

Guidelines for Bachelor (Undergraduate) Thesis

INTRODUCTION

This document the Thesis Guidelines for Students at EUROPEAN BUSINESS UNIVERSITY, adopted by the EBBA faculty and approved by the Academic Council on December 2020

Writing an undergraduate thesis can be a rewarding academic experience, but it can also be stressful and challenging, especially if it is the longest piece of academic work that you've written. This document will guide you through the process, explaining formal procedures and providing you with helpful hints. It is of utmost importance that you read this document thoroughly and well ahead of your intention to formally register as a thesis-writing student.

Before beginning your thesis project, we suggest that you also review EBU's Student Handbook.

REQUIREMENTS

1. All core major requirements must be completed prior to registering for the thesis.
2. Attendance at Research Seminars, guest lectures, and other academically oriented events during your studies is strongly encouraged. Research Seminars and related events will be announced on the EBU Student Area under Events.

RESEARCH TOOLS & UNIVERSITY SUPPORT

THE e-LIBRARY

As you begin to research and plan your thesis, it is crucial that you are familiar with the full array of research tools available to you. Subsequently, we recommended that students schedule a research consultation with your supervisor who will acquaint you with available resources on your subject, including both electronic and hardcopy sources. The library also offers useful materials on research methodology and academic writing.

THE PROCESS

FIND A SUPERVISOR

You will need to find a thesis supervisor, as the department will not assign one for you. A supervisor must have at least a master's degree in the field and be a member of our faculty. Approximately two or three terms before you intend to register for thesis credit hours, you need to start approaching eligible faculty members with your ideas about a thesis topic. From as early in your studies as possible, you should listen closely to suggestions about possible research topics in your courses. Instructors may mention that certain issues are worth researching in more depth, some areas have not been researched sufficiently, or particular studies could be replicated for a new region, different circumstances, etc.

As soon as you have found a faculty member willing to supervise your thesis, you should schedule an appointment with that faculty member.

The thesis duration is 6 months from the date of the official registration. After registering you receive an email containing the binding deadline.

BACHELOR (UNDERGRADUATE) THESIS PROPOSAL FORM

The expected length of the proposal is determined by your supervisor. It is your responsibility to submit the proposal early enough so as not to jeopardize the registration process.

Your proposal and Bachelor (UG)Thesis Proposal Form must be submitted to your supervisor, who will review and forward them to the department coordinator(s). The department head will grant final approval. Absent a proposal approval, you cannot continue the process, i.e. your thesis credits will not be registered. The department coordinator(s) will register you. Please ensure that you and your supervisor identify a second reader for your project. While there is no defense presentation for undergraduate thesis projects, a second reader will review your final paper (in addition to your supervisor).