

Information on the interim meeting of the bachelor's thesis

At about **half of the completion time** we usually schedule an **interim meeting** to talk about your bachelor's thesis. This meeting should be set up **four (maybe five) weeks at the latest after the application** of the thesis at the "Prüfungsamt".

A couple of days before the meeting, please send a document to your adviser containing the following:

1. (Preliminary) Table of contents of your bachelor's thesis
2. Abstract/Short-summary
3. Commented syllabus of your list of references

Please define the exact date of the meeting with your adviser of the chair. If you want, we can schedule this meeting at an earlier point in your completion time of the bachelor's thesis. Of course, you can ask questions, which come up before or after the interim meeting, via **e-mail** or arrange an **additional meeting!**

1. (Preliminary) Structure of your bachelor's thesis

Please prepare a table of content such as you would present it at the beginning of your thesis. The following points could help you building a table of content:

- The main structure of your table of content should follow a "introduction – main part – conclusion"-schema.
- All topics, which are relevant for the discussed problem in your bachelor's thesis, should be contained.
- Subjects/Topics, which are not relevant for the discussed problem, shouldn't be contained.
- All subpoints should be assigned to the right main-/toppoints.
- The subpoints should explicate/concretize the corresponding main-/toppoints.
- The bullet points of the table of content should be meaningful and inform about the content of the corresponding chapter.
- The order of the bullet points should have a logical structure, which builds a comprehensible link between the chapters.
- To develop this structure, the following technique can help:
 - a. Formulate a question for each (sub-) chapter, which should be answered by this part.
 - b. Read the questions sequentially according to the right order.
 - c. Consider, if this order makes sense.

2. Abstract/Short-summary

Write a short summary of your (planned) thesis, which is concise. This summary should not be longer than **100 to 200 Words**.

- Formulate the quintessence and try to reflect the content of the whole text in one sentence. Write down the Subject/ the Problem that will be discussed in your thesis, the central conclusion of your main part.
- Explain central aspects, which should fulfill a specific function in terms of your quintessence. Leave out all the information, which are not necessarily required.
- The summary should be understandable without properly reading the text. It should point out what the thesis is about and give an **overview over the central argumentation steps**.

3. Commented syllabus of your list of references

State the three most important references, which you will quote (except the provided and recommended papers). Format these references in the way that you will do it in your thesis. **Comment** each of these references **shortly** with the following bullet points:

- Why did you choose this reference? (e.g. the reference is a basic paper, which got quoted by many other papers dealing with the same topic; your main article is based on this paper; this paper contains new results of research for your topic; ...)
- On which aspect of the reference will your thesis refer, or which point of the reference provides input for your thesis?
- How relevant do you think this reference will be for the research to your topic? How would you estimate this relevance?