# General information about writing a bachelor thesis

This document intends to help students that consider writing their thesis in the area of Financial Accounting and Auditing with their decision.

## Who should write his/her thesis with us?

If you are interested in writing your thesis with us, you should have a strong interest in empirical research in accounting. You should have a profound understanding of financial accounting, either under national accounting standards (e.g. German HGB) or International Financial Reporting Standards (IFRS). Empirical research means analysing data. Since the thesis contains a substantial empirical part you should have good knowledge of standard statistical procedures. Moreover, you should have good knowledge of Microsoft Excel and/or statistical programs like Stata, SPSS or SAS.

Please note that theses in our team can only be written in English.

## Formal application procedure

The thesis is normally written during the 6th semester of the study's program and must be completed within 3 months.

At the Faculty of Business Administration and Economics theses are allocated through a central web-based system. If you want to apply for writing your thesis with Prof. Kosi and her team, you will have to do it via this central system. More detailed information as well as deadlines for the procedure can be found here. This information is only available in German. If you are not a native speaker and need some help, please send an email to abschlussarbeiten@wiwi.upb.de or contact Ms Steffens (annette.steffens@uni-paderborn.de).

When applying via the central system, you will indicate your preferences. The system will consider the preferences to the best possible extent and allocate students to professors. If you will be allocated to our team, we will contact you via email within 4-6 weeks.

**Important**: The central web-based procedure aims to make sure that every student will get an opportunity to write the thesis with one of the professors but it does not replace the official registration for the thesis!

## Assignment of a topic

Once students are assigned to our team and before the start of the 3-month period, we will announce a list of potential topics. Students will be asked to state their preferences for the topics, and we will then assign a topic to each student. Our webpage offers some information about past topics. If a student has his/her own idea for a thesis, he/she should prepare a research proposal and discuss it with us. If the topic is suitable, the student can write a thesis on this topic. The 3-month period for writing the thesis

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will start soon after an introductory meeting. During the meeting, we finalize the topic distribution and inform you about any organisational requirements and the basics of academic writing. All students will start writing their thesis on the same date.

**Important**: You will have to officially register for your thesis via Paul. You can find a guideline for the registration here. Please hand in the application form (Zulassungsformular) shortly after the introductory meeting. For further reference on rules set by the University of Paderborn regarding the thesis see the exam regulations of your study's program.

## Writing process

After the introductory meeting, you should spend three months independently working on your thesis. There will be two presentations where students present their progress, have the opportunity to ask questions and receive feedback. The first presentation will be scheduled after four to six weeks and will take approximately 10 minutes. The second presentation will be scheduled three to four weeks before the deadline and will take approximately 20 minutes. The presentations will not be graded but they represent a great opportunity to get feedback on current progress and discuss any questions. After the final presentation, students have time to finalize the thesis. Within the 3-month period, students can arrange meetings with the assigned supervisor and discuss additional questions about the thesis. The thesis should be no longer than 6,000 words (including the main text from introduction to conclusion) and is expected to be submitted on time.

For additional information on how to write a thesis, please see further guidelines on our webpage.