

This information sheet is intended to support you in successfully completing your bachelor's degree. The following points are formulated in the recommended order in which they should be dealt with. However, the recommended order does not guarantee successful completion. Due to individual working methods, a different order may seem more appropriate. The information refers to the bachelor examination regulations 2009 and 2015. This information is for information purposes only. Legally binding statements can only be taken from the current examination regulations (**status: 22.02.2022**). Please always refer to the FAQ on the homepage of the HCU website for information on special features due to the Corona semester as well as updated information by e-mail.

1 bachelor thesis

The thesis is divided into two (main) examinations: a written, cinematic, photographic or other media-based elaboration and a verbal examination/presentation of this work. However, every artistic work also includes a written composition (see below 'Composition'). In addition, you must attend two further courses in the summer semester (Theories and Concepts of Urban Research (formerly Thesis Forum) and Methods & Materials Workshop). With the thesis, you show that you are "able to independently work on a problem from your (...) subject using scientific or artistic methods within a specified period of time". (ASPO § 22 Abs 1). The thesis (including the verbal examination) is included in the final grade with 7.84%. To be able to begin with the thesis, you must be formally admitted to the thesis by the Examinations Office and have registered. However, before you can start with the formalities of admission and registration, you should have already completed two important points:

a find topic

The topic can be chosen independently according to a task/problem that fits the study programme Metropolitan Culture or at the suggestion of the first examiner. As a rule, you will choose a topic yourself, e.g. a problem that par-

ticularly interests you or with which you would like to specialise professionally. It is a good idea to contact your preferred first supervisor during the topic selection process and discuss the topic with him or her. This ensures that the ideas and expectations of both students and teachers for the thesis are close to each other.

b find supervisor

Once you have found your topic, find your first supervisor. The bachelor thesis is supervised by your first supervisor. The first supervisor can be any professor from the programme Metropolitan Culture. If a professor from another study program of HafenCity University is to act as the first supervisor, the Dean of Studies of the study program Metropolitan Culture and the Examination Committee must agree to this. The thesis is evaluated by the respective first supervisor and a second supervisor. The second examiner can be any lecturer of the HCU. Scientific staff of the HCU and lecturers of the study programme Metropolitan Culture can only accompany the thesis as second supervisors. The first supervisors usually look for another person from the study programme themselves who will take on the second evaluation. The final choice of the first supervisor is made in the first session of the course accompanying the thesis "Theories and Concepts of Urban Research" (formerly Thesis Colloquium/ Thesis Form).

2 admission and registration

Once you have found the topic and your first and second supervisors, you must register for the thesis. Two steps are necessary for this. First you must be admitted, then you can register. These are two different steps.

a admission

To be eligible for admission, you must have achieved at least **130 CP**. Only the CP registered in the examination office are relevant here. Admission and registration are not possible before this. Therefore, you should check the completeness of the work you have already completed in the 5th semester. You can find an overview of your academic achievements so far in your ahoi

account (**attention**: only completed modules are displayed in the overview of academic achievements; in addition, a distinction is made between modules that are graded and those that are not graded in the final thesis. The higher sum of CP is the total CP you have achieved (graded and ungraded). The application for admission should be submitted informally by e-mail to the examination office: hcu-studierendenverwaltung@vw.hcu-hamburg.de.

If you are eligible for admission, i.e. if you have achieved **130 CP**, the Examination Office will send you the notice of admission, the registration form and an information letter. However, admission is not yet registration, i.e. the start of the processing period. Admission merely certifies that you are entitled to begin the thesis. The admission can therefore also be applied for some time before the registration of the thesis and does not expire, but at the latest approx. two weeks before the registration of the thesis. During the Corona semester, the registration form for the thesis registration is sent digitally as a pdf to the individual student's HCU e-mail address as soon as they have applied for admission to the thesis. The students then have the option of forwarding the registration form digitally to their respective examiners.

Please note: The accompanying thesis modules (research colloquium and methods and materials workshop) are only offered in the summer semester. You should therefore also register for these in the summer semester if you are writing your thesis in the winter semester.

b registration

Before the official registration of the bachelor's thesis in the Office of Studies and Examinations, the synopsis should be completed and a confirmation from the first and second supervisor should be available. For the registration form, you need the consent of both supervisors, their signatures, and a catchy title. For the further course of the supervision, the first supervisor is your main contact person.

The period for working on the thesis starts with the registration. If the thesis is to be registered, the registration form sent by the examination

office must be completed by the first supervisor: Name of the topic, name of the second examiner, date of issue of the topic, signature (first examiner), planned deadline for submission of the thesis. The registration form is then handed in at the *Infothek* and kept until the thesis is handed in. Then the thesis is registered, and the processing time is running.

The accompanying thesis modules are only offered in the summer semester. Note: If you are planning to take up a master's programme in the following semester, please inform yourself about the application and admission requirements as well as the deadlines at the receiving university. In these cases, earlier **registration in april/may** be necessary.

3 Exposé

For the academic thesis, you first prepare an exposé (**max. 5 pages**), which you discuss with your first supervisor. This represents the orientation framework for your further work. It is divided into the following bullet points:

- questions
- relevance of the topic
- state of research
- theoretical concept (if applicable within the framework of the state of research)
- methodical procedure
- material basis
- time and work plan
- first outline
- bibliography

For your academic thesis, it is necessary to develop your own research question, considering the research literature relevant to the topic. research literature relevant to the topic. In concrete terms, this means that you should include relevant publications from international research and consider various forms of publication (monographs, journal articles, edited volumes, special issues, etc.). When choosing a title, you should make sure that it is meaningful, scientifically serious, and appropriate to the research objective (the research question is not the title).

The synopsis represents the first conceptual basis on which the further work will be deepened. For this purpose, it is necessary that you discuss initial evaluation steps and sample chapters with the supervising lecturer during the further work process.

4 elaboration (10 CP)

After you have chosen the topic, found the first and second supervisor, been approved by the examination office and registered your thesis, the deadline for the thesis begins.

a processing time and repetition

The work must be completed within 12 weeks (new PO) or 8 weeks (old PO) from the date of registration. In case of illness the deadline can be extended by a maximum of 2 weeks. This must be discussed in advance with the first supervisor. The sickness notification must be submitted to the Infothek. The examination board decides on extensions of the deadline in cases of hardship. You can return your thesis topic within four weeks by notifying the examination office without the thesis being assessed as a failed attempt. In this case, the thesis can be re-submitted in the following winter semester. If the thesis is not passed, it can be retaken up to two times in the following semester.

b formalia

The written paper consists of **at least 30 pages (9000-15000 words)** (excl. title page, list of contents and bibliography). If the length of the paper exceeds **30 pages** by more than 10 per cent, this must be agreed with the supervisor. Use the layout as well as the format according to the KM style sheet, unless otherwise agreed with your first examiner. The current version of the style sheet can be found on the homepage:

<https://www.hcu-hamburg.de/bachelor/kultur-der-metropole/studium-perspektiven/thesis>.

Should you wish to realise your work in another form, the scope and formal rules must be clarified with the first supervisor and recorded in writing. In principle, ALL artistic works must also contain a written elaboration. The length of this paper is less than the **30 pages** mentioned above. However, before registering the thesis,

it must be agreed with the first supervisor how the artistic work should relate to the written work in terms of length.

Tips:

- introduction and conclusion should each comprise about 10% of the paper
- the main part, the actual analysis, should comprise approx. 80% of the text
- the introduction should inform about the research question and all work steps, present the state of research (if necessary, this can also be mentioned in a separate point) and formulate a working hypothesis
- in the conclusion, the entire work should be summarised again without mentioning any significant new aspects

c literature research

In an academic thesis, it is assumed that you are familiar with libraries and their research tools. You should be able to find out about the state of research independently and using various search strategies in the different library catalogues. Larger search databases also prove to be particularly helpful for this. You should communicate your search strategies for research literature relevant to your topic with the lecturer.

d handing in

The bachelor's thesis must be handed in at the *Infothek*. The date of submission is noted there. Two printed copies as well as a version burned on CD must be handed in at the *Infothek*: one copy for each examiner and the digital copy for the archive. Due to the restrictions imposed by Corona, digital submission of the thesis paper is also possible until **30.09.2022**. Selected theses are given to the library and made digitally accessible after examination by the study programme and with the consent of the student. The thesis must be accompanied by a declaration that the work was written independently and that no sources and aids other than those stated were used. Cf. the form on the homepage at: <https://www.hcu-hamburg.de/bachelor/kultur-der-metropole/studium-perspektiven/formulare-merkblaetter>.

Attention! Please note the opening hours of the *Infothek*!

e deadlines

The completed thesis must be printed and bound and submitted to the responsible examination office by the deadline. The last page of the Bachelor thesis must contain a declaration of independence. After submission, both examiners/supervisors must evaluate the written work within six weeks. The student will be notified of the grade, including a proposed date for the verbal examination.

5 criteria for application

The quality of the bachelor's thesis - whether with or without a design component - will be assessed according to these criteria with the following weighting:

a. content (70 %)

- coherent structure of the thesis
- appropriate treatment of the question
- independent approach
- comprehensible argumentation and reflection
- appropriate use of (self-collected) data and methods that are appropriate to the research question

b. presentation (20 %)

- scientific mode of expression
- linguistic presentation
- in creative work: formal language

c. formalia (10 %)

- correct citation and use of literature
- compliance with the KM style sheet
- Adherence to all prescribed formalities
- correct spelling and punctuation

6 verbal examination

Together with the grade for the written paper, you will receive the expert opinions on your thesis at the latest one week before the examination date. You and your supervisors will decide on the date and place of the examination. The verbal examination is always open to the public. After the verbal examination, you will receive your verbal grade and feedback on your

written work. In addition to the preparation of the thesis and the verbal examination, two further compulsory courses, albeit ungraded, must be attended during the final semester: Theories and concepts of urban research (colloquium, 5 CP) with the respective first examiner and methods and methodology workshop (5 CP).

7 certificates

When all examinations have been taken and assessed, you must apply to the Examinations Office for a certificate to be issued. This will then be issued by the Examinations Office within four weeks and sent to your private address. If you do not submit an application, the certificate will be sent to you by post at the end of the semester. The certificate includes:

- Cover sheet with final grades and topic of the bachelor's thesis
- Diploma supplement
- Transcript of records (overview of your courses, project topics and grades)

At the same time as the certificate, you will be issued with a certificate by which the study programme awards you the academic degree of **Bachelor of Arts**. With the issuance of the certificate, **immediate de-registration** takes place.

8 contact

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