

Guidelines for the Preparation of Scientific Papers in the Faculty of Business Studies (Citation Policy - ZitO)

Writing scientific papers is one of the core activities of a course of study. Scientific papers serve to present the results of one's own research in an understandable form and to facilitate its critical review (transparency and source documentation). The written works are personal business cards which the students present to the supervising lecturers during their studies. On addition to their educational function, these papers also serve as tools for examination and as proof of achievement. On the other side, in their later professional lives, the students of the West Coast University of Applied Sciences should be in the position to be able to keep a scientific-critical distance to their work. In order to meet this requirement, it is considered essential to have carried out scientific work, under supervision, during the course of study. The following information is intended to assist students in the preparation of scientific work within the framework of their studies in economics. Regardless of whether it is a term paper or a thesis, the same rules always apply to the preparation of a scientific text.

All of the following information is binding for professors, employees and students of the Faculty of Business Studies of the West Coast University of Applied Sciences. In justified exceptional cases, these rules can be deviated from in individual points with the mutual, simultaneous agreement of the examiner and the student, if this leads to a better result. Students who adhere to these rules – even against the wishes of the examiner – must not be disadvantaged in any way. Deviation from the corporate design of the West Coast University of Applied Sciences is not permitted.

1. General

Scientific papers are term papers and final theses (Bachelor's or Master's theses).¹ As a matter of principle, the paper should be written in full justification format with hyphenation. The Calibri typeface is to be used. The line spacing is 1.5 lines, the font size in the body of the paper should be 12 point. Main headings are to be formatted in Calibri (bold) in 14-point size and subheadings should likewise be formatted in Calibri (bold) in 12-point size. Each sheet is only written on one side. A margin of 4 cm is to be kept on the left, 2.5 cm on the right and 2 cm at the top and bottom.

Formally, the work is divided into several parts, which must be arranged in a certain order: Title page, table of content, list of tables and graphs², list of abbreviations, text, bibliography, appendices, declaration of independent preparation of the thesis, and if applicable, non-disclosure notice. All pages, with the exception of the title page, are to be numbered consecutively with Arabic numerals.

Final theses must be submitted in three, firmly bound copies to the relevant examination office. Term papers must be handed in to the responsible lecturer; the submitted form to be determined by the lecturer/s.

¹ This citation policy should also be followed to a large extent for practical semester reports and project work.

² Such a directory is only necessary and useful if a large number of tables and graphs have been created.

In addition, the complete term paper or final theses must be saved on a data medium (CD, DVD, labelled USB stick) or in the form of an email attachment as a PDF or Word document, or in another source format as agreed upon with the supervising lecturer. Alternatively, for the submission of the digital version, the lecturer can provide a folder set up for the submission of student papers in the course management program used by the university (e.g. Moodle). The scope of the appendices and the necessity of making them available in digital form for the purpose of performance review is at the discretion of the respective lecturer.

2. Cover Sheet

The cover sheet contains the logo of the university, in accordance with the CD manual of the West Coast University of Applied Sciences, as well as the topic of the paper. This is followed by the author's name, matriculation number, the title and the name of the lecturer as well as the study program of the author. With regard to term papers, the title of the module, according to the course catalogue, must also be given. On the bottom right-hand side of the page, the number of semesters and the deadline for submission are given, and on the bottom left-hand side, the semester address of the author is given (cf. example in the appendix, available as a data file). The arrangement of the text elements on the cover page, with the exception of the logo with lettering, can be changed in order to integrate a topic-related cover illustration/picture.

3. Table of Contents

The table of contents contains the headings and designations of the individual sections. It is intended to show how the author has understood and worked on the topic and how they have presented it in a logical structure with a recognised, theme-related guiding thread. It must be comprehensible and balanced. An essential aspect is a logical and self-contained thought process, which shows a structure with side and sub points in a logically perfect form. The directory structure must be consistent within itself. This means, for example: A main part I must be followed by a main part II, a Chapter I by a Chapter II, A by a B, 1 by a 2, a by b, 2.1.1 must be followed by 2.1.2 and not by 2.2. There is no text between successive hierarchical levels. The words "Table of Contents" are followed by the individual chapters and section headings, which are staggered tabulatively and with page references highlighted on the right.

Here is an example of an outline of a table of contents, resulting from the above guidelines:

	Page
1. _____	1
1.1 _____	1
1.2 _____	4
2. _____	8
2.1 _____	8
2.1.1 _____	8
2.1.2 _____	11
2.2 _____	15
3. _____	19

Avoid brackets, underlining and italics in the table of contents. The table of contents concludes with references to appendices and the bibliography. The listed subdivisions must be repeated in full in the headings of the text.

4. Introduction

The work should begin with an introduction, from which the objective and problem definition emerge. The methodological structure presented in the outline should be explained. The author must explain, in a comprehensible manner, why they have carried out the structure they have chosen in the manner in which they have done it. It is also important to have a reasoned discussion about the choice of material content, i.e. what the author is dealing with in the work and why certain problem areas are not addressed. The author should make sure that they do not explain the content in the introduction. This is the sole responsibility of the following report.

The author should also use the introduction to disclose the framework conditions and restrictions under which the work was written. This makes sense if the author was only able to fall back on limited data material in an empirical investigation. The reasons for this are to be briefly explained. The author should check whether restrictions exist in such a way that they influence the progress of the work in a manner that can be explained to the reader.

5. Conclusion / Summary

The last and concluding thoughts of the work should be a short summary of the results obtained in the work. The most important findings are to be reflected upon against the background of the topic presented. The author must arrive at an independent evaluation of their scientific activity. The work should end with an outlook on unresolved and non-examined aspects of the topic. What is decisive here is that the author carries out a personal reflection in this last section. The introduction of new facts and sources in the final examination should be avoided.

6. Abbreviations

Abbreviations should be used as sparingly as possible in scientific papers, especially in the running text. Only a few exceptions, such as 'etc.' and 'e.g.', as well as those for currencies, measures and weights, are generally accepted. In addition, the use of abbreviations for institutions (BGH, GATT, EU,) and laws (BGB, HGB,) has become established, but they should be explained as far as possible in an alphabetically arranged list of abbreviations preceding the actual text. For the sake of clarity, generally known abbreviations (BGB, EU, ...) should not be explained. However, all symbols

$$(C, i, Y, \alpha, L^j, \sum_{t=1}^T \lambda^2, \dots)$$

and in the appendix are to be explained.

7. Source References and Bibliography

With regard to source references and the compilation of the bibliography, the provisions of the Harvard Citation Policy shall apply. The Harvard Citation Policy (*Guide to the Harvard Style of Referencing*) can be accessed and downloaded from the Anglia Ruskin University homepage at the following link: <https://libweb.anglia.ac.uk/referencing/harvard.htm>

The status published at the beginning of the processing period is binding for each work.

If a paper is written in English, the citation policy must be followed exactly. The following adaptations apply to Germany language papers:

Harvard Citation	German Adaptation
p.	S.
pp.	Plural: S. X – Y; S XY f. / S. XY ff.
Ed.	Hg.
n.d.	o.J.
Anon / Anonymous	o.V.
Cited in	Zitiert nach
In assoc.	i.V.m.
Available at	Verfügbar unter
Accessed	Aufgerufen am
In press	Im Druck

Supplementary notes:

The page reference with an f (for following) marks the next page in addition to the specified page. The page number with ff (for the further following pages) indicates the page number as well as other page numbers that are not further quantified.

Scripts and popular scientific literature cannot be quoted.

Blind citations are only permitted in exceptional cases (cf. *Guide to the Harvard Style of Referencing*, 2.15 Secondary sources).

The bibliography includes all works cited by the author in the running text. The list is arranged left-justified in alphabetical order of the authors.

A printout of each Internet source must be attached to the appendix. In the case of very large numbers of references to the Internet and longer texts, these should only be attached to the work on data media (CD / DVD / USB / email / uploaded file – see Chapter 1) (1 copy is sufficient). The same applies to sources that are not freely available (e.g. internal statistics or reports from cooperation partners, etc.).

Statements from expert interviews are cited in the text, stating the name of the interviewee and the year in which the interview took place. The complete personal and interview details follow in the list of interview partners in the bibliography under 'Miscellaneous'. The corresponding Minutes of the conversation are enclosed in the appendix.

8. Examples

Monographs

Description	In the text	In the bibliography
Name of the author not in the text	Making reference to published works appears to be characteristic of writing for a professional audience (Blankart, 2006, p. 456). (Surname, Year, Page)	Blankart, C., 2006. <i>Öffentliche Finanzen in der Demokratie</i> . 6 th Ed.. Munich: Verlag Franz Vahlen. Notes: Write the title in italics, except for subordinate titles. If the title is the first edition → omit the edition details
Name of the author in the text (cited directly or indirectly)	Blankart (2006, p. 34) explains that... (Year, Page)	Blankart, C., 2006. <i>Öffentliche Finanzen in der Demokratie</i> . 6 th Ed.. Munich: Verlag Franz Vahlen. Notes: Write the title in italics, except for subordinate titles. If the title is the first edition → omit the edition details
Several works in one source reference	The literature assumes that... (Galbraith 2005; Blankart 2006). (Surnames, Year, Page)	For each book: see above
Several works by one author in one year (different works of an author from the same year are cited)	In this way, for example, it is possible to distinguish between the two new versions of Friedrich Dürrenmatt works from 1980 in <i>Die Physiker</i> (Dürrenmatt 1998a, p. 22) and <i>Der Besuch der alten Dame</i> (Dürrenmatt 1998b, p. 16). (Surname, Year letter, Page)	Dürrenmatt, F., 1998a. <i>Die Physiker. Eine Komödie in zwei Akten</i> . Revised Edition 1980. Zürich: Diogenes Verlag. Dürrenmatt, F., 1998b. <i>Der Besuch der alten Dame. Eine tragische Komödie</i> . Revised Edition 1980. Zürich: Diogenes Verlag.
More than one author in the text	Leading sustainability organisations (Adams, Weiss and Coatie, 2010, p. 23), have found that the ... (Surname 1, Surname 2 and Surname 3, Year, Page)	Adams, R.J., Weiss, T.D. and Coatie, J.J., 2010. <i>The World Health Organisation, its history and impact</i> . London: Perseus.
More than one author	If, for example, one wishes to quote Heinrich Böll's and Günter Wallraff's <i>Berichten zur Gesinnungslage der Nation</i> , the corresponding literature reference would be: (Böll and Wallraff, 1977, p. 74). (Surname 1 and Surname 2, Year, Page)	Böll, H., Wallraff, G., 1977. <i>Berichte zur Gesinnungslage der Nation</i> . Reinbek: Rowohlt. E.g. of a later edition: Böll, H., Wallraff, G., 1977. <i>Berichte zur Gesinnungslage der Nation</i> . 3 rd Ed.. Reinbek: Rowohlt.
Three or more authors	Fritsch, Wein and Ewers (2007, p. 576) point out in their book <i>Marktversagen und Wirtschaftspolitik</i> that (Surname 1, Surname 2 und Surname 3, Year, Page)	Fritsch, M., Wein, T., Ewers, H.-J., 2007. <i>Marktversagen und Wirtschaftspolitik. Mikroökonomische Grundlagen staatlichen Handelns</i> . 7 th Ed.. Munich: Verlag Franz Vahlen.

Anthologies

The works and contributions of several authors in one subject area are published in one work.

Description	In the text	In the bibliography
Compilation	<p>If, for example, one quotes from the contribution by Hinterholzer and Egger in the anthology <i>E-Tourismus: Prozesse und Systeme</i> by Schulz et al., then the literature reference in the text would be:</p> <p>“Das Web 1.0 besteht in erster Linie aus untereinander verlinkten Dokumenten, die von einigen wenigen Autoren erstellt wurden.” (Hinterholzer and Egger, 2015, p. 141).</p> <p>(Surname 1 and Surname 2, Year, Page)</p>	<p>Hinterholzer, T., Egger, R., 2015. Das Web 2.0 im Tourismus. In: Schulz, A., Weithöner U., Egger, R. and Goecke, R., Ed. 2015. <i>E-Tourismus: Prozesse und Systeme. Informationsmanagement im Tourismus</i>. 2nd Ed.. Berlin: De Gruyter (Lehr- und Handbücher zu Tourismus, Verkehr und Freizeit). p. 141–165.</p>

Citations from Complete Editions

A complete edition includes all of the works of an author.

Description	In the text	In the bibliography
Complete edition	<p>If, for example, one quotes from the contribution from Rudolf Steiner in <i>Friedrich Nietzsche - Ein Kämpfer gegen seine Zeit</i>, then the literature reference in the text is:</p> <p>(Steiner, 1977, p. 35).</p>	<p>Steiner, R., 2000. <i>Friedrich Nietzsche. Ein Kämpfer gegen seine Zeit</i>. Vol. 5 Complete Edition. 4th Ed.. Dornach: Rudolf Steiner Verlag.</p>

Contributions from Journals / Journal Articles

Articles from scientific journals.

Description	In the text	In the bibliography
Magazines	<p>If, for example, one quotes from Ludger Wößmann's contribution to the magazine <i>Wirtschaftspolitische Blätter</i>, then the literature reference in the text is:</p> <p>(Wößmann, 2007, p. 9).</p>	<p>Wößmann, L., 2007. Die Relevanz von Bildung für Beschäftigung und Wachstum. <i>Wirtschaftspolitische Blätter</i>, Vol. 54, No. 1, p. 9- 26.</p>
Newspapers	<p>“Banken kann man nur übernehmen, wenn sie in Not sind – oder wenn das Vertrauen zwischen den Verhandlungspartnern grenzenlos ist.” (Heusinger, 2006, p. 27)</p>	<p>Heusinger, R. von, 2006. Die Angst vor der Größe. Die geplante Fusion zwischen den Banken DZ und WGZ ist geplatzt. Aus Partnern werden Konkurrenten. <i>Die Zeit</i>, Vol. 61, No. 52, p. 27.</p>

Contributions from Internet Sources

Description	In the text	In the bibliography
<p>Websites (Name of the author and year are available) - If you find relevant content on websites, you should locate the author/s of the website or article and the date of publication.</p> <p>Tip: It could be helpful to attach a copy of the first page of each website used on a data medium.</p>	<p>“Die Daten sind sowohl qualitativer als auch quantitativer Natur.” (Weidner, 2016).</p>	<p>Weidner, I., 2016. <i>Digital Leadership - Unternehmen zwischen Euphorie und Ratlosigkeit</i>, [online] 2nd April. Available at: "https://www.wiso-net.de/document/CW_2016120582721002140182843447 " [Accessed on 06.12.2016].</p>
<p>PDFs / eBooks – Here please always check what kind of PDF it is - whether it is e.g. a journal article that is available online as a pdf, or a monograph that is “open access”, i.e. freely available on the Internet.</p>	<p>“Eine weitere Aufgabe des strategischen Personalmanagements mit Blick auf die zukünftigen Qualifikationsanforderungen ist sicherzustellen, dass die Personalressourcen der Verwaltung effektiv und effizient genutzt werden.” (Robert Bosch Stiftung, 2009, p. 59)</p>	<p>In this case, this is a PDF that is freely available on the Internet. In particular, it is a report from the "Robert-Bosch Stiftung" from 2009. The source reference is therefore:</p> <p>Robert-Bosch-Stiftung, 2009. <i>Demographieorientierte Personalpolitik in der öffentlichen Verwaltung</i>. [pdf] Robert- Bosch-Stiftung. Available at :"www.bosch-stiftung.de/content/language2/downloads/Demographieorientierte_Personalpolitik_fuer_Internet.pdf" [Accessed on 16.02.2017].</p> <p>If the source were an eBook that was not freely available, the source reference would then be:</p> <p>Robert-Bosch-Stiftung, 2009. <i>Demographieorientierte Personalpolitik in der öffentlichen Verwaltung</i>. [eBook] Robert-Bosch-Stiftung. Available through the website of the West Coast University of Applied Sciences: "www.fh-westkueste.de" [Accessed on 16.02.2017].</p> <p>If an eBook or PDF is also available in a printed version, it should be treated as a printed work and not as an Internet source!</p>

Student Research Projects

Scientific work created by students during their studies.

Description	In the text	In the bibliography
Student research project	If, for example, one quotes from the Diplom thesis <i>Marktversagen als Rechtfertigung für ein staatliches Eingreifen in die Finanzierung von Hochschulbildung</i> by Jonas Bahr, then the literature reference in the text is: (Bahr, 2008, p. 15)	Bahr, J., 2008. <i>Marktversagen als Rechtfertigung für ein staatliches Eingreifen in die Finanzierung von Hochschulbildung</i> . Diplom thesis in economics. Humboldt University, Berlin.

Film

Description	In the text	In the bibliography
Quotes from films	The film "One Flew Over the Cuckoo's Nest" deals with a healthy person being committed into a psychiatric asylum. McMurphy, played by Jack Nicholson, protested against the administration of his medication: "I don't like the idea of taking something if I don't know what it is." (2002, o.s.).	<i>One Flew Over the Cuckoo's Nest</i> . 2002. [DVD] Director: Forman. Burbank: Warner Home Video. Note: The director only needs to be named if it is relevant to the understanding of the topic of the scientific work.

Own, Unpublished Sources (Own Empirically Evaluated Data)

Description	In the text	In the bibliography
Own, unpublished sources	Dr. Markus Lermen, Managing Director of the DISC of the TU Kaiserslautern, sees the university as being well positioned for this discussion on the Master's without a Bachelor's degree: "[Für den Master] ist es so: Wenn Sie diese Voraussetzung haben, dann können Sie die Eignungsprüfung durchlaufen und dann gibt es noch einmal ein Prüfverfahren, wo auch ein gewisser Anteil oder auch ein ziemlich großer Anteil – je nach Studium – durchfällt. [...] Diese Filterfunktion, die die Eignungsprüfung hat, [...] hilft uns bei der Argumentation, die Qualitätsstandards für die direkte Zulassung zum Master hoch zu halten" (Lermen in Rettig, 2015).	In order for these sources to be verifiable, they (Minutes of interviews, personal correspondence) must be printed in full or at least the relevant passages must be included in the appendix of the paper. In the literature index, the source would then be given in an interview, for example: Rettig, Lars (07.10.2015): Recognition or formally and informally acquired competences. Interview with Dr Markus Lermen, Managing Director of the DISC of the TU Kaiserslautern. Heide/Kaiserslautern (Telephone interview). Digitally saved.

Citing Secondary Sources (Citing a citation)

A quotation from another work is to be taken over into your work.

Description	In the text	In the bibliography
Citing a secondary source	The analysis reaches a critical limit if service elements are only used once or very rarely, as frequency values for the occurrence of problems can only be observed meaningfully over a longer period of time (Stauss and Hentschel, 1990 cited from Bruhn, 2013, p. 168).	Bruhn, M., 2013. <i>Qualitätsmanagement für Dienstleistungen. Handbuch für ein erfolgreiches Qualitätsmanagement. Grundlagen - Konzepte - Methoden</i> . 9. Fully revised and extended edition. 2013. Berlin, Heidelberg: Springer Gabler. (Only state the source that was actually read!)

9. Formulas and Mathematical Expressions

If the author chooses mathematical forms of presentation, their importance, with regard to the goal orientation of the work, determines whether or not they should be integrated into the running text. If the formulas are essential for the understanding of the explanations, they must be sensibly integrated into the running text, optically highlighted and consecutively numerically labelled.

10. Special Features of Legal Texts

a) References in Footnotes

In legal scientific works, the source is always indicated in the footnotes, which must be arranged at the end of each page, numbered consecutively and written in one-line intervals. The font size in footnotes is 10 points, the typeface to be used is Calibri. Footnotes must begin with a capital letter and end with a full stop. Surnames are sufficient in the footnotes if there is no risk of confusion. In this case the first name is to be indicated in abbreviated form with the first letter. If more than one reference is found in a document, these are indicated in a footnote and separated by a semicolon. The full stop is then placed after the last source reference. An abbreviated representation within the footnotes is permitted if a complete reference is made in the bibliography. The indication of sources in **footnotes** must be done in accordance with the following guidelines:

- Adjudication
Court (abbreviated), title of the journal (abbreviated)/Volume of the official collection of decisions, year of publication, opening page of the decision, page/recital numbers of the reference.
Example: LAG Berlin-Brandenburg, NJW 2018, 102, 103.
- Commentary
Comment title (abbreviated)/editor, paragraph/article, recital number.
Example: MüKoBGB/Lorenz, § 479, Rn. 6.
- Monographs
Author, title (abbreviated), page number or paragraph/article, recital number.
Example: Schaub, ArbR-HdB, § 29, Rn. 1.
- Textbooks
Author, title (abbreviated), paragraphs and recital number(s)/page(s).
Example: Wörlen/Metzler-Müller, BGB AT, Rn. 318.
- Journal Articles
Author, title of the essay, title of the journal (abbreviated), year of publication, first page of essay, page of reference
Example: Eufinger, Rechtliche Aspekte Compliance-indizierter Sanktionsmaßnahmen im Arbeitsverhältnis, RdA 2017, 223, 224.
- Essays in Anthologies
Author, editor, festschrift (abbreviated), first page of the essay, page of reference. For collective works it is usual to indicate the page numbers with "p. ".
Example: Knemeyer in: von Mutius, FS for von Unruh, p. 209, 210.
- Annotations of Decisions
Author, note to judgement XY, journal (abbreviated), starting page of the judgement note, page of the reference.
Example: von Gehlen, note to the judgement of the OLG Düsseldorf of 8.3.2017, NZBau 2017, 296, 303.

b) Source References in the **Bibliography**

The indication of the sources in the bibliography should be done in accordance with the following guidelines:

- **Commentary**
Publisher, title, volume if applicable, edition, place of publication, year/state of publication of the last supplement for loose-leaf collections. Editors may not be listed in the bibliography.
- **Monographs**
Author, title, volume if applicable, edition, place and year of publication. In the case of dissertations, the name of the place where the university is located must be stated.
- **Textbooks**
Author, title, edition, place of publication, year of publication
- **Journal Articles**
Author of the essay, title of the essay, journal (abbreviated), year of publication, first page of the essay – last page of the essay.
- **Essays in Anthologies**
Author of the essay, editor of the festschrift, title of the festschrift, place of publication, year of publication, first page of the essay – last page of the essay.
- **Annotations of Decisions**
Decision notes are always treated as essays. However, it must be clear from the bibliography which decision is discussed.
- **Laws and judgements do **not** belong in the bibliography.** Laws are cited exclusively in the running text. Judgements are quoted exclusively in the footnotes.
- Instead of a list of abbreviations, reference can be made to Hildebert Kirchner (list of abbreviations of the legal language in the respective current edition).

c) Structure

In legal scientific works, the structure (deviating from the stipulations under 3) can take place in the so-called “legal (Arabic) mixed system” (e.g. A., I, 1., a., aa., α, (1.), (a.), (aa.) ...), whereby more than five structural levels are to be avoided as far as possible.

d) Expert Opinions

If a legal opinion is to be prepared within the framework of a term paper, the subdivisions “Introduction” (No. 4 Citation Policy) and “Conclusion” (No. 5 Citation Policy) are omitted.

11. Special Features of the ITM Degree Programme (Bachelor's and Master's)

Further information on scientific work, references in the text and special cases

Further information on scientific work and special cases are regulated by the Wiki of the West Coast University of Applied Sciences (<https://wiki.fh-westkueste.de>) on scientific thinking and working or, alternatively, by other writings published by the head of the study programme. In case of doubt, the person responsible for the module "Scientific Thinking and Working" decides.

12. Appendix

The appendix contains all tables, diagrams, mathematical proofs, text passages and Minutes of discussions to which the referred in the text. The size of the appendix should be proportionate to the number of pages in the entire paper. Extensive appendices should be structured on the first page of the appendix. References to the appendix shall be done through the use of the page number.

Following templates for

- **Cover sheet final thesis (Example Bachelor's thesis)**
- **Cover sheet for a term paper**
- **Cover sheet for the practical semester report**
- **Declarations pursuant to § 4 (10) and § 15 (5) Examination Procedure Regulations**
- **Non-disclosure notice**

Title of the Thesis
(second line if necessary)

First name Surname
Matriculation number

Bachelor's thesis in the course of
studies (...)

with

Title and full name of the lecturer

Semester address

Subject

Submission deadline

Number of semesters

Term Paper Topic
(Second line if necessary)

Optional: Term paper subtopic

First name Surname of the author
Matriculation number

Term paper in the course of
studies ... with

Title and full name of the lecturer in the module ...

Street House number

Semester

Postal code City of the student

Submission deadline

Internship Semester Report

First name Surname

Matriculation number

Date from - to

Practical semester position: Company
P.O. Box or Street
Postal code and City

Supervisor in the company: **First name Surname**
Department Telephone
Email

Recognised: _____
Signature/ Stamp

Supervisor West Coast UAS: **First name Surname**
Telephone
Email

Recognised: _____
Signature

**Declaration in accordance with § 4 (10) Examination Procedure Regulations 2011
or pursuant to § 11 (6) of the Examination Procedure
Regulations 2017 on the independent preparation of the
final thesis:**

Declaration

I hereby declare that the Bachelor's/Master's thesis that I have submitted "(Title of the Work)", was written independently by me and only with the use of the indicated sources and aids.

Location and Date

Personal signature
(Name of the author)

**Declaration in accordance with § 15 (5) Examination Procedure Regulations 2011
or pursuant to § 11 (6) Examination Procedure
Regulations 2017 on the independent preparation of
a term paper:**

Declaration

I hereby declare that the term paper that I have submitted "(Title of the Work)", was written independently by me and only with the use of the indicated sources and aids.

Location and Date

Personal signature
(Name of the author)

Non-disclosure Notice:

(At the request of the client)

This work contains confidential data and information of the supervising company. It must therefore not be made accessible to third parties.

The three copies required for the examination remain with the examination office and the supervising university lecturers.