

## Guidelines for bachelor theses

These guidelines apply starting October 10, 2017. They replace former guidelines from 2012 and 2013 and adapt them to the current curriculum.

This document should be given to the candidate in the first meeting with the instructor.

Current rules (Studienplan/curriculum):

§ 6 (2)

*Die Bachelorarbeit ist im Rahmen einer prüfungsimmanenten Lehrveranstaltung im Rahmen der Module C.2 oder D aus dem Bereich Volkswirtschaftslehre zu verfassen. Bei der Erstellung der Bachelorarbeit gelten die auf der Website des SSC veröffentlichten Richtlinien.*

This means that the bachelor thesis must be written in a course with continuous assessment, and that this must be an economics course. On the SSC website we find:

*The bachelor's thesis is a "term paper" that has to be written as part of a course with continuous assessment. ... In the degree programs in Economics and Statistics ..., the bachelor's thesis takes the form of an additional paper written in a course with continuous assessment. The lecturer will grade the thesis. (Please refer to the curriculum to see the eligible courses).*

*Once you have decided to write a bachelor's thesis as part of a certain course, please inform the lecturer about it and submit the form for the grading of bachelor's theses.*

*Form: (in German): Confirmation of a bachelor's thesis (Bestätigung über das Verfassen einer Bachelorarbeit) (in German)*

Summary: Students write one bachelor thesis in an economics elective course that has continuous assessment. It is not advisable to postpone writing Bachelor theses to the end of the study, as courses offered can change and not having written Bachelor theses can prevent students from obtaining their bachelor degree.

The following rules and recommendations specifically apply to bachelor theses written in the economics program.

- 1) Instructors are encouraged to supervise bachelor theses, provided that the candidate fulfills their stated set of requirements: e.g. at least "Befriedigend (3)" in mid-term. If a candidate has difficulties being accepted he/she should approach the vice SPL.
- 2) Bachelor theses are supervised by the full-time faculty of the University of Vienna or in other cases by permission granted from the vice SPL.
- 3) The topic is chosen by the student together with the instructor and must be related to the respective course.
- 4) Topic can be: (a) policy related- e.g. addressing specific question based on literature review; (b) empirical study (using statistics/econometrics); or (c) theoretical model. It is encouraged to focus on options (b) and (c), i.e. on empirical studies or on theoretical work.
- 5) The thesis has 5 ECTS, and the workload should be slightly more than that of a two-hour weekly course. It should be doable within 6-8 weeks.
- 6) The thesis should be between 20 and 30 pages (excluding tables, figures, references)
- 7) Supervisor and student should interact to decide topic and methods. When student hands in first draft, the supervisor reads draft and gives student suggestions for improvements. Grade based on final version.
- 8) Timing: During the course student approaches instructor. The thesis should be finished by the latest 2 months after the end of the course (i.e. end of March for winter term, end of August for summer term).
- 9) The bachelor thesis should be graded by the instructor; however this grade will not appear anywhere alone. If both the course and the BA thesis receive a passing grade then the final grade should incorporate both of these grades, the BA thesis should count 30-50 % of course grade. If the BA thesis receives a failing grade then the final grade will only consist of the course grade and the BA thesis will not be accepted. If the course receives a failing grade then the BA cannot be accepted and the final grade will consist only of the course grade.

10) Multiple use of a bachelor thesis for different studies/different universities is strictly forbidden. At the beginning of thesis there has to be an affidavit (eidesstattliche Erklärung) that the bachelor thesis has not been used somewhere else.

Vienna,

6.10.2017

Vice SPL for Economics