

Information sheet Bachelor thesis

(Only applies to the research field of operating technology („Betriebstechnik“), system planning (“Systemplanung”) and human-machine interaction („Mensch-Maschine-Interaktion”)

Due to the Data Protection Regulation (DSGVO), which was introduced on the 25th of May 2018, you are obliged to use the TU-Wien email address (eXXXXXX@student.tuwien.ac.at) exclusively for communication between you and the IMW staff. The IMW reserves the right to not respond to email requests from external addresses.

A bachelor's thesis means practising the scientific methods previously learned in the degree programme for analysing, problem-solving embedded in the field of technology, in a written form. As part of the familiarisation with the subject field and the background of the bachelor's thesis topic, as well as the literature research, students learn to obtain the information necessary to enter new fields. The submission of the thesis, approved by the supervisor, leads to the acquisition of the academic degree "Bachelor of Science". For writing a bachelor's thesis, we expect familiarity with the topic as well as good grades in the courses of our institute. We try to offer Bachelor thesis supervision to as many students as possible, but we must reserve the right to decline due to capacity reasons. The scheduled duration of a bachelor's thesis is approx. 3 months at 20h/week. The Department ("Fachbereich") of Operating Technology ("Betriebstechnik") and System Planning ("Systemplanung") reserves the right to cancel the bachelor's thesis if it is not completed and graded within 6 months. There is no minimum number of pages for the bachelor's thesis. The essential criteria are the scientific structure and the content.

Possible approaches to writing the bachelor's thesis:

There are the following options for writing a thesis at the Institute of Management Sciences, Department of Operations Technology and Systems Planning: Working on a topic assigned by the institute (option 1) or an external topic (option 2). In the case of a topic assigned by the institute, the content comes from us, and the thesis is also written at our institute. The student writes the entire thesis with our formal, scientific, and content-related support. In the case of an external topic, the student writes the paper with the formal and scientific support of the TU Vienna (ensuring scientific quality).

Bachelor thesis procedure

1. At the beginning of the Bachelor thesis

Before starting the Bachelor thesis, the student is recommended to attend the seminar "Scientific Work" („Wissenschaftliches Arbeiten“). The dates of the seminar can be found under the course itself:

- 330.175 – Industrial Engineering SE (3 ECTS)
- 330.180 – Logistics Management SE (3 ECTS)
- 330.182 – Project Work Production and und Logistics Management PR (5 ECTS)

After that, the students must decide between the options one or two for the realisation of the thesis. Depending on the outcome of this decision, two different paths emerge for the students.

Option 1:

The students select a vacant bachelor's thesis on the IMW homepage and send an e-mail request to wiss.arbeitenBTSP@tuwien.ac.at to get in contact with the supervising person in terms of administration and content. The students then contact this supervisor on their own and arrange an appointment for a kick-off meeting. During the initial meeting with the supervisor, the general framework, content, objectives, and timeline of the Bachelor thesis are discussed. If the student has decided to write the thesis, he/she must inform wiss.arbeitenBTSP@tuwien.ac.at immediately.

Option 2:

The student contacts the supervising person in terms of administration and content with the external topic and arranges an appointment for an initial meeting. During the initial meeting with the supervisor, the general framework, content, objectives, and timeline of the Bachelor thesis are discussed. If capacity is available and the external topic is relevant to the subject, the supervision can be taken over by our institute.

After going through option 1 or option 2, the students must draft an exposé. The PDF template for the exposé can be found on the IMW homepage at: <https://www.tuwien.at/mwbw/im/bt/lehre/bachelorarbeiten>. Different exposés will not be accepted. The student then sends the completed exposé to the supervising person by e-mail and asks for review and signature. The supervising person confirms the formal correctness and completeness of the content with his/her signature.

After the exposé has been signed, the students fill out the form TISS entry ("TISS Eintrag") based on the contents of the exposé. The PDF template for the TISS entry form can be found on the IMW homepage at: <https://www.tuwien.at/mwbw/im/bt/lehre/bachelorarbeiten>.

In the last step, the student forwards the signed exposé and the TISS entry to wiss.arbeitenBTSP@tuwien.ac.at and requests an entry in TISS. After one week, the bachelor thesis can be viewed in TISS under "my work" and the selected bachelor thesis disappears from the announcements on the IMW homepage. Now the students can start with the bachelor thesis.

2. During the bachelor thesis

After the students have sent the signed exposé and the form for the TISS entry to wiss.arbeitenBTSP@tuwien.ac.at, the students must take care of the organisation of the kick-off event. To do this, the students send an email request to the supervising person and arranges an appointment. During the kick-off event, the next steps and milestones are discussed and defined (in written form). After the kick-off event, the student sends the supervisor the discussed next steps and milestones in the form of an email and asks for confirmation. After the supervisor has given the confirmation, the realisation phase begins, in which the student works through the work packages or carries out the next steps.

All further coordination meetings between the students and the supervisor must take place in the same way as the kick-off event.

3. To the end of the bachelor thesis

Once the Bachelor thesis is completed, students must send their Bachelor thesis in PDF format to their supervisor for final review and grading. After the final review and grading, the supervisor sends the final bachelor thesis, the grade of the bachelor thesis, the student's matriculation number and the name of the student to wiss.arbeitenBTSP@tuwien.ac.at. At the same time, students must also have the TISS entry updated. To do this, students must download the PDF template for the "TISS entry" form again, fill it out again and send it to wiss.arbeitenBTSP@tuwien.ac.at by e-mail. The PDF template for the TISS entry form can be found on the IMW homepage at: <https://www.tuwien.at/mwbw/im/bt/lehre/bachelorarbeiten>. This is necessary because the contents may change in the course of the work.

After wiss.arbeitenBTSP@tuwien.ac.at has received the final bachelor thesis, the grade of the bachelor thesis, the student's matriculation number, the name of the student and the newly completed document TISS Entry, wiss.arbeitenBTSP@tuwien.ac.at enters the grade in TISS and transmits the grade.

No further activities are required/possible on behalf of the IMW after this. Students must contact the Dean's Office with any further questions regarding the receipt of the bachelor's certificate or the degree.