HUMBOLDT-UNIVERSITÄT ZU BERLIN

Institute of Accounting and Auditing
Checklist for the thesis writing process
Version: 11 February 2013

1. Attend the seminar

The Institute of Accounting and Auditing is offering a bachelor and a master seminar. Students who successfully complete the bachelor seminar "Seminar Rechnungswesen und Wirtschaftsprüfung" or the master seminar "Accounting Research Seminar" are eligible to write a bachelor thesis or master thesis in accounting at the institute of accounting and auditing. The seminars will provide students with the theoretical background as well as with the practical skills to successfully address a normative or institutional accounting research question. Students have to apply for the seminars. More information about the application procedure is available on the webpage of the institute.

2. Before registering your thesis project:

a. Tell us your **potential thesis topic and your time horizon** for writing. Based on that, we will allocate an examiner and a supervisor to you.

b. Your supervisor will ask you for a **short research proposal**. This proposal is supposed to provide us and you with a clear idea of the scope, the focus, and potential limitations of your thesis project. Prepare the proposal as follows:
   i. For the format, obey our institute's thesis guidelines.
   ii. Prepare a cover page, two or three text pages, and a reference list.
   iii. In the text pages, address all of the following items:
      1. What is your precise research question?
      2. Why is your research question interesting/relevant?
      3. On which literature/theories is your research question based?
      4. How will you contribute to or extend these literature/theories?

> 5. What will your research design be in order to answer your research question?
>
> 6. What type and what sources of data will you need for your research project?

c. If necessary, your supervisor will work with you on improving your proposal. After the proposal is acceptable, your supervisor will schedule a **kick-off meeting** with you (and, if it is a Master thesis, with your examiner):

> i. Have your thesis registration form with you at the kick-off meeting. The form will be issued by the study office on your personal request.
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> ii. At the kick-off meeting, the final title of your thesis will be fixed.
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> iii. Your official thesis writing time will start on the day after the kick-off meeting.

3. During your official thesis writing period:

a. Depending on your work progress, your supervisor will schedule a **thesis structure review** with you and with your examiner. Send a draft of your thesis structure (that is, your proposed table of contents) to your supervisor by e-mail not later than two days before the review meeting.

b. Obey our **institute's thesis guidelines** which we will provide to you in an additional PDF file. If any additional problems or questions arise while writing your thesis, contact your supervisor by e-mail.

4. Handing in your thesis:

a. **Hand in your thesis on time** and as specified by the university and faculty regulations.

b. With your thesis, **hand in a CD** with:

> i. A DOC file or a text-readable PDF file of your thesis.
>
> ii. All data you have used for your thesis.
>
> iii. All literature from your reference list as long as you have it at hand in digital form.

c. If you have given reference to literature which is not available in digital form, please provide this literature to your supervisor, as well—given that you have a hard copy at hand. If you are in doubt what to provide, ask your supervisor.

d. Evaluating your thesis usually takes about six weeks. The more thoroughly you have provided your literature to your supervisor, the shorter it will take to evaluate your thesis.

e. After the evaluation of your thesis is finished, please collect within two weeks your literature hard copies which you have provided to your supervisor.

f. If you want to read the evaluation report on your thesis, please make an appointment at the examination office.