



Bachelor Thesis Guide: From registration to submission

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Bachelor thesis registration process in FB05

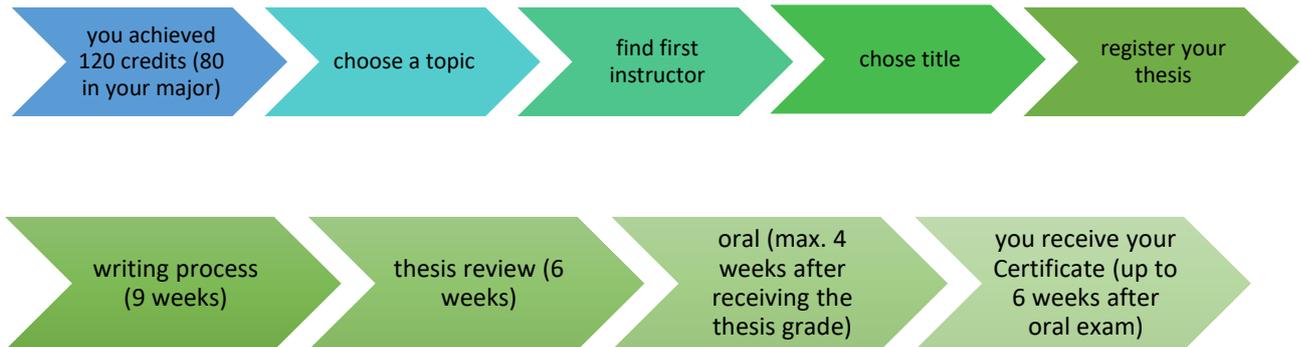
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Bachelor of Arts



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Credits required

You can register your bachelor thesis as soon as you have achieved a total of **120 Credits** . Of these 120 credits, at least **80 must have been earned in your major**. Since credits are only credited after the completion of the module, only credits from already completed modules can be considered.

Choose a topic and a first instructor

Once you have achieved the necessary credits, you can choose a **topic**. Once you have a topic, you must ask one of your lecturers to supervise you while writing your thesis. This lecturer will then be your first instructor and advisor. Please inform yourself in advance on the department's website about the focus of the respective lecturers. It makes sense to ask someone for supervision who is familiar with your topic. Prepare

an initial project outline or a written synopsis before contacting or talking to the first supervisor. This is a useful basis for discussion to specify the topic.

In addition, you must ask another lecturer to evaluate your work as a second instructor. One of these lecturers must be a habilitated professor or a university professor or a junior professor, and a member of the department 05. Your first instructor can recommend a second instructor, but you have to ask for the second instructor yourself. The first examiner will also conduct the oral examination with you.

Choose a title

Once you have found a first examiner for your thesis, discuss the **exact title** of your thesis with him or her. You must give this title when you register for the Bachelor's thesis; afterward, it is difficult to change the title. Editorial changes may be allowed, but if you wish to change the content, permission must be obtained from the primary instructor. **The title on the title page of your thesis must be identical to the title in your registration.** If it is not, the thesis cannot be accepted. This title will also appear in your Bachelor's degree certificate and in the Transcript of Records. Therefore, the title should already be formulated and agreed upon with your first instructor. It is also advisable to keep the title concise in order to leave yourself room for change in the topic.

Thesis registration

The topic of the Bachelor's thesis must be confirmed by the first instructor with signature and date of issue of the topic before registration. To do this, fill out the first page of this registration form: [Anmeldung Bachelorarbeit \(BAPO\)](#), with your first instructor. The date is necessary to determine the submission deadline of your work. This date must not be older than one week when you submit the forms. After determining the topic, submit the registration form to the second instructor for signature. Occasionally, the primary instructor will pass the form to the secondary instructor for signature. It is still your responsibility to make sure that both instructors are aware of the registration and sign promptly. If information is missing on the documents, it can be submitted to the registrar's office. However, the registration can only be processed when all information is complete. To register your Bachelor thesis, either send the signed document in paper form by mail to the registrar's office or drop it in the mailbox in person.

The postal address of the registrar's office of FB 05 is:

Prüfungsamt FB 05

Johannes-Gutenberg-Universität Mainz

D 55099 Mainz

It is also still possible to send the application by mail to the responsible administrator. When doing so, put Ms. Velten in the CC. She will then confirm via e-mail whether

you have achieved the necessary credits and whether you are eligible for the examination. If you submit your Bachelor registration in person or by mail to the registrar's office, still ask Ms. Velten via email to confirm your credits and examination eligibility. Page three of the registration form does not need to be additionally submitted to the Department Studies Office.

You can register the bachelor's thesis at any time during the semester, even during the semester break.

Writing process

As soon as you have submitted the Registration to the registrar's office, the responsible administrator will send you **a confirmation of registration** via e-mail. Please check all details again upon receiving it! In this letter, you will be informed about the exact **submission date** of the bachelor thesis. Usually, you have 9 weeks after registration to write the bachelor thesis.

Formal requirements

Use the following formal specifications as a guide when writing your Bachelor's thesis. Prepare a **cover sheet**. A sample cover sheet of the FB05 can be found [here](#). Each thesis requires a table of contents and, if applicable, a list of figures and tables or a list of abbreviations. The length of the Bachelor's thesis is usually **30 pages**. If necessary, discuss the number of pages with your first instructor. Write your text in **Times New Roman font, font size 12 and a line spacing of 1.5**. Leave a margin of **3 cm on the left and a margin of 2.5 cm on all other sides**. The page number and your last name should be noted in the top right-hand corner of the header on each page, beginning on the introduction, according to **MLA** standards. Documentation and bibliography are also prepared according to the current edition of the MLA Handbook. Each paper must also include by a **written statement** that the paper was written independently and that no sources or aids apart from those indicated were used. A form of this statement can be found [here](#).

Extensions and doctor's note

Please submit your bachelor thesis by mail as a PDF to your administrator in the registrar's office. Two additional printed and bound copies of the bachelor thesis must then be submitted by the deadline. In the case of postal delivery, the postmark counts as the date of receipt. **The deadline for submission is 11:59 p.m.** on the submission date. The work must include a written statement: [Erklärung zur Eigenständigkeit der Arbeit](#). This statement confirms that the work has been written independently and that no other aids than those indicated have been used. If the work is not submitted on time without recognizable reasons (such as illness), it will be graded as "failed". If you fail, your thesis can be repeated once.

If you should become ill during the processing time, an **extension of the submission deadline** is possible. To report sick, submit an original doctor's note of illness to the registrar's office or fill out the [Attestformular](#) within three working days after the beginning of the illness. A 'certificate of work incapacity' (what you would usually get from your doctor) is not sufficient. Even if you have not yet been able to obtain the doctor's note, it is a good idea to contact the registrar's office in advance via email. Sick days cannot be given retroactively, but you can submit the doctor's note later. In case of other incidents, please report as soon as possible and provide evidence.

Thesis review

After you submit your work, your instructor s will assess it and agree on a grade. This grading process takes approximately 6 weeks. You will receive your grade from the registrar's office on Jogustine.

Oral exam

Four weeks after you have been officially notified of the grade of your bachelor thesis, your oral examination will take place. You will also receive feedback on your bachelor thesis together with the invitation to the oral exam via email. You must also register for the oral examination.

The registration for the oral final examination is filed with your [administrator](#) in the registrar's office, preferably by e-mail, at least 2 weeks before the agreed examination date. After the grade has been announced in Jogustine, you have 4 weeks to take the oral exam. You should register at the registrar's office at least two weeks before the scheduled examination. To do so, fill out the registration form: [Meldung zur mündlichen Abschlussprüfung BA](#). You will again receive notification via email. Oral exams may also be offered as a remote exam, as long as all involved parties agree. It is recommended to arrange a date for the oral examination as well as the examination topics with the first instructor 4 weeks after submission of the Bachelor's thesis.

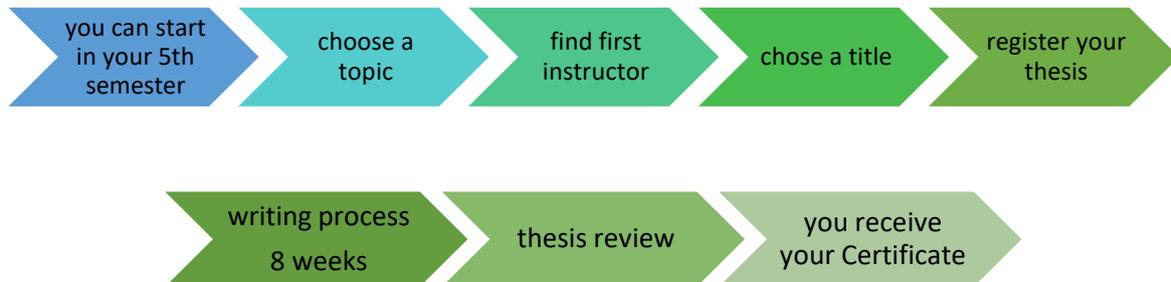
Bachelor Certificate

After the oral examination in the final module, the registrar's office will contact you and ask whether all achievements in the major and supplementary subjects have been submitted. Only when you have confirmed this to the registrar's office, the certificate can be issued and handed out after checking the data and obtaining the signatures. This can take up to 6 weeks.

While you are completing your Bachelor's examination, you can already start studying in the Master's program. However, it is worth noting that you must have received your Bachelor's degree at the end of the first Master's semester.

If you earned your bachelor's degree at another university, you must submit a certified copy of your bachelor's degree certificate to Student Services.

Bachelor of Education



Outline:

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Prerequisites

You can register your Bachelor thesis as soon as you are in your **5th Bachelor semester**. There is no longer a minimum number of credit points required for registration or a registration obligation based on the completion of all modules! You must register for your Bachelor's thesis for the first time by the end of your sixth year of study (12th semester). Otherwise, you will be considered to have failed your Bachelor's thesis for the first time (§ 4 Para. 2 POLBA) and you will be asked to attend an academic advising session. The teaching-related focus (at JGU only teaching at secondary schools and business education) is declared when you apply for the topic. This means that you declare with the application that you choose to focus on teaching at secondary schools.

Choose a topic and instructors

Once you have achieved the necessary credits, you can choose a **topic**. Once you have a topic, you must ask one of your lecturers to supervise you while writing your thesis. This lecturer will then be your **first instructor and advisor**. Please inform yourself in advance on the department's website about the focus of the respective

lecturers. It makes sense to ask someone for supervision who is familiar with your topic. Please note that the instructors must be lecturers in the field of study you choose for the paper. Prepare an initial project outline or a written synopsis before contacting or talking to the first supervisor. This is a useful basis for discussion to specify the topic.

In addition, you must ask another lecturer to evaluate your work as a **second instructor**. One of these lecturers must be a habilitated professor or a university professor or a junior professor, and a member of the department 05. Your first instructor can recommend a second instructor, but you have to ask for the second instructor yourself. You propose your topic in consultation with the first examiner and fill out this application form: [Ausgabe des Themas der Bachelorarbeit](#).

Choose a title

In this application you include, among other things, the exact **title** of your work. Please enter the title neatly and readably in the application form. A subsequent change of the title confirmed in the application form is not intended. The title on the title page of your paper must be identical to the title in your application. If it is not, the thesis cannot be accepted. Moreover, this title will also appear on your Bachelor's degree certificate and Transcript of Records. Therefore, the title should already be formulated and agreed upon with your first instructor.

The HPL will adopt the title of the Bachelor thesis exactly as it is requested by you on the application form. This also applies to highlighting, italics, etc. If you notice an error afterward, you should contact us immediately via e-mail so that the error can be corrected.

Thesis registration

You submit the application either in person during office hours, by dropping it in the HPL mailbox, or by mailing the original to the HPL.

The HPL's mailing address is:

Hochschulprüfungsamt für das Lehramt
Johannes-Gutenberg-Universität Mainz
Jakob-Welder-Weg 20
55128 Mainz

If your instructor agrees, the topic will be assigned to you via the HPL via mail. The deadline and submission modalities are specified in this notification. Read the notification thoroughly. **Check all the information again!** In this letter, you will be informed about the exact submission date of the Bachelor's thesis.

You can register your Bachelor's thesis at any time during the semester, even during the semester break.

Formal requirements

Use the following formal specifications as a guide when writing your Bachelor's thesis. Prepare a **cover sheet**. A sample cover sheet of the FB05 can be found [here](#). Each thesis requires a **table of contents** and, if applicable, a list of figures and tables or a list of abbreviations. The length of the Bachelor's thesis is usually **30 pages**. If necessary, discuss the number of pages with your first instructor. Compose your text in **Times New Roman font, font size 12 and a line spacing of 1.5**. Leave a **margin of 3 cm on the left and a margin of 2.5 cm on the right, top, and bottom** when handing in the paper. The page number and your last name should be noted in the top right-hand corner of the header of each page, beginning with the introduction, according to MLA standards. Documentation and bibliography are also prepared according to the current edition of the **MLA Handbook**. Each paper must also be accompanied by a **statement** that the paper was written independently and that no sources or aids apart from those indicated were used. A form of this statement can be found [here](#).

Submission and extensions

According to the examination regulations, you have **8 weeks** to write your Bachelor thesis after registration. The date on which the signature of the first instructor was set in the application is important to determine the deadline for submission of your thesis. This date must not be older than three business days when the forms are submitted. The signature of the second examiner can be submitted later. To do this, ideally make a copy before submitting the original, have the second examiner sign on it as soon as possible, and drop the copy in the HPL mailbox immediately.

On the last day of the processing period at the latest, submit the work in three copies, bound, to the HPL either in person during office hours or by dropping it in the HPL mailbox at the building. Postal delivery is also possible. Please make sure that the postmark is clearly readable, as this counts as the date of submission.

An **extension** of the 8-week deadline is only possible before the end of the deadline upon request and only in justified individual cases, for example when you get sick. The application „[Attestvorlage für Prüfungen in den Bildungswissenschaften oder Master-/Bachelorarbeit](#)“ must be submitted in original no later than 3 days after the start of illness. In case of other incidents, report as soon as possible and provide evidence.

Failure to meet deadlines for submission of the Bachelor's thesis will result in a failing grade (Section 15, Paragraph 10 POLBA). In case of e.g. illness, the processing time

of the thesis can be extended by a maximum of 8 weeks. The certificate form must be submitted to the HPL immediately.

If you fail the **repetition** of the bachelor thesis is possible once. If a Bachelor's thesis is not passed, the student must apply within six weeks for a new topic with the same examiners of the first attempt in the same subject. The usual application form: [Anmeldeformular](#) is used for this purpose. If this does not happen, a topic will be assigned. If you encounter any problems, please contact the HPL immediately.

Final failure in the Bachelor's thesis leads to the loss of eligibility for examination in the Bachelor of Education in the chosen subject combination.

You must remain enrolled in the B.Ed. program at least until the date of submission of the BA thesis and may not be on leave of absence. You do not have to be enrolled for revision and certificate deadlines.

Thesis review

When planning the time schedule, please consider a six-week correction period in addition to the eight-week processing time, as well as six weeks for the issuing of the certificate documents. This is especially true if you need to submit the transcript documents by a specific date (e.g., the last day of the first M.Ed. semester). [More information here.](#)

The HPL sends the papers on to the instructors. After completion of the revision, the instructors send the work including the evaluation back to the HPL. The HPL then informs the candidates about the result in Jogustine and by grade notification.

There is no oral examination.

As a guideline, you can remember: If you have a problem, report it to the HPL too early and too often rather than too late or not at all. The HPL homepage provides the most important information. In addition, please note the information on the second page of the application.

Bachelor Mainz/Dijon

Graduates of the Mainz/Dijon bachelor's degree who complete their bachelor's thesis in FB05 follow the procedures described above, depending on whether they are pursuing a degree of Arts or of Education. Nevertheless, the registration is done via separate documents:

Anmeldung Bachelorarbeit (BAPO Mainz-Dijon)

Meldung zur mündlichen Abschlussprüfung BA Dijon

It should also be noted that with the Bachelor of Arts for Mainz/Dijon students, there is no credit point requirement. In any case, a consultation should take place in the Dijon office and with your responsible administrator in FB05.

Useful Sources

Websites of the registrars offices:

Mainz, Johannes Gutenberg-Universität. Prüfungsamt FB05 | Fachbereich Philosophie Und Philologie. 29 Mar. 2023, www.fb05.uni-mainz.de/aktuelles-aus-dem-pruefungsamt/

Mainz, Johannes Gutenberg-Universität. Hochschulprüfungsamt für das Lehramt. 29 Mar. 2023, www.hpl.uni-mainz.de/

Guides to academic writing:

Graff, Gerald, Cathy Birkenstein, and Cyndee Maxwell. *They say, I say: The Moves That Matter in Academic Writing*. Gildan Audio, 2014.

Modern Language Association of America. *MLA Handbook*. Ninth edition. The Modern Language Association of America, New York, 2021. (or: current edition)

Murray, Rowena. *How to write a thesis*. McGraw-Hill Education (UK), 2017.

Turabian, Kate. *A Manual for Writers*. 7th Ed. U of Chicago P. 2007.

Tyson, Lois. *Critical Theory Today: A User-Friendly Guide*. 2nd ed. New York: Routledge, 2006.