

Guideline for final theses

Zulassungsarbeit

Basic information

- Students studying *Lehramt* have to complete a *Zulassungsarbeit* to be admitted to the First State Examination (*Erste Staatsprüfung*, LPO I); students studying English can write their *Zulassungsarbeit* in TEFL.
- You should agree on a topic with your supervisor approx. one year before registration to your First State Exam (§29 LPO I). There is no official registration with the examination office.
- **language:** English
- **grading:** Your supervisor grades your thesis (grades 1-6) and you will receive a written *Gutachten*. You will receive your official grade with your First State Exam. Please contact your supervisor to get additional feedback.
- useful link: https://www.gesetze-bayern.de/Content/Document/BayLPO_I-29
- You can find all forms of the examination office on [this website](#).

Submission

- The deadline for the submission of your *Zulassungsarbeit* is **1 February** (if you plan to take the First State Exam in autumn) or **1 August** (if you plan to take the First State Exam in spring). In agreement with your supervisor, the deadline can be extended to 1 April (autumn turn for the First State Exam) or 1 October (spring turn for the First State Exam). Please note that the supervisor does not necessarily have to agree to this extension.
→ **relevant form:** “Zustimmung zur Gewährung eines Nachtermins”
- **length:** 15.000-20.000 words (max.); approx. 50-70 pages (excluding references and appendix)
- **format:** Hand in two print copies (*Klebebindung, gerne doppelseitig gedruckt!*) and one digital version together with the relevant forms from the examination office to your supervisor in person (who confirms having received the thesis).
→ **relevant forms:** “Aufkleber für die Zulassungsarbeit” (Please make sure you select the correct school type!), “Gutachtenformular”, “Empfangsbestätigung” an das Prüfungsamt
- Hand in your final thesis in **digital format** (with all appendices, e.g. coded data, anonymized interview transcripts etc.) by sending the files with a file transfer service (e.g., *WeTransfer*, *Workupload*, *Dropbox*) to your supervisor via email. Please do **not** attach the documents to an email as the files are too large. You do **not** need to include a CD-ROM or a USB stick with your thesis submission. Sending it digitally via email through a file transfer service is sufficient.

Bachelor/Master thesis

Basic information

Length (excluding the references and the appendix):

- **Bachelor thesis:** 9.000-12.000 words (max.); approx. 30-40 pages
- **Master thesis:** 20.000-25.000 words (max.); approx. 70-90 pages

Berufliche Bildung (BEd/MEd)

- You can find all the relevant information online:
<https://www.uni-bamberg.de/berubi/studium/abschlussarbeiten/> (BeBi)
<https://www.uni-bamberg.de/pruefungsamt/abschlussarbeiten-informationen-zur-anmeldung-und-abgabe/> (Prüfungsamt)
- **Steps:**
 - 1) Find a supervisor and agree on a topic. For your master's thesis, you also need a second supervisor.
 - 2) Register for your thesis (stating your name, *Matrikelnummer*, *Studiengang*, *Prüfer*in*) through the *Prüfungsamt* via email (beruflichebildung.pruefungen@uni-bamberg.de). They will send you a form to fill in. Send this to your supervisor and they will pass it on to the *Prüfungsamt*.
 - 3) Write your thesis within three months (BEd) / six months (MEd).
 - 4) Hand in your two (BSc) / or three copies (MSc) of your thesis (*Klebebindung, gerne doppelseitig gedruckt!*), including digital versions (on CD or USB glued to your copies) at the *Prüfungsamt*.
 - 5) Additionally, hand in your final thesis in **digital format** (with all appendices, e.g. coded data, anonymized interview transcripts etc.) by sending the files with a file transfer service (e.g., *WeTransfer*, *Workupload*, *Dropbox*) to your supervisor via email. Please do **not** attach the documents to an email as the files are too large.
 - 6) Your supervisor has three months to correct your thesis.

Wirtschaftspädagogik / WiPäd (BSc/MSc)

- You can find all the relevant information online:
<https://www.uni-bamberg.de/wipaed/studium/waehrend-des-studiums/seminar-und-abschlussarbeiten/> (WiPäd)
- <https://www.uni-bamberg.de/pruefungsamt/abschlussarbeiten-informationen-zur-anmeldung-und-abgabe/> (Prüfungsamt)
- **Steps:**
 - 1) Find a supervisor and agree on a topic.
 - 2) Register for your thesis (stating your name, *Matrikelnummer*, *Studiengang*, *Prüfer*in*) through the *Prüfungsamt* via email (sowi.pruefungen@uni-bamberg.de). They will send you a form to fill in. Send this to your supervisor and they will pass it on to the *Prüfungsamt*.
 - 3) Write your thesis within two months (BSc) / four months (MSc).
 - 4) Hand in your two (BSc) / or three copies (MSc) of your thesis (*Klebebindung, gerne doppelseitig gedruckt!*), including digital versions (on CD or USB glued to your copies) at the *Prüfungsamt*.
 - 5) Additionally, hand in your final thesis in **digital format** (with all appendices, e.g. coded data, anonymized interview transcripts etc.) by sending the files with a file transfer service (e.g., *WeTransfer*, *Workupload*, *Dropbox*) to your supervisor via email. Please do **not** attach the documents to an email as the files are too large.
 - 6) Your supervisor has three months to correct your thesis.

All theses

Supervisor

- You should contact a potential supervisor (e.g. via email) **approx. one year in advance** and you should ideally have attended one or more of their seminars.
- It is at the discretion of the supervisor whether or not a short abstract/outline is requested in advance and whether or not they have the capacity to supervise your project.
- **Do not miss the opportunity to receive feedback and get in touch with other students writing their final theses!** You are therefore required to attend the **TEFL research seminar** to discuss your thematic focus and/or the progress of your thesis.
- You must stick to agreed deadlines and arranged meetings; the supervision may otherwise be terminated prematurely.

Topic and methodology

- You should discuss the topic with your supervisor. You can make suggestions depending on your research interests or participate in a current TEFL project (topics are suggested in the TEFL Research VC). If you are interested in topics listed there, please contact the corresponding lecturer.
- possible topics: a relevant TEFL/ELT topic related to your chosen school type (e.g., primary, secondary, vocational schools) and research interests
- The research methodology may, for instance, comprise an analysis of data, interviews (with teachers), a textbook/materials analysis, a compilation and analysis of a text corpus, the development, implementation, and analysis of a teaching project. Please note: Empirical projects at schools require approval by the Bavarian Ministry of Education!
- If you conduct an empirical study yourself, make sure you are familiar with the basics of research ethics, such as obtaining informed consent before conducting your study (see TEFL Research VC).
- Theory-practice links are important in TEFL theses, which means you can develop teaching materials, lesson sequences, and/or discuss practical implications – depending on your topic.
- Regardless of the topic, you should always consult
 1. thematic literature (related to your thematic focus – see TEFL reading list) *and*
 2. literature on your research methodology (see **TEFL Study Guides** in the VC).

Structure and formal requirements

- Depending on your thematic focus and your research methodology, your thesis will have its individual structure. Your thesis should have a short and precise title that mirrors the thematic focus (and methodology). This guideline can provide a first basis:
 1. **Introduction** (*approx. 2 pages*)
→ topic of your thesis, context, relevance and motivation, main goals, structure
 2. **Theoretical background** (*approx. 30-40% of the main part of your thesis*)
→ literature review, previous research findings, research gap
 3. **Study design** (*approx. 10-20% of the main part of your thesis*)
→ research questions, methodology: data collection and analysis
 4. **Findings and discussion** (*approx. 30-40% of the main part of your thesis*)
→ main findings using figures and tables where appropriate, critical analysis, comparison to previous research, limitations of the study
 5. **Practical implications / examples / lesson sequence** (*approx. 2 pages, depending on your focus*)
 6. **Conclusion** (*approx. 2 pages*)
→ summary of your project and ideas for future research in the field
 7. **References** → make sure to cite according to the TEFL style sheet (APA)
 8. **Appendix** → e.g., transcripts, lesson plans, lists, etc.
- The indicated length/page numbers will vary in your thesis depending on its focus; the indications above are merely a rough guideline.
- Make sure you choose short but very clear and precise headings. Each main section (apart from the Introduction and Conclusion) should have sub-sections (2.1, 2.2 etc. – at least two each).
- Make sure to read the TEFL style sheet thoroughly (→ *Downloadbereich* on the [website of the TEFL department](#)). It comprises detailed information on formal requirements (e.g., word count).

Assessment criteria

The following criteria are applied for the assessment of final theses:

- content (accuracy, relevance, suitability, comprehensibility)
- analysis and argumentation (discussion, use of logical argument, coherence, critical reflection)
- structure and writing (clarity of layout and structure, use of headings, articulation of arguments, precision, accuracy, economy of writing, use of scientific language, correctness)
- referencing and bibliography (evidence of reading, correct and consistent citation style, correct attribution of sources, complete and accurate bibliography, completeness of appendix)
- creativity, originality, individuality (variety of concepts/tasks, originality of the approach, suitability for the selected teaching/learning context)