



## Instructions for the Preparation of Final Theses at the Chair of European and Global Governance

At the Chair of European and Global Governance, you can write your Bachelor's or Master's thesis. Please be aware of the following information.

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### Timeline

It takes time from the first idea to the finished thesis. Therefore, it is important that you start early with the conception of your thesis - at the latest one semester before your planned graduation.

### Choosing a Topic

Theses in the context of European and Global Governance should be thematically oriented to the teaching and research areas of the chair. It is possible to propose your own topic from across the entire European and Global Governance spectrum. Further information can be found at [www.hfp.tum.de/en/governance](http://www.hfp.tum.de/en/governance)

### Supervisor

To be considered for supervision of your thesis, you should have taken at least one course with the person who will be supervising you. Please contact the member of the chair you would like to have as supervisors for your topic by e-mail as early as possible. You only need **one supervisor** for your thesis.

### Specification of the Topic

As soon as you have thought about the topic and structure of your work in more detail, you can make this more precise together with your supervisor during office hours. Please make an appointment by e-mail.

### Registration of the Thesis

If your supervisor agrees with the topic, you can register your thesis with your responsible academic advisor.

### Exposé

In the next step, please draft an exposé of your planned thesis for discussion during office hours. Please send the exposé at least two weeks in advance by e-mail to your supervisor. Please read the instructions for how to write an exposé.

### Chair Colloquium

Work supervised by the chair must be presented in the colloquium. This gives you the opportunity to receive feedback from an extended group of people. Please make an appointment with your supervisor.



## Submission and Evaluation

Please submit your work as a **PDF file** by e-mail via the **HfP-Grade and Examination Administration**. Please remember the **Declaration of Authorship, including consent to the plagiarism check**. Evaluations will be completed within **two - three months** of submission.

## Requirements

	Bachelor's Thesis	Master's Thesis
<b>Number of Pages</b>	25-30 pages written text - without references and title page	45-50 pages written text - without references and title page
<b>Max. Editing Time from Registration</b>	3 months (full-time) 4.5 months (part-time)	6 months (full-time) 12 months (part-time)
<b>Language</b>	German or English	English
<b>Font</b>	Standard (Times New Roman, Font size 12)	
<b>Line Spacing</b>	1.5 lines spacing	
<b>Submission</b>	By e-mail (one PDF file) via HfP-Grade and Examination Administration	
<b>Citation Style</b>	Every common social science citation is accepted. The crucial factor is the consistent use of one citation rule. Advice: Use a reference management software, e.g. EndNote	

If you have any further questions, please contact

**[governance@hfp.tum.de](mailto:governance@hfp.tum.de)**

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