



Guideline for final theses

Basic information

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 research methodology

- You should discuss the **topic** with your supervisor. You can make suggestions depending on your research interests and your chosen school type (e.g., primary, secondary, vocational schools) 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.
- The **research methodology** may, for instance, comprise an analysis of data, interviews (with teachers, pre-service teachers at university), 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 primary and secondary schools require approval by the Bavarian Ministry of Education!
- If you conduct an empirical study, 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. This rough 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 (APA7)
 8. **Appendix** → e.g., transcripts, lesson plans, lists, etc.

- The indicated length/page numbers will vary in your thesis depending on its focus.
- Make sure you choose short but very clear and precise headings. Each main section (apart from the Introduction and Conclusion) should have sub-sections (i.e., 2.1, 2.2 etc.).
- 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)

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 it 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 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

- deadlines: **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 have to agree to an 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). Please **fill in ALL relevant forms before submitting it!**
→ **three relevant forms:** “Aufkleber für die Zulassungsarbeit” (Select the correct school type and stick this onto your thesis!), “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.

Zulassungsarbeit als Bachelorarbeit anerkennen / anrechnen lassen

- Eine Anerkennung der Zulassungsarbeit als Bachelorarbeit ist möglich.
- **Prozedere:** Sprechen Sie die Anrechnung und ein geeignetes Thema frühzeitig mit Ihrem/Ihrer Betreuer/in ab. Für eine Anrechnung einer Zulassungsarbeit in der Fachdidaktik Englisch sollten Sie eine weitere Person des Instituts (außerhalb der Fachdidaktik) kontaktieren, die das Thema fachlich bestätigt. Das Thema soll einen

deutlichen Bezug zur Linguistik/Literatur-/Kulturwissenschaft haben, um dementsprechend für ein „Teilgebiet“ angerechnet werden zu können.

- **Antrag:** Zur Anrechnung müssen Sie nach Fertigstellung der Zulassungsarbeit einen formellen Antrag ausfüllen ([Formular](#)) und beim Prüfungsausschuss einreichen. Die Zulassungsarbeit muss hierfür bereits bewertet und das Gutachten/die Note vorhanden sein.

Bachelor/Master thesis

Anrechnung/Anerkennung der Zulassungsarbeit als Bachelorarbeit: s. oben.

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 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. 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 (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. Do **not** attach the documents to an email as the files are too large.
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