

## Organizational procedure and deadlines

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- **Bachelor thesis:**

- Your application for a bachelor thesis at our chair is done via the central allocation procedure of the Faculty of Economic Sciences.
- Students who select Business Taxation as their Priority 1 must also send their current grade report and registered exam information to [steuerlehre@uni-wuerzburg.de](mailto:steuerlehre@uni-wuerzburg.de).
- Please note the requirements for an admission to the Thesis: According to the FSB for the subject Economics of 20.10.2015 in the version of the amendment statute of 29.03.2023, § 8 para. 3 you must have acquired at least 100 ECTS credits.
- After the exam period, a WueCampus2 course room will be set up and you will be automatically enrolled in it.
- A short period of time later, a list of topics will be published. After publication, we ask you to inform us within approx. 2 to 3 weeks of three topic requests in order of priority, as well as the expected time period (not binding) in which you would like to complete your thesis.
- After the end of the period, the chair will assign the topics. We try to take your preferences into account as much as possible. At this time, you will also be assigned a supervisor from the chair team.
- Subsequently, the processing period is determined individually in consultation with your supervisor. The official processing period is 8 weeks.
- We offer fixed office hours where your considerations and questions can be discussed together. These will be announced after topic assignment in the WueCampus2 course room.
- Please note that you must submit your thesis to the examination office by the end of the 8 weeks (*see guidelines, chapter 9*).
- The page count is 22 – 30 pages (*see guidelines, chapter 6.1*).

## Organizational procedure and deadlines

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- **Bachelor seminar paper (see guidelines, chapter 12)**
  - Your application for a bachelor seminar paper at our chair is done via the central allocation procedure of the Faculty of Economic Sciences.
  - After the exam period, a WueCampus2 course room will be set up and you will be automatically enrolled in it.
  - A short period of time later, a list of topics will be published. After publication, we ask you to send us three topic requests in order of priority within approx. 2 to 3 weeks.
  - After the end of the period, the chair will assign the topics. We try to take your preferences into account as much as possible. At this time, you will also be assigned a supervisor from the chair team.
  - Within the first weeks of the lecture period of the semester, we invite all candidates to an exposé presentation (see guidelines, chapter 11.3). Here you are required to present a first outline, your literature found and evaluated so far, and your research question. The chair team will discuss your draft with you. In addition, no supervisory meetings are scheduled prior to the exposé presentation.
  - On the day of the exposé presentations, your **4-week** processing period begins. Please note that you must submit your seminar paper to your supervisor by the end of the processing period according to the specifications described in the **guidelines**. A digital submission is sufficient.
  - After submission of the Bachelor seminar paper, we invite all candidates to a final presentation (see guidelines, chapter 11.4). In the course of this, you will present your results.
  - The bachelor seminar consists of the exposé lecture, a separate seminar paper (10 to 15 pages) and a final lecture.
  - In order for your grade to be posted successfully, you must register for the seminar independently in WueStudy. This can be done at any time up to the deadline of the seminar work.
    - Exam number: 323268/340107
    - Exam name: »Ausgewählte Probleme der Betriebswirtschaftlichen Steuerlehre«
  - In the past, we have made the experience that writing a seminar paper is a good exercise and important experience for the bachelor thesis. You will receive feedback on form and content with the correction of the seminar paper, which will be helpful when writing the thesis. Therefore, we recommend that you participate in the bachelor seminar.

## Organizational procedure and deadlines

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- **Master-Seminar:**

- Your application for a master seminar paper at our chair is done via the central allocation procedure of the Faculty of Economic Sciences.
- After the exam period, a WueCampus2 course room will be set up and you will be automatically enrolled in it.
- A short period of time later, a list of topics will be published. After publication, we ask you to send us three topic requests in order of priority within approx. 2 to 3 weeks.
- After the end of the period, the chair will assign the topics. We try to take your preferences into account as much as possible.
- At this time, you will also be assigned a supervisor from the chair team. This normally happens before the lecture period begins.
- Within the first weeks of the lecture period of the semester, we invite all candidates to an exposé presentation (*see guidelines, chapter 12.3*). Here you are required to present a first outline, your literature found and evaluated so far, and your research question. The chair team will discuss your draft with you. In addition, no supervisory meetings are scheduled prior to the exposé presentation.
- On the day of the exposé presentations, your **8-week** processing period begins.
- Please note that you must submit your seminar paper to your supervisor by the end of the processing period according to the specifications described in the guidelines (*chapter 9*).
- After submission of the master seminar paper, we invite all candidates to a final presentation. In the course of this, you will present your results.
- Based on the three performances, the exposé, the seminar paper and the final presentation, we finally assign the seminar grade.
- In order for your grade to be posted successfully, you must register for the seminar independently in WueStudy. This can be done at any time up to the deadline of the seminar work.
  - Exam number: 312870/341910
  - Exam name: »Aktuelle Probleme/Themen der Betriebswirtschaftlichen Steuerlehre«
- The page count is 22 – 30 pages (*see guidelines, chapter 6.1*).

## Organizational procedure and deadlines

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- **Master thesis:**

- Your application for a Master's thesis at our chair is made via the central allocation procedure of the Faculty of Economic Sciences.
- Please note the requirements to be admitted to the Master's thesis: According to the FSB for the subject Management from 13.01.2016 in the version of the amendment statute from 18.07.2018, § 8 para. 1 you must have acquired at least 60 ECTS credits.
- Please contact our secretary's office (Ms. Brigitte Kunz, contact details: <https://www.wiwi.uni-wuerzburg.de/lehrstuhl/bwl5/startseite/>) to arrange an appointment with Professor Kieseewetter.
- In an initial meeting, you can talk freely with Professor Kieseewetter about possible topics. You should think in advance about your knowledge and interests and also about possible topics.
- Subsequently, you are required to deal with the submitted proposals within a period of several weeks and to carry out more in-depth research.
- Approximately 4 weeks after the first meeting, you will have a second meeting with Professor Kieseewetter to agree on the specific topic of the Master's thesis. You can then also clarify any questions that have arisen in the meantime.
- On the day of the second meeting, we will register your thesis with the examination office. The official processing period of 6 months begins.
- Approximately 6 – 8 weeks before the end of the processing period, we invite all Master's thesis candidates to an interim presentation. During this presentation, you will present the status of your work. We will give you feedback on this and discuss together how you can use the remaining processing time most effectively.
- Please note that you must submit your thesis to the examination office by the end of the 6-month processing period in accordance with the requirements of the examination regulations (*see guidelines, chapter 9*).
- The page count is 60 – 80 pages (*see guidelines, chapter 6.1*)