



INSTITUT FÜR OFFIZIERSAUSBILDUNG

INSTITUTE FOR BASIC OFFICERS TRAINING

FACHHOCHSCHUL-BACHELORSTUDIENGANG

MILITÄRISCHE FÜHRUNG

FACHHOCHSCHUL-BACHELOR PROGRAMME MILITARY LEADERSHIP

**Internationale Kooperationen:
Regelung Nr. 04
zur Erstellung der Bachelorarbeit 1
im vierten Semester**

**International Cooperation:
Regulation No. 04
for authoring the Bachelor Thesis 1
during the fourth Semester**

English Version



Author's note:

“Regulation No. 04 for authoring the Bachelor Thesis 1 during the fourth Semester” does not replace existing directives and regulations of the Fachhochschul-Bachelor Programme Military Leadership (FH-BaStg MilFü¹).

In 2014 during the fourth semester a pilot-project is to be conducted concerning the Bachelor Thesis 1. The goal is to bring in line different semester periods abroad in comparison with the Austrian one as well as giving clear guidelines to the Basic Officer Education Institution (partner institutions) which are accepting Austrian Students for this period. Austrian Students who are foreseen for a semester abroad should receive clear guidelines too.

This regulation takes the control circuit “plan – do – check –act” into account. Because of modifications which are possible after an evaluation-phase only – referring to this regulation and concerning planning, administration and execution of the fourth semester abroad – these parts are listed at the end of this regulation using annexes. For this reason content and formal guidelines are listed at the beginning of this regulation.

The FH-BaStg MilFü's International Office is in charge for any advance arrangements with partner institutions.

Any continuation of the pilot project needs the approval of the FH-BaStg MilFü's Head of Institute & Programme Director.

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As of: 4th May, 2014

1 Author's note: This abbreviation is taken from the German spelling of the Fachhochschul-Bachelor Programme Military Leadership. It is used in this version in the entire regulation.

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2. Aim and purpose of the regulation

2.1 Aim of the regulation

The aim of this regulation is to assure a unitary layout, a uniform citation and sequence of the Bachelor Theses 1 authored by Austrian students during the fourth semester for the purpose of laying down clear guidelines for Austrian students as well as for Austrian and International tutors when writing and tutoring the scientific papers. Thus, the quality of scientific papers should be increased.

International partner institutions may decide if these theses will be published in their own publication series.

2.2 Purpose of the regulation

The purpose of this regulation is to provide the international students with a concise tool for authoring their theses and thus to give them confidence in particular when beginning to author their scientific papers especially as regards formal and textual guidelines.

To facilitate an easier understanding of the formal guidelines, this regulation is also written according to the formal criteria of the Bachelor Thesis 1.

3. Formal guidelines

3.1 Margins, headers and footers

Margins are to be set on the top, at the bottom and on the right side with 2.5 cm. On the left side (to bind the book) 3.5 cm are to be set.

The distance of the header and the footer from the side edge is 1.5 cm.

The thesis is to be printed single-sided.

The header includes left-aligned the author's family name – right- aligned the type of the thesis (Bachelor Thesis 1:) and the short title of the thesis. This format starts on the page of the table of contents.

Header and footer have a font size of 10/normal.

All pages before the table of contents (title page and abstracts) are not to be numbered.

The footers have to include the respective page number and the number of all pages (e.g.: Page 1 of 34).

Pagination begins with number 1 on the page of the table of contents and is to be set continuously to the last page of the thesis.

The text in the header and footer is to be separated from the thesis text with a line. By typing the "enter key" – inclusive a distance of 6 pt – a distance to the thesis text is created accordingly. In doing so no extra format is needed when writing the thesis text.

By using the headers and footers guidelines each single page of the scientific paper can be attributed to the respective author.

3.2 Font, font size, line spacing and section

Within the entire thesis the font “Times New Roman” is to be used. The only exceptions are copies of illustrations (e.g.: pictures, graphs, tables, etc. are copied from an original source with another font into the thesis. This is a literal citation and it is not allowed that the original font is changed).

The font size is 12-normal, exceptions are headlines, citations (citations within the thesis text as well as citations at the end of the respective page) and descriptions below the pictures, graphs or tables.

Line spacing is to be set with 1.5. When pressing the “enter key” the distance (section) is to be set with 6 pt.

Full justification is to be used.

3.3 Depth of structure, headlines and enumerations

Within the thesis the depth of the structure is 4 as a maximum. That’s why 4 levels of chapter headlines are allowed. (e.g.: 3.3.1.2). If there is a need for more levels it is to be done with bullets (lines or dots).

The distance of the chapter number from the left is “zero”; the distance from the chapter number to the text of the chapter headline is 1 cm (tabulator position). If there is a need for more than 2 numbers (3rd or 4th level of sub-chapters) the distance can be increased in 0.5 cm-steps. The thesis author has to assure that all chapter headlines of the same level have the same indentation within the entire thesis.

Each chapter headline is to be formatted with bold. The different levels of chapter headlines are to be expressed with the font sizes too according to the following:

1st level	(main chapter):	(example: 3.)	16 - bold
2nd level	(sub-chapter):	(example: 3.4)	14 - bold
3rd level	(sub-sub-chapter):	(example: 3.4.1)	13 - bold
4th level	(sub-sub-sub-chapter):	(example: 3.4.1.2)	12 - bold

Any respective 1st level headline is to start at a new page at the top without any distance to the upper margin. All other sub-chapter headlines are to be separated from the text before with a distance of pressing the “enter key” once (font size: 12). Of course, sub-chapter headlines can be set on a new page without any distance to the upper margin, too if it fits to the overall appearance.

Sub-chapters shall be used in a logical sequence. It is not allowed just to use one single sub-chapter without another sub-chapter (e.g.: a sub-chapter has the number 3.3.1.1 → then a sub-chapter with the number 3.3.1.2 is to be used, too. If there is no sub-chapter used with the number 3.3.1.2 → the sub-chapter with the number 3.3.1.1 is to be deleted).

3.4 Citation system

3.4.1 General remarks

Before going abroad Austrian students are to be briefed on all the rules of this regulation with duration of 1 ECTS. The goal is to have an individual electronic version available.

The European citation system is to be used.

Literal quotations which are copied into the thesis, are to be marked with “*quotation marks and in italics*”.

Spelling mistakes within literal quotations are not allowed to be corrected by the thesis author, they are to be marked with [sic].

Literal quotations should be used in order to support or contradict the author’s arguments. That’s why literal quotations are to be commentated (e.g.: expert Xxxxx said in 2010: “Xxxxx xxxx xxxx”. Because of the previous arguments the author assents to the expert’s view).

Pictures, graphs, tables, etc. which are copied from various sources into the thesis are to be treated in the same way as literal quotations – they are to be commentated. Descriptions below the pictures, graphs or tables (captions) are described in sub-chapter 3.6 of this regulation.

In order to avoid plagiarism for each section and each picture, graphic or table of the thesis the source is to be mentioned.

If a section is solely created by the thesis author herself/himself – this is to be mentioned in the footer too (e.g.: Author's note: Conclusions based on the author's arguments so far.).

If large parts of the thesis text are created by the author herself/himself, it is allowed that at the beginning of the thesis chapter or sub-chapter the author notes that the whole chapter or sub-chapter has been created by the author – if not it is marked (e.g.: Author's note: The entire chapter is created by the author. Exceptions for the respective section are noted in the footer.).

Pictures, graphs or tables which are created by the thesis author are to be noted in the footer, too (e.g.: Table created by the author.).

3.4.2 Use of citation abbreviations

If a source within the thesis is used for the first time, the entire source with the page(s) used is to be noted within the footer (see sub-chapter 3.4.3 of this regulation).

Footer number (within the text) and entire source (within the footer) should appear on the same page.

It is recommended that immediately after writing the entire source into the footer, this source is copied into the bibliography using a certain system (e.g.: all books are copied into one sub-chapter of the bibliography, all web-pages are copied to another sub-chapter and so on). Within the bibliography the used page numbers (e.g.: P. 5.) as well as the citation abbreviations (e.g.: Cf.:) are to be deleted.

If the entire source was still used before, there is no need to note it a second time. In such a case the citation abbreviations *ibid.* (meaning "the same place") or *op. cit.* (meaning "in the work cited") is to be used.

The most used citation abbreviations are listed in the table hereinafter:

Abbreviation	Meaning	Explanations & examples
Ibid.	ibidem, the same place	The used source is exactly the same one as the source used before. It could be possible that another page is used. Example: Cf.: Ibid. P. 7-8.
Op. cit.	opere citato, in the work cited	The used source was cited “somewhere” before – but not immediately before. The entire source must not be noted again, but it must be clear which source is used. Example: Cf.: Porta, S. & Hlatky, M. (2009). Op. cit. P. 27ff. If an author created more than one item within one year – then the short title of the source is to be noted to identify it clearly. Example: Cf.: Porta, S. & Hlatky, M. (2009). Understand stress – defeat burnout. Op. cit. P. 27ff.
Passim	here and there, everywhere	The source is not taken from a specific page but from a huge number of pages. It would be too confusing to list all the used pages in the footer. The citation abbreviation “Cf.,” can be left off. Example: Porta, S. & Hlatky, M. (2009). Understand stress – defeat burnout. Vienna. Publishing company of the doctors of medicine. 1 st edition. Passim.
	No abbrev- iation	If at the beginning of the citation “Cf.,” or at the end “Passim” is not used – the citation is a literal one (word for word citation). Example: Ibid. P. 28.
Cf.:	Confer, compare, bring together	This indicates an “indirect” citation. The content of the source is taken over by analogy / the sense of the source is taken over. Example: Cf.: Selye, H. (1956). The Stress of Life. USA. McGraw-Hill. Edition 1978. P. 472.

Table continued on the next page.

Abbreviation	Meaning	Explanations & examples
Cit. acc. to	cited according to	<p>The original source cannot be found, that's why the secondary source is cited (e.g.: within a scientific paper the results of a research project are presented – but the author of the project is not mentioned.) Secondary sources have less scientific values.</p> <p>Example: Cf.: U. a. Cit. acc. to. Homepage of the ministry of education. URL: http://www.berufsbildendeschulen.at/en/glossar/k/kompetenz.html. [3-2-10].</p>
U. a.	Unknown author	<p>The author of the source cannot be found.</p> <p>Example: See previous example.</p>
et al.	et alii, and others	<p>If more than one author creates a scientific work all the authors are to be mentioned and are to be separated with the symbol "&". If more than four authors create a scientific work – then the first author is to be mentioned and the citation abbreviation "et. al." is to be added.</p> <p>Example: Cf.: Porta, S. et al. (2011). Are soldiers in love better riflemen?. Op. cit. P. 3f.</p>
f	following page	<p>Within the footnote one page is mentioned, after the figure the abbreviation "f" is added expressing that the source is on the following page, too.</p>
ff	following pages	<p>Within the footnote one page is mentioned, after the figure the abbreviation "ff" is added expressing that the source is on the following pages, too.</p>
[sic]	sic erat scriptum, thus, thus was it written	<p>Spelling mistakes, wrong commas, etc. within literally citations (word for word citation) are not to be corrected.</p> <p>The author using these citations adds the citation abbreviation [sic] expressing that she/he discovered the mistake.</p>

Table 1: Most used citation abbreviations and their meaning within scientific papers.²

² Table created by the author.

3.4.3 Entire citations of a source

When using a source for the first time, the entire citation is to be noted in the footer. In addition, the citation abbreviations (according to sub-chapter 3.4.2) and, if applicable, used pages are to be added.

For easier use of the entire citation's spelling the separation of the citation parts is to be done just with full stops.

If books, scientific magazines, etc. are found in the internet, then the book, the scientific magazine, etc. is to be cited and not the internet source where the book, etc. was found (not the URL).

If using an internet source, the date of download is to be mentioned in square brackets. E.g.: Cf.: Homepage of XXXXX. URL: www.un.org. [2-3-13].³

Basically, the entire citation of a source follows the following sequence:

- **Author(s)**
family name, comma, first name's first letter and dot. If there are more authors they are to be separated with the symbol "&".
- **Year of publication**
in round brackets, then a dot.
- **Title**
the complete title, then a dot.
- **Place of publication**
where the source was published? If it was an institution – then the institution is to be mentioned with the location (e.g.: University of Vienna). Then set a dot.
- **Publisher**
only to be mentioned if the source was created by a publisher. Then set a dot.
- **Additional details**
this could be an edition, the type of the source (e.g.: book, master thesis, report, etc.), the number or the month of a magazine, the number of a revised edition, etc. Then set a dot.

3 Author's note: This sequence of figures expresses in British English the 2nd of March, 2013.

The table below gives examples of entire citations of various sources. Citation abbreviations and source's pages are not mentioned – they are to be added to the respective entire citation.

Type of the source	Example
Book	Porta, S. & Hlatky, M. (2009). Understand stress – defeat burnout. Vienna. Publishing company of the doctors of medicine. 1 st edition.
Magazine or professional journal	Gell, H. & Pichlkastner, K. & Cichocki, G. & Porta, S. (2009). A role of electrolyte and blood gas determination in the selection of military leadership personnel?. Munich. Dustri publishing company. Trace elements and electrolytes. Volume 27. No. 2/2010.
Dissertation or thesis	von Rennenkamff, A. (2005). Leadership competences for the use of application for a post. University Mannheim. Dissertation.
Research study	Kluge, N. & Sonnenmoser, M. (2001). Dream women and dream men – about the ideal appearances of spouses and life partners. University Landau. Research study.
Report	Porta, S. & Gell, H. & Pichlkastner, K. (2010). Lack of Magnesium – Officer Cadets' lack of electrolytes. Wiener Neustadt and Graz. First non-published situation report.
Law	District law of Vienna (1994). Official regulation 1994. District law gazette for Vienna No. 56 (regulation for official titles). Version as of 4-4-02. §3.
Document	Lichtenauer, E. (2009). Entrance exam 2009 – Tasks for role playing game. Fachhochschul-Bachelor Programme Military Leadership Wiener Neustadt. Document for observers.
Newspaper	U. a. (2011). US starting withdrawal. Vienna. Daily newspaper Kurier as of 4-12-11. Item.
Radio or television	Darabos, N. (2011). Radio Programme "Mittagsjournal" of radio station "Ö3" as of 18-7-11. Vienna. Interview.
Internet	Homepage of Fachhochschul-Bachelor Programme Military Leadership. Page Military Erasmus. URL: http://www.miles.ac.at/campus/iep/index_iep.php . [25-11-12].

Table 2: Most-used entire citations for scientific papers.⁴

⁴ Table created by the author.

3.5 Footnotes

Footnotes are to be set at the end of a page. The entire text of the footnote shall appear on the same page as the footnote's number appears within the text. Font size is 10-normal, line spacing is 1, paragraph (section) is 6 pt., tabulator 1 cm, full justification (an example you can find at the end of this page). If within the entire thesis the number of footnotes remains in double figure, then the tabulator is to be set with 0.5 cm.

3.6 Descriptions of pictures, graphs or tables

Under each picture, graphic and/or table a description (font size 10-normal) is to be set. At the beginning of the description the consecutive serial number within the thesis of the respective picture, graph and/or table is to be set (font size 10-bold, at the end set a colon!).

The pictures, graphs or tables as well as the description are to be arranged centrally. The source of pictures, graphs and/or tables is to be described according to the citation rules.

The thesis text following the description is to be separated from it by pressing the enter key once. Example:



Figure 1: National and international Officer Cadets during the leadership training Crisis Management Operations.⁵

Basically pictures, graphs or tables are to use for supporting the thesis text. As literal citations they are to be commented before and/or after.

5 Picture created by the author during the leadership training on 23rd of May, 2009.

3.7 Length and quality of the thesis

Basically, the Bachelor Thesis 1 runs to 20 pages. These are text pages (starting after the table of contents until before the annexes) and do not include pictures, graphs, tables or footnotes.

Counting the words – according to Microsoft Word word-counting – these numbers of pages equal 5,000 words for the Bachelor Thesis 1.

Any divergence from this number of words the respective tutor/supervisor specifies in accordance with the Austrian responsible persons(s). It may occur that because of specific topics the number of pages is exceeded to a great extent.

Basically, Austrian students are to author their theses in English language. Spelling and grammar is to be used according to British English.

For a positive evaluation of the thesis only a certain quantity of mistakes are allowed to assure a proper quality of the thesis. One capital error is allowed per seven pages (a capital error is, for instance, a spelling mistake or a grammatical error). Four comma errors or ten spacing errors are amount to one capital error. If the tutor does not follow this recommendation it is to be justified in the assessment.

If a beta-error was corrected or mentioned by the tutor during the supervision-phase and this error occurs again within the final thesis it is up to the tutor to evaluate this as an alpha-error.

4. Sequence of the thesis

4.1 General remarks

It is recommended to put into practice the thesis sections according to the advice hereinafter for the purpose of creating a coherent content of the theses.

If this recommendation is not used, the respective tutor/supervisor has to coordinate that with the FH-BaStg MilFü's International Office.

4.2 Book cover and book labelling

How to provide the Bachelor Thesis 1 to the partner institution it is up to responsible persons(s) at the partner institution. After return from the fourth semester to Austria the Bachelor Thesis 1 is to bond according to the FH-BaStg MilFü's guidelines.

The book cover has to be in black colour. The book labelling is to be produced according to sub-chapter 5.1 of this regulation.

4.3 Title page

Students have to use the title page according to sub-chapter 5.2 of this regulation.

4.4 Abstracts

Immediately after the title page three abstracts are to be created.

The size of one abstract is approximately 75 per cent of one page.

The first abstract has to be created in English language, the second one in German language and the third one using the language of the international partner institution. Tutors are requested to support the students in translating to the third language.

After the respective abstract (on the same page) ten keywords referring to the most important thesis parts, are to be mentioned.

One abstract and the keywords should not exceed one page.

4.5 Table of contents

Immediately after the three abstracts a table of contents is to be created which includes all headlines of all chapters. On the first page of the table of contents the thesis page numbering (Page 1 of XXX) has to begin.

The table of contents does not count as text pages.

The layout of the table of contents according to this regulation is to be used (1st level [main chapter] bold, font size 12, line-spacing 1.5, tabulator 1 cm).

4.6 Text pages

It is recommended to use the text-sequence according to sub-chapter 4.6.2. If not, it is to be agreed upon with the respective tutor/supervisor.

4.6.1 Recommendation

Using the text sequence described in sub-chapter 4.6.2, which is recommended by the Austrian Academy of Science for all scientific papers, the so-called “golden thread” will be created automatically. In doing so all pre-conditions for establishing a scientific paper are fulfilled.

4.6.2 Text-sequence and text-modules

Amount or percentage	Number of the chapter	Name of the page or chapter or text-module ⁶			
1 Page	-	Title page			
1 Page	-	Abstract and keywords in English language			
1 Page	-	Abstract and keywords in German language			
1 Page	-	Abstract and keywords in partner institution’s language			
-	1	Table of contents			
<i>1</i>	<i>2</i>	Prelude	<i>Preface</i>	Text modules	
<i>2</i>	<i>3</i>		<i>Preamble</i>		
10	4		Introduction		
<i>2</i>	<i>5</i>		<i>Preview</i>		
3	6		Linkage to scientific disciplines		
15	7	Body of the Thesis	Current state of research		
1	8		Research Gap		
1	9		Research question(s)		
10	10		Methodology		
30	11		Research		
10	12		Results of research		
5	13		Discussion of results (pros and cons)		
1	14		Restriction of validity		
4	15	Concluding Chapters	Benefit for scientific disciplines		
1	16		Prospects		
4	17		Summary		
-	<i>18</i>		<i>Postface</i>		
-	19	Annexes			
1 Page	20	Affidavit			

Table 3: Text-sequence and text-modules within a scientific paper.⁷

6 Author's note: The content of each text module is described in the Annex in sub-chapter 5.3 (from the preface to the postface).

7 Table created by the author based on a lecture by University-Docent Dr. Thomas Stephenson of the Sigmund Freud University in Vienna during the author's doctoral studies. Author's note: For the *italic and blue* formatted text modules it is not a must to be mentioned within the thesis. The text modules mentioned in the table can be summarised to the three main parts.

4.7 Annexes

The table below describes the type and the sequence of the annexes. Not each part is to be mentioned (e.g.: Not any picture or graph is used within the entire thesis, then there is no need to add a list of figures).

Annexes do not count to the text pages.

Sequence or sub-chapter	Type of the annex	Remarks
1	List of abbreviations	To be listed in alphabetical order.
2	List of figures	The figure's number, the figure's description and the page-number is to be listed.
3	List of tables	The table's number, the table's description and the page-number is to be listed.
4	List of literature	If a lot of different documents are used, the list of literature is to be subdivided (e.g.: Books, magazines, dissertations, web-pages, etc.). Within these sub-chapters all documents are to be listed in alphabetical order.
5	Grey literature	If documents are used which are not publicly accessible and which are not restricted, then the respective page is to be copied and to be added to the annex. Austrian students studying abroad are not allowed to use classified documents as a source for their theses.
6	Interviews with experts	If interviews with experts are conducted, the transcript is to be signed by the thesis author and the expert and is to be copied to the annex including all pages.
7	Other documents	All other documents which do not fit the types above, are to be listed within this sub-chapter.

Table 4: Sequence of the annex within a scientific paper.⁸

⁸ Table created by the author.

4.8 Affidavit

On the last page of the thesis an affidavit in English language is to be added and signed personally by the thesis author.

The wording of the affidavit is presented in sub-chapter 5.4 of this regulation.

5. Annexes

5.1 Book cover and book labelling

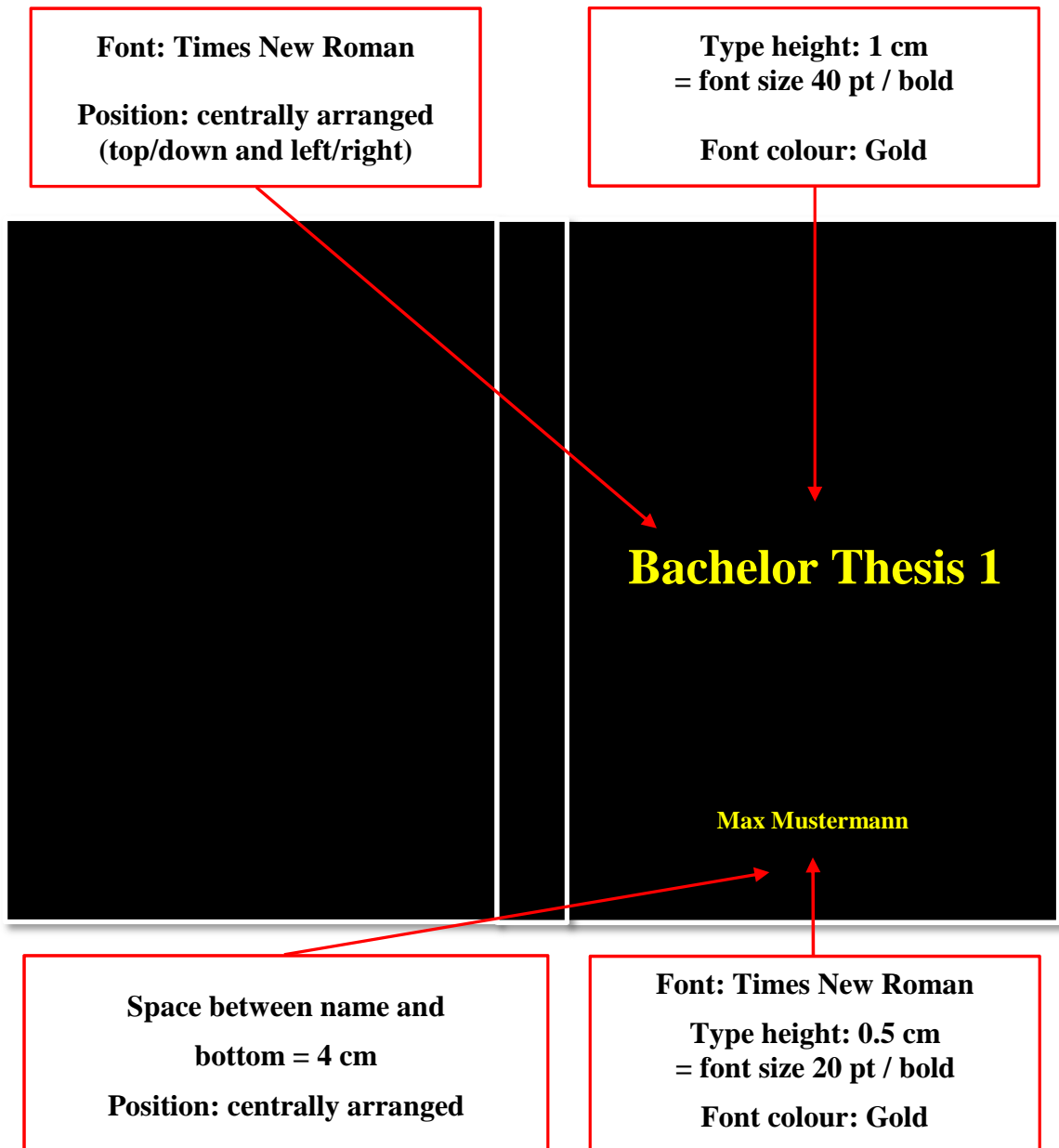


Figure 2: Layout of the book cover and the book labelling.⁹

⁹ Figure created by the author.

Author's remark: Creating the book cover is to be done after the student's return to Austria according to the FH-BaStg MilFü's guidelines.

5.2 Title page

The original format is on the next page.

Remark: The title page on the next page has, contrary to all other pages of this regulation, neither a header nor a footer to avoid any misunderstanding how to format it.

The font size and the line spacing are described below.

The diagram shows a title page layout with the following text elements and annotations:

- Full title of the Thesis**: An arrow points to this line with the annotation "font size 14 pt-bold".
- Bachelor Thesis 1**: An arrow points to this line with the annotation "font size 14 pt-normal".
- Created during an ERASMUS exchange
- from DDth Month, 20XX to DDth Month, 20XX
- at the
- Name of the Partner Institution (e.g.: Military Academy of the Land Forces Wrocław)
- Country (e.g.: Poland)
- Tutor:
- Rank Academic Degree Forename Family name, Academic Degree
- Author:
- Rank Academic Degree Forename Family name, Academic Degree**: An arrow points to this line with the annotation "font size 14 pt-bold".
- Student of the Fachhochschul-Bachelor-Programme Military Leadership
- Austria
- Wrocław, Month 20XX
- Seitenumbruch

- If not stated otherwise in the figure above, all font sizes are 12 pt-normal.
- Line spacing is 1.5 – paragraph (section) is 0 pt.
- All the text is to be arranged centrally.

Full title of the Thesis

Bachelor Thesis 1

Created during an ERASMUS exchange
from DDth Month, 20XX to DDth Month, 20XX

at the
Name of the Partner-Institution (e.g.: Military Academy of Land Forces Wroclaw)
Country (e.g.: Poland)

Tutor:
Rank Academic Degree Forename Family name, Academic Degree

Author:
Rank Academic Degree Forename Family name, Academic Degree

Student of the Fachhochschul-Bachelor Programme Military Leadership
Austria

Wroclaw, Month 20XX

5.3 Contents of text modules

The table below describes the respective content of each chapter.

Name of the chapter	Contents
<i>Preface</i>	<i>Describes the author's personal relationship to the topic and provides an opportunity for acknowledgements to certain persons.</i>
<i>Preamble</i>	<i>Should draw the reader's interest to the topic, should convey the importance of the thesis and should inspire to continue reading the thesis.</i>
Introduction	Should describe the thesis concept – which problem should be solved? How would the author like to solve the problem(s)? If terms and definitions must be described – here is the place for it.
<i>Preview</i>	<i>This chapter is to be created at the final stage of the thesis. It is an extended table of contents and describes what the reader can expect within the upcoming chapters. It is to be listed according to the sequence of the chapters.</i>
Linkage to scientific disciplines	Which scientific community(ies) does the thesis topic address? Should describe the importance of the topic for a specific scientific community. Who may benefit from the results of the thesis?
Current state of research	Describes the state of the art with respect to the chosen topic. Describes how the research results have been achieved so far, mentioning the methodology and the research results. This chapter requires detailed investigations for the purpose of avoiding a repeated research (“the wheel should not be reinvented”).
Research gap	Describes that – based on the chapter before – a certain part of the research is still in its infancy – no researches have been done so far. This chapter should describe in detail, which parts have not been researched and as a conclusion it should describe the importance of the author's topic to close the gap. A statement made by a prominent personality would help a lot to describe the research gap.

Table continued on the next page.

Research question(s)	<p>If the research question can be answered, the research gap is closed.</p> <p>The research question is the guideline through the entire thesis. All efforts have to be linked to the research question.</p> <p>The research question must not be answered with yes or no (that is why it must be a “w-/how-question”).</p> <p>The respective wording of the research question is to be elaborated on.</p> <p>Up to ten sub-questions are allowed.</p>
Methodology	<p>This chapter describes how the author intends to yield the results (starting point – route of research [approach] – finish). It describes the consistency in the author’s research work.</p> <p>Which scientific methodology will be used to answer the research question?</p> <p>Figures, graphs or diagrams are useful to support the description of the methodology.</p>
Research	<p>Describes what the author has done to answer the research question.</p> <p>Describes the details of the author’s research.</p>
Results of research	<p>This chapter lists in a logical order the results of the research.</p> <p>Which are the results? The results must be important for answering the research question.</p>
Discussion of results (pros and cons)	<p>All the results are discussed by writing by the author.</p> <p>The author discusses the results from different points of view (pros and cons).</p> <p>The research question(s) should be mentioned again and, based on the author’s discussion, it/they should be answered clearly.</p>
Restriction of validity	<p>The validity of the research is to be discussed by writing.</p> <p>There must be a clear statement for which parts, for whom etc. the author’s research is valid and for which parts, for whom etc. it is not valid.</p> <p>The reason(s) for the mentioned clear statements are to be pointed out, too.</p>

Table continued on the next page.

Benefit for scientific disciplines	<p>The content of this chapter is similar to the chapter “linkage to scientific disciplines”.</p> <p>Here it should be mentioned, which importance the research results may have to a certain scientific community and/or to certain persons and/or for certain topics.</p> <p>It should be described, who or what may have a benefit from the research results.</p>
Prospects	<p>The results of the author’s research could be a starting point for further researches done by other persons.</p> <p>Probably not all questions can be answered because of certain circumstances, but can be answered by further researches.</p> <p>Certain topics for further theses could be described to fill the research gap completely.</p>
Summary	<p>All the text modules are to be described.</p> <p>Within the summary no new argument must be introduced.</p> <p>The summary is – in any case – longer than the abstract and has a size of approximately four per cent of the thesis text pages.</p>
<i>Postface</i>	<i>The thesis author may bring in some personal statements and/or acknowledgements she/he would like to share with the reader.</i>

Table 5: Description of the text modules content of scientific papers.¹⁰

¹⁰ Table created by the author based on a lecture by University-Docent Dr. Thomas Stephenson of the Sigmund Freud University in Vienna during the author’s doctoral studies. Author’s note: For the *italic and blue* formatted text modules it is not a must to be mentioned within the thesis. The text modules mentioned in the table can be summarised to main chapters according to sub-chapter 4.6.2 of this regulation.

5.4 Affidavit

The affidavit below is to be copied verbally onto the last page of the thesis. This affidavit is to be signed by the author's own hand on all thesis copies submitted to officials.

Affidavit

I declare that I have written the present thesis independently and on my own. I have clearly marked any language or ideas borrowed from other sources as not my own and documented their sources. The thesis does not contain any work that I have handed in or have had graded as a previous scientific paper earlier on.

I am aware that any failure to do so constitutes plagiarism. Plagiarism is the presentation of another person's thoughts or words as if they were my own – even if I summarize, paraphrase, condense, cut, rearrange, or otherwise alter them.

I am aware of the consequences and sanctions plagiarism entails. Among others, consequences may include nullification of the thesis, exclusion from the awarding of a degree, and legal consequences for lying under oath. These consequences also apply retrospectively, i.e. if plagiarism is discovered after the thesis has been accepted and graded. I am fully aware of the scope of these consequences.

Signature

.....

(Rank Academic Degree Forename Family name, Academic Degree)

Location, Country (e.g.: Wrocław, Poland) in Month 20XX

5.5 Planning phase for the fourth Semester („plan“)

Based on existing or future ERASMUS agreements the following specialisations may be studied at partner institutions abroad by FH-BaStg MilFü's students:

- Political Science.
- Economics (Business Administration).
- Economics (IT).

The FH-BaStg MilFü's International Office is responsible for agreements, arrangements and planning with partner institutions. The final assignment of students' specialisations and study places abroad is in the hands of the FH-BaStg MilFü's Head of Institute & Programme Director according to International Office's proposals.

The phases (content & time) are to be conducted according to the sketch below:

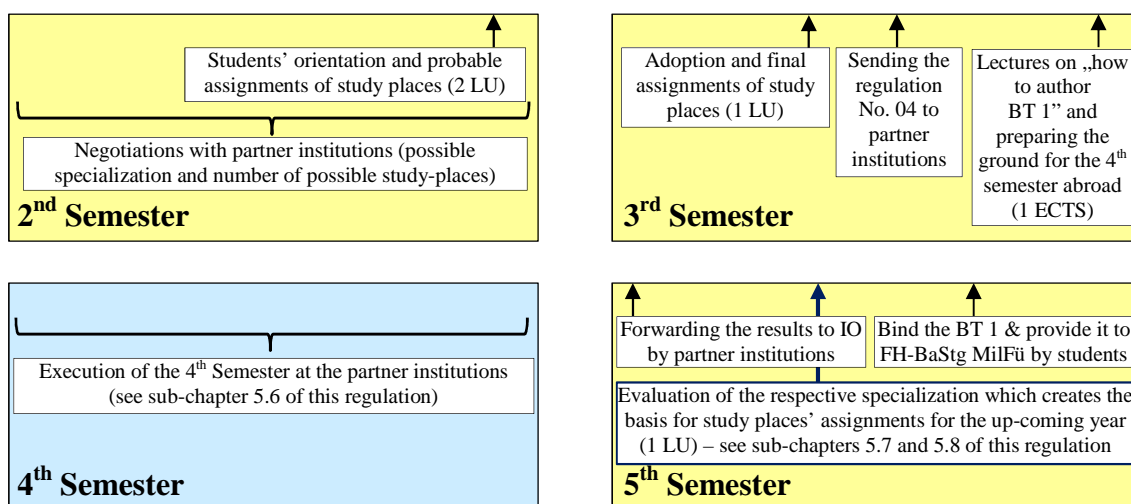


Figure 3: Planning (timewise and contentwise) of the 4th Semester abroad.¹¹

Abbreviations: LU Lecture Unit (45 minutes)
 BT 1 Bachelor Thesis 1
 ECTS ... European Credit Transformation and Accumulation System
 IO International Office

¹¹ Figure created by the author.

5.6 Execution phase for the fourth Semester („do“)

The International Office is responsible for the administrative work to send students abroad. Financial support by using ERASMUS money is to be organised wherever possible.

The fourth Semester is to be executed according to the table hereinafter:

ECTS	LUs/Courses/Modules	Remarks
1	Lecture on „how to author BT 1“	<ul style="list-style-type: none"> To be organised at the end of the 3rd Semester in Austria. The aim is that each student has an electronic version of the BT 1 with the correct format and all chapter-headlines according to this regulation.
2	English	<ul style="list-style-type: none"> These 2 ECTS are not to be executed at the partner institutions. They are to be recognised at the FH-BaStg MilFü because all lectures/courses/ modules and the BT 1 are in English language anyway.
2	2 nd Language	<ul style="list-style-type: none"> If the partner institution is able to provide the respective language – these lectures should be conducted – if not, the FH-BaStg MilFü’s language department is to organise these 2 ECTS via e-learning. Also the following specialities can be organised: <ul style="list-style-type: none"> MALF Wrocław: The course “Polish for foreigners” is recognised as 2nd language. Ecoles de Coëtquidan: Mainly those students who have French as 2nd language are to be sent to France. UoD Brno: Students return 1 week earlier to conduct all the 2nd languages during the last week of the 4th semester.
3	Polemology	<ul style="list-style-type: none"> Students studying abroad have to choose at least 3 ECTS Polemology out of all offered lectures/courses/modules.
12	Specialization Modules	<ul style="list-style-type: none"> If not organised by the International Office in advance, students have to choose at least 12 ECTS according to their respective specialization out of the offered lectures/courses/modules.
10	Authoring Bachelor Thesis 1	<ul style="list-style-type: none"> For authoring the Bachelor Thesis 1, students have to bear their Thesis-topic in relation to one of the chosen specialization lectures/courses/ modules in accordance with this regulation No. 4. Tutoring and/or supervising the BT 1 are in the hands of the partner institutions. If a huge number of students study at the same partner institution – FH-BaStg MilFü’s lecturers may support on request of the partner institution.
-	Final Exam	<ul style="list-style-type: none"> At the end of the 4th Semester, a final oral exam complements the grading of the BT 1. This BT 1-grading has its origin in the qualitative and quantitative evaluation (according to sub-chapter 5.10 of this regulation).

Table 6: Execution of the 4th Semester abroad.¹²

¹² Table created by the author.

5.7 Post-processing phase for the fourth Semester („check“)

After the end of the 4th Semester the partner institutions provide the Students' results of all lectures/courses/modules and the final entire grading (final oral exam is included) for the Bachelor Thesis 1 (Learning Agreements, Transcripts of Records, final entire grading of the Bachelor Thesis 1) to the FH-BaStg MilFü.

If there is any negative result, the FH-BaStg MilFü's Head of Institute & Programme Director decides about the further steps on International Office's proposal.

The Bachelor Thesis 1 is – independently from the partner institution's guidelines – to bind according to this regulation No. 4 and to provide to the FH-BaStg MilFü after return from the National Training on the Job. Two books (hardcopies) and an electronic version are to be provided. The latest date of delivery is in hands of the FH-BaStg MilFü Administration Office.

The respective designated Students' representative has to provide a report to the International Office according to the Austrian MODS's format during the last week of the 4th Semester. These reports initiate the evaluation process.

The partner institution is requested to provide a short report – verbally during personal meetings in international conferences or a written report – to the International Office.

The International Office is responsible to create an evaluation report with the respective specialization students. For that purposes, one lecture unit is foreseen with the respective specialization students during the 5th Semester.

5.8 Improvement phase for the fourth Semester („act“)

Based on all evaluation reports and on arrangements with all national and international persons being responsible for the 4th Semester, the International Office creates a proposal for the Head of Institute & Programme Director for execution of the 4th Semester for the upcoming year.

The proposal has to include the following points:

- Changes and/or adoptions for the planning phase.
- Experiences and/or adoptions for the 2nd language.
- Experiences and/or adoptions for the Polemology lectures/courses/modules.
- Experiences and/or adoptions for the specialization lectures/courses/modules.
- Experiences and/or adoptions for authoring the Bachelor Thesis 1 (including the final oral exam).

Based on these proposals, the FH-BaStg MilFü's Head of Institute & Programme Director decides about the continuation of the pilot project and about further procedures.

5.9 Assessment papers for the Bachelor Thesis 1

Quantitative Evaluation – Page 1

Student:

	Fachhochschul- Bachelorstudiengang Militärische Führung
Rank, Academic degree(s), NAME, Forename, Academic degree(s)	Student's home institution

Type and Topic of the Thesis:

Bachelor Thesis 1	
Type	Full title of the thesis

Tutor's or Co-Tutor's Data:

Tutor			
Co-Tutor			
Type	Tick off	Rank, Academic degree(s), NAME, Forename, Academic degree(s)	Tutor's home institution

Location and date of evaluation by the Tutor or Co-Tutor:

Location, Country	DD of Month, YYYY

Grading achieved according to the (Co-) Tutor's evaluation:

Points	Grades in Austrian figures	Grades in German language	ECTS Grades	Grading-description in English language	Tick off
93-100	1	Sehr gut	A	With high distinction	
81-92	2	Gut	B	With distinction	
71-80	3	Befriedigend	C, D	On an average	
60-70	4	Genügend	E	Below average	
0-59	5	Nicht genügend	F	Not satisfied (failed)	

.....
(Tutor's or Co-Tutor's Signature)

Quantitative Evaluation – Page 2

Part 1 – Scientific Approach & Method:

No.	Description	Achievable points	Points achieved
1	Introduction: The problem is described and it is described how the author would like to solve the problem.	4	
2	Linkage to scientific disciplines: It is described who may have a benefit if the problem is solved.	2	
3	Current state of research: A proper research is done to describe the current state of research. The mentioned researches avoid “reinventing the wheel”.	14	
4	Research gap: A clear statement is done what has not been researched so far.	4	
5	Research question(s): The question(s) correspond(s) to the research gap and to the thesis’ topic.	4	
6	Methodology: It is described how the author wants to answer the research questions.	4	
7	Research and results of research: The researches as well as the research results correspond to the research question(s). A clear line is drawn into the direction of solving the problem.	20	
8	Discussion of results: The pros and cons are described.	2	
9	Restriction of validity: The validity of the results is described.	2	
10	Benefit for scientific disciplines: It is described who may have a benefit from the results of the research.	4	
11	Prospects: It is described what must be done to solve further problems.	2	
12	Summary: The summary includes all the chapters before.	4	
13	Annexes: All the necessary annexes according to the regulation are included.	3	
14	Affidavit: It is included according to the regulation.	1	
15	Other chapters: (preface, preamble, preview, postface). If these chapters make sense, the author rewards 1 additional extra-point per chapter.		
	Total	70	

Remark: Each divergence equals 1 point less.

Part 2 – Grammar and Formal Aspects:

No.	Description	Achievable points	Points achieved
16	The cover-page corresponds to the regulation.	1,5	
17	Table of contents (Name and echelons correspond to the regulation or to the agreement with the home institution).	1,5	
18	Within the chapters the sub-chapters are chosen in a correct and logical way.	1,5	
19	The thesis’ structure is clear and neatly arranged.	1,5	
	Total	6	

Remark: Each divergence equals 0.5 points less.

Quantitative Evaluation – Page 3

No.	Description	Achievable points	Points achieved
20	The amount of words (pure text) is according to the regulation. Plus or minus 10 per cent are not taken into consideration. If agreed with the (Co-) Tutor the amount of word can be exceeded (Per 200 words divergence – 0.5 points less).	8	
21	Quotations are made according to the regulation. The author ensures that not any part of the entire thesis can be considered as plagiarism (1 wrong or not made quotation create 1 point less).	8	
22	The format (margins, footnotes, font sizes, line spacing, commas, etc.) is according to the regulation (10 “small” mistakes create 1 fatal error which equals 1 point less).	4	
23	Spellings and grammar are corresponding British English (1 wrong spelling creates 1 fatal error which equals 1 point less).	4	
	Total	24	

Important Remarks:

- If the points of No. 22 or No. 23 are zero – the thesis cannot be evaluated positively! Any divergence from this recommendation the (Co)Tutor has to justify at the end of this page.
- 3 allowed mistakes – as shown in No. 22 or No. 23 of the table above– are calculated for an amount of 5,000 words (pure text). If the amount of words is more, the (Co-) Tutor has to extrapolate the allowed mistakes.

Total amount of points achieved.	Achievable points	Points achieved
	100	

If the Tutor or the Co-Tutor does not follow the grading according to the achieved points because of special reasons – it is to justify hereinafter:

Qualitative Evaluation**Student:**

	Fachhochschul- Bachelorstudiengang Militärische Führung
Rank, Academic degree(s), NAME, Forename, Academic degree(s)	Student's home institution

Type and Topic of the Thesis:

Bachelor Thesis 1	
Type	Full title of the thesis

Statistics	Amount of pages of the entire thesis	
	Amount of words (just text words)	
	Amount of figures, graphs and pictures	
	Amount of tables	
	Amount of different sources (expert-interviews, books, webpages, etc.)	

Content	(Co-) Tutor's comments to the quality of the thesis	
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Method	(Co-) Tutor's comments to the author's method	
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Necessary diligence	(Co-) Tutor's comments to the author's diligence	
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Because of the (Co-) Tutor's quantitative and qualitative evaluation the final grading is determined with:	Grades in German		ECTS Grade	In English	Tick off
	1	Sehr gut	A	With high distinction	
	2	Gut	B	With distinction	
	3	Befriedigend	C, D	On an average	
	4	Genügend	E	Below average	
	5	Nicht genügend	F	Not satisfied (failed)	

.....
(Tutor's or Co-Tutor's Signature)

5.10 Procedure for the final oral exam of the Bachelor Thesis 1

Explanations:

Specialisation Study Director	Is the person of the host institution who is responsible for the entire Semester which is participated by Austrian Students.
Module Director	Is the person of the host institution who is responsible for a certain Module inside the Semester.
Course/Classes Director	Is the person of the host institution who is responsible for a certain course, class and/or lecture inside the Module.
Responsible Officer	Is the person of the sending institution who is responsible for the Specialisation Topics at the FH-BaStg MilFü.
Programme Director	Is the person of the sending institution who is responsible for the entire Basic Officer Education Programme at the FH-BaStg MilFü.

At the end of the fourth Semester a final oral exam for the Bachelor Thesis 1 is to be conducted. The grading of this exam complements the grading for the thesis.

The point of time for this final oral exam is to be determined between the International Office of the FH-BaStg MilFü and the Specialisation Study Director of the host institution.

The Module or Course/Classes Director of the host institution is in charge of the final oral exam. As a rule he/she is also the tutor for the respective Bachelor Thesis 1.

The Module or Course/Classes Director of the host institution arranges Contributors to the final oral exam. He/she brings in the respective Module Director – or the Specialisation Study Director of the host institution – if he/she is the same person.

As a third person, a Responsible Officer of the sending institution may be brought in. A possible participation of this third person is to be arranged via the International Office of the FH-BaStg MilFü.

The final oral exam has a maximum duration of 30 minutes. The starting point is the presentation of the Bachelor Thesis 1 with duration of 10 minutes.

The entire final grading is the mean of the qualitative and quantitative evaluation of the Bachelor Thesis 1 and the final oral exam. This results in just one single grading.

If there is a negative final grading at the host institution, the Programme Director of the FH-BaStg MilFü orders further steps – on proposal of the International Office of the FH-BaStg MilFü.