



## Guidelines for Writing a Bachelor or Master Thesis

School of Business and Economics  
Chair of Statistics

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### Qualifying requirements:

#### Bachelor:

- 1). Exam pass in "Statistik I und Statistik II" (12 Leistungspunkte) or equivalent lectures.
- 2). Exam pass in at least two modules from "Generalized Regression", "Statistical Inference I", "Statistical Programming Languages" "Datenanalyse I", and "Datenanalyse II" or equivalent lectures.

#### Masters:

- 1). Exam pass in at least two modules. One module must be either "Multivariate Statistics", "Advanced Regression Modelling", "Statistical Inference II", "Statistical and Machine Learning" or a "Research Seminar in Statistics"; the other module can be taken from these or the five modules listed under 2 above (Bachelor).
- 2). One satisfactory presentation and regular attendance in the "Privatissimum" seminar.

Confirmation by the appropriate examination office is required for the modules passed.

#### Aim of the thesis:

The purpose of the final thesis is to show that you have the ability to appropriately solve a problem at hand using statistical methods. For a bachelor thesis, this typically means answering a research question using data-analytic methods. For a master thesis, the problem should be more complex, involving, for example, a method extension, a method implementation, a simulation to compare the performance of methods, and/or advanced methods that require independent literature research.

The evaluation of the thesis is based on the following aspects:

- 1.) *Form*: Have the formatting instructions been observed? Is the thesis well written and understandable? Are all figures and tables meaningful and correctly labelled? Is all notation introduced and consistent? Are there any typing mistakes, grammatical errors or incomplete sentences? Are used references correctly cited and word-for-word citations correctly marked as such?
- 2.) *Statistics*: Are all used statistical methods clearly and correctly explained in the author's own words? Are the statistical methods appropriate for the problem at hand? If simulations are used, are these well conducted, clearly described and the results well summarised? If methods are extended, are the extensions reasonable, well-motivated and fitting to the problem?
- 3.) *Application*: Is the data well described and are the problems of interest clearly stated? Are the problems adequately translated into statistical questions? Have the problems presented been adequately answered? Is the interpretation of the results correct, complete and understandable?

Requirements of content and form of the thesis:

- 1.) The work should present the author's competence in the subject and their ability to independently handle and process statistical data with the help of statistical software (for example SPSS, Matlab, R, etc.).
- 2.) The thesis should follow the faculty guideline [Students' Guide How to Write a Scientific Work](#) (see Faculty page->Study->Study Office and then "Guidelines for students on scientific work") with the following changes:

- The thesis should be written in LaTeX; use the defaults for your document class.
  - The American referencing system for citations should be used, please see the faculty guidelines.
  - Important tables or figures should be integrated into the text (not into the Appendix). Each table or figure should not exceed one page.
  - Any variation of the above regulations will only be permitted with prior approval.
- 3.) All sources, quotes, cited graphics or tables etc. should be clearly identified. The thesis will be checked for plagiarism, and if found, the work will be graded as “failed”.

### **Guidelines for thesis submission:**

- The duration of the thesis preparation (writing) period is defined by the current study regulations; the submission deadline must not be exceeded.
- Two printed (hardcopy) versions of the work must be submitted to the examination office (Prüfungsamt) before the deadline, with the title of the work and the author’s name and student ID clearly visible on the cover (front) page.
- The work is also to be submitted to the Chair of Statistics in a pdf format by the author, thereby enabling the grading process to start as soon as possible.
- All analyses presented in the thesis have to be reproducible. All code (including necessary explanations) is to be submitted electronically.
- The following steps are to be observed for the online publication of the thesis on the HU’s edoc-server, for which the student should give his/her written consent when applying to the Chair of Statistics to write the thesis:
  - The author is responsible for checking that the entire text of his/her work – which when complete will be graded – fulfils all the formal criteria stipulated under <https://edoc-info.hu-berlin.de/de/publizieren/andere/ablauf-abschlussarbeit>.
  - Access to Adobe Acrobat Professional can be obtained through the media-PCs at the HU Grimm-Zentrum to help check the pdf version of the thesis, or an account with the Humboldt Lab for Empirical and Quantitative Research (LEQR) can be opened and the LEQR servers used for this: <https://leqr.wiwi.hu-berlin.de>.
  - The author is to send a signed Publication Contract (Veröffentlichungsvertrag), which can be downloaded from: [https://edoc-info.hu-berlin.de/de/zentral/diss\\_vertrag](https://edoc-info.hu-berlin.de/de/zentral/diss_vertrag), in duplicate per standard post to the Workgroup for Electronic Publications (Arbeitsgruppe Elektronisches Publizieren, AGEP). Full information about “Creative Commons Licences” can be found at: <https://edoc-info.hu-berlin.de/de/zentral/info-cc-license.pdf>.
  - Once the contract has been submitted, the author is to transfer the thesis to the AGEP using the upload-form at <https://edoc-info.hu-berlin.de/de/publizieren/diss/dspace-login>.
  - Once the work has been uploaded, the AGEP will receive an automatic electronic notification that the work has been submitted. The AGEP will then verify that all formal criteria have been complied with, and any necessary queries will then be followed up via the contact details provided by the author in the upload-form.
  - The work will be published on the edoc-server once all criteria have been fulfilled and the AGEP has obtained approval for the publication of the thesis from the Chair of Statistics; the author will receive a message informing him/her when the process has been completed.
  - Once a thesis has been published on the edoc-server it cannot be removed.
- The examination office will only be notified of the final grade of the thesis by the Chair of Statistics when all of the required steps for the publication of the work on the edoc-server have been fully carried out. Exceptions are only permissible for important reasons with prior consent from the supervisor.

# Application Form for Masters or Bachelor Thesis

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This form is to be kept in the secretariat of the Chair of Statistics. All necessary signatures can be obtained through the secretariat.

## **Submission of thesis by author:**

Family Name: \_\_\_\_\_ First Name: \_\_\_\_\_

Field of Study: \_\_\_\_\_ Student ID: \_\_\_\_\_

Tel: \_\_\_\_\_ E-Mail: \_\_\_\_\_

Address: \_\_\_\_\_

## **Submission of thesis:**

Bachelor thesis

Master thesis

|             |  |
|-------------|--|
| Title:      |  |
| Start Date: |  |
| Supervisor: |  |

## **I confirm that:**

I have obtained and read the guidelines for writing a bachelor and master thesis in full.

I consent to my thesis being publicly available on the Internet on the HU's edoc-server.

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Signature**

## **Confirmation of qualifying requirements:**

**Remarks:**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Supervisor's Signature**