the submission of a thesis.

## 8. Time frame and administrative process

### a) Notification of topic to Rosa Blaschek, Dean's Office (application form "Registration of the topic for the written Bachelor's or Master's thesis")

- Notification of topics in the course of enrolment for the 6th semester of the Bachelor's degree programme.

### b) It is recommended to attend the colloquium for BA theses at least two semesters before the planned completion.

### c) The registration for the defensio requires the approval of the finished thesis by the supervisors.

Therefore, it is strongly recommended to allow sufficient time for the assessment by the first and second supervisors and to discuss the schedule with the supervisors.

### d) The defensio usually takes place circa 1 month after registration.

### e) Timing for the submission of the bound copy of the thesis to the supervisor, second reader and the Dean's Office:

Supervisor: 4 weeks before the planned defensio

Second supervisor: 3 weeks before the planned defensio

Dean's Office: 1 week before the defensio, printed and in digital (pdf) form

### f) Timing for the submission of digital copy of the thesis:

Bachelor's theses must be submitted digitally to the Dean's Office (PDF file, without CV and contact information) at least 1 week before the defensio. → [dekanat@bruckneruni.at](mailto:dekanat@bruckneruni.at)

g) Special regulations for a defensio at the beginning of the respective Winter semester:

- By 31 July at the latest, the submission of the work to the Dean's Office must be notified in writing by e-mail to Ms Blaschek. (rosa.blaschek@bruckneruni.at).
- The deadline for the submission of the finished work must be agreed upon personally with the supervisor and the second supervisor in good time.
- The defensio must have taken place by 5 October at the latest if the Master's degree programme is to be started in the Winter semester. If the defensio is carried out after the deadline, it is not possible to start the Master's programme in the winter semester! (Deadline for the Summer semester: 5 March)
- In order to complete the degree programme in the Summer semester, the defensio must be completed within the grace period (in November at the latest). Otherwise, an application for a semester repetition or extension must be submitted to the study office during the examination period and the tuition fee for the Winter semester must be paid.

## 9. Grading scale

The assessment of the written thesis and the associated oral examination (Defensio) is carried out according to the following grading scale:

„Mit ausgezeichnetem Erfolg bestanden“ (passed with distinction)

„Mit sehr gutem Erfolg bestanden“ (passed with good success)

„Mit Erfolg bestanden“ (passed)

„Nicht bestanden“ (not passed)

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