ANTON BRUCKNER PRIVATUNIVERSITÄT
STUDENT SERVICE DEPARTMENT (Section Exam Management)
Alice-Harnoncourt-Platz 1, A-4040 Linz
T +43 732 701000 260
E studienabschluss@bruckneruni.at | W www.bruckneruni.at

Guide for Bachelor's Thesis

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1. Topic selection

The topic is agreed upon with the supervisors. The application form "Anmeldung des Themas zur schriftlichen Bachelorarbeit" must be completed and submitted to **studienabschluss@bruckneruni.at** with the signatures of the supervisor and the second reader (for time of submission, see 7.) With the topic registration you determine the content of the thesis. The title on the other hand will be specified in the course of completing your thesis.

2. Supervisor selection

Each thesis is supervised by two persons: the first supervisor and the second reader.

The BA thesis is to be written in the course "Colloquium BA thesis". The lecturer of this course supervises the work or is the second reader.

3. Scope, form and language

- 25 - 30 pages of text (per page 2500 characters incl. spaces; 62,500 - 75,000 characters in total).
- Standard font; 1 ½ line spacing; font size 12 pt
- Justified main text (hyphenation)
- The thesis can be written in German or English
- New spelling according to Duden in the current edition (for German)
- Gender-sensitive language must be used in all theses. There are a variety of linguistic options, which are chosen by the students in consultation with the supervisors. The use of the gender clause is not permitted.
- Submission as PDF document

4. Structure of a Bachelor's Thesis

As a rule, every Bachelor's Thesis includes:

- Title page / cover page → see cover page template (Names should be listed with academic titles): https://www.bruckneruni.ac.at/en/academics/information/graduation/final-thesis
- Abstract → The research question, the material studied and, if applicable, the results of the work. The abstract must precede the work, directly after the cover page. It is recommended to include the abstract in both German and English.
- Dedication, if applicable
- Foreword, if applicable
- Table of contents
- Introduction → Presentation and justification of the topic, research question, overview of the structure of the thesis and the approach as well as the literature and sources.
- Main body of text → State of research / literature review / questions. Discussion of individual aspects considering the different positions of various authors or collection and analysis of empirical data.
- Summary / Conclusion → Summary or in-depth reflection on the results of the work, if necessary, aspects that remained open and further questions
- Literature list → Complete list of literature and sources used in alphabetical order by author's last name; common bibliographic form after consultation with the supervisors.

- List of figures
- List of tables
- Material that complements the written main part is to be included in the appendices (interviews, sheet music material).
- The affidavit is **NOT** part of the thesis. Theses with a signed affidavit will **NOT** be accepted for data protection reasons. This applies to both digital and printed versions.

5. Citations

- In principle, the following applies: In a Bachelor's thesis, citation is uniform and follows a common subject-specific convention. No citation method is prescribed at the ABU. Please contact the supervisor of the thesis to determine the citation method.
- Plagiarism: Submitted theses are checked for possible plagiarism. Plagiarized work will be rejected without exception.

  Plagiarism is theft of other people's intellectual property. It is not harmless and can even result in legal consequences, including damages and fines!

  The consequences for ABU students and graduates are as follows:
  - ➔ Rejection of the work ("Not passed") without the possibility of rectification.
  - ➔ in the case of subsequent discovery, the annulment of the assessment
  - ➔ Withdrawal of all assessments (certificates) obtained on the basis of the work in question.
  - ➔ Writing a new paper with a new topic (only possible if you are still enrolled at the time the plagiarism is discovered).

  This also applies to self-plagiarism!

6. Guidelines on Academic Integrity at ABU

The Guidelines on Academic Integrity at ABU can be found at https://www.bruckneruni.ac.at/en/research/research/academic-integrity. Here you will find important information on good scholarly practice.

7. Submission

a) Digital copies:

- Bachelor's theses are to be submitted as PDF files to **studienabschluss@bruckneruni.at** at least 1 week before the date of the defensio.
- The following documents must also be submitted to **studienabschluss@bruckneruni.at**:

  - **Abstract** - see format template at:
    https://www.bruckneruni.ac.at/fileadmin/user_upload/02_Studienservices/Dokumente_Studienservice/Studienabschluss/Abschlussarbeit/Template_Abstract_BA_MA.docx
    This abstract, like the full text, is made publicly available by the university and refers to the bachelor's thesis catalogued in the library.

  - **Declaration of submission of a thesis**:
    https://www.bruckneruni.ac.at/fileadmin/user_upload/02_Studienservices/Dokumente_Studienservice/Studienabschluss/Abschlussarbeit/Erklaerung_zur_Einreichung_einer_Abschlussarbeit_BA_MA_DOK_EN_und_DE_kombiniert.pdf

  - **Confirmation of the statistical survey https://uhstat2.hochschule.at**:
    Completing the statistical survey UHStat2 at the end of your studies is an obligation according to the University and Higher Education Statistics and Educational Documentation Ordinance (UHSBV). After submitting the data, please print out the confirmation and send it as a PDF-file to studienabschluss@bruckneruni.at.

b) Printed copies - **only** if graded "with high distinction":

- Bachelor theses that have been graded "with high distinction" are additionally placed in the library in paper form (hard-bound copy, single-sided printing (if the thesis exceeds 51 pages, it may be printed double-sided)); Please hand in the hard copy at the “Studienservice” mailbox at the Infopoint in the foyer of the university.
- An inexpensive binding option is available in the library.

c) Supervisors and/or second readers may request printed copies in addition to a digital copy; this is to be discussed with the supervisor and second reader in person.

8. Time frame and administrative process

a) The topic (form "Registration Bachelor Thesis" https://www.bruckneruni.ac.at/en/academics/information/graduation/forms) has to be handed in at the Dean's Office or sent by e-mail during the enrolment for the 6th semester of the Bachelor programme. → **studienabschluss@bruckneruni.at**

b) It is recommended to attend the colloquium for BA theses at least two semesters before the planned completion.

c) **The registration for the defensio requires the approval of the finished thesis by the supervisors.**

Therefore, it is strongly recommended to allow sufficient time for the assessment by the first and second supervisors and to discuss the schedule with the supervisors.

Just the approval of the thesis by the supervisor alone is not sufficient, the student must request a defensio appointment by e-mail. Otherwise, NO appointment will be coordinated! → **studienabschluss@bruckneruni.at**

d) The defensio usually takes place 3-4 weeks after registration. Defensio appointments requested too late will not be accepted.

e) Timing of the submission of the digital copy of the thesis to the supervisor, second reader and the Dean's Office:

Supervisor and second reader: Clarify the schedule for any feedback loops and the submission of the final version of your thesis with the supervisor and second reader in good time.

Dean's office: at the latest 1 week before the defensio the final version of the thesis has to be sent as PDF to

→ **studienabschluss@bruckneruni.at**

f.) Special regulations:

- The deadline for the submission of the finished work must be agreed upon personally with the supervisor and the second reader in good time.
- The defensio must have taken place by **5th October** at the latest if the Master's degree programme is to be started at the Anton Bruckner University in the winter semester. For enrollment in the Master's program, all courses must be graded and any necessary credit transfers completed by 5th October.

  - If the defensio is carried out shortly before October 5th, meaning that enrollment in the Master's program can only take place during the late registration period, a late registration fee will be charged.
  - If the defensio is carried out after October 5th, it is **not** possible to start the Master's programme in the winter semester!

  If you would like to start a Master's programme at another university, you must complete the defensio **by the beginning of July** at the latest in order to receive all documents for enrolment at the other university by the deadline.

- Officially, the summer semester ends at the end of September. In order to formally complete the degree programme in the summer semester, the defensio must be completed within the grace period of the

following winter semester (in October at the latest). Otherwise, the tuition fee for the winter semester must be paid on time.

- Officially, the winter semester ends at the end of February. In order to formally complete the degree programme in the winter semester, the defensio must be completed within the grace period of the following summer semester (in March at the latest). Otherwise, the tuition fee for the summer semester must be paid on time.

Please note that it can take up to 4 weeks for the diploma to be issued (this may be longer during the holidays / course-free periods).

9. The Defensio

The defensio takes place in the form of an examination discussion in which the candidate explains aspects of the content of the work and comments on critical questions posed by the committee (duration approx. 30 minutes including discussion and announcement of results).

The committee consists of the responsible Dean and the two supervisors.

10. Grading scale

The assessment of the written thesis and the associated oral examination (Defensio) is carried out according to the following grading scale:

„Mit ausgezeichnetem Erfolg bestanden“ (passed with high distinction)

„Mit sehr gutem Erfolg bestanden“ (passed with distinction)

„Mit Erfolg bestanden“ (passed with merit)

„Nicht bestanden” (failed)

Dagmar Schinnerl, M.A. MSc
Dean of Pedagogical and Artistic-Scientific Studies

Assoz.Univ.Prof Guido Baehr
Dean of Performance Studies

Schuhmann Eva, M.A.
Head of Department Student Service