

## Bachelor Thesis in Finance (English) Guidelines - Dr Beatriz Mariano

- To apply to attend the Bachelor Thesis Seminar (BTS): submit your documents (**application form + recent transcript**) to finance-group@hu-berlin.de before 30.09 (Winter semester) and before 31.03 (Summer semester)<sup>1</sup>.
- Bachelor thesis supervisor = BTS teacher
- BTS starts in the first week and ends on the last week of each term, as any other course. Attendance of the initial 2 weeks and the last 4 weeks is compulsory - an hybrid format (via Zoom) can be offered except for the last 4 weeks of term.
- During the BTS a student works *individually* towards a thesis proposal.
- Steps during the BTS: general topic choice + information/data collection and study of the general topic + short presentation of a thesis proposal (last 4 weeks of term)

Once the BTS is successfully completed, which occurs after a thesis proposal presentation at the end of term that satisfies some basic requirements:

- A student can officially register the thesis title with the Examinations Office.
- Students need to contact the Examinations Office directly to obtain the registration form. This needs to be done in advance such that the form is already in the student's possession on the registration date.
- A student can choose one of the following dates to register the thesis title<sup>2:3</sup>
  - 01.02 (if attending in the Winter semester)
  - 01.03 (if attending in the Winter semester)
  - 15.04 (if attending in the Winter semester)
  - 25.06 (if attending in the Summer semester)
  - 01.08 (if attending in the Summer semester)
  - 15.10 (if attending in the Summer semester)
- The thesis title is set by your supervisor and is available on Moodle only **on** the chosen title registration date<sup>4</sup>.
- From this point, a student works independently and has 60 days to write the thesis.

Check also:

<https://www.wiwi.hu-berlin.de/en/Professorships/bwl/finance/study/bachelor>

for formal requirements (end of page) and

<https://www.wiwi.hu-berlin.de/en/Professorships/bwl/finance/study/application>

for the application form.

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<sup>1</sup> You can apply even if you haven't received the Empirical Research in Finance grade yet or are still waiting for some grades; just state in your application form the grades you are still waiting for.

<sup>2</sup> If the deadline coincides with a weekend or holiday, it is automatically extended to the next business day.

<sup>3</sup> Note that the dates after the end of term are there to allow for a coordination with the exam period at HU and do not imply more time to access the thesis supervisor.

<sup>4</sup> See footnote 2.