

INSTRUCTIONS FOR THE MODULES BACHELOR SEMINAR, BACHELOR THESIS, ADVANCED SEMINAR AND MASTER THESIS AT THE COLOGNE INSTITUTE FOR INFORMATION SYSTEMS

1	ORGANISATIONAL INFORMATION ON MODULES COMPRISING SCIENTIFIC THESES...	2
1.1	CENTRAL ALLOCATION PROCEDURE VIA KLIPS2	2
1.2	INSTRUCTIONS FOR PRIORITIZING COURSE PLACE REQUESTS	2
1.3	BACHELOR SEMINAR	2
1.3.1	<i>Procedure</i>	3
1.4	BACHELOR THESIS	3
1.4.1	<i>Admission requirements</i>	4
1.4.2	<i>Procedure</i>	4
1.4.2.1	Registration for the Bachelor thesis module	4
1.4.2.2	Registration of the thesis at the Examination Office.....	4
1.4.2.3	Exposé.....	4
1.4.3	<i>Completion period</i>	4
1.5	ADVANCED SEMINAR.....	5
1.5.1	<i>Procedure</i>	5
1.5.2	<i>Admission requirements</i>	5
1.6	MASTER THESIS	5
1.6.1	<i>Admission requirements</i>	5
1.6.2	<i>Procedure</i>	6
1.6.2.1	Finding a topic.....	6
1.6.2.2	Registration of the thesis at the Examination Office.....	6
1.6.2.3	Exposé.....	6
1.6.2.4	Colloquium	6

1 ORGANISATIONAL INFORMATION ON MODULES COMPRISING SCIENTIFIC THESES

In this document you will find information on the organisational procedures of modules that include the writing of a scientific thesis. Deviations from the procedures described here may occur in individual courses. Binding information can therefore only be provided by the staff responsible for the respective course. If you have any questions or comments regarding this document, please contact Phil Diegmann (diegmann@wiso.uni-koeln.de) or Mario Müller (mario.mueller@wiso.uni-koeln.de).

1.1 Central allocation procedure via KLIPS2

The registration and allocation of places for the modules Bachelor Seminar, Bachelor Thesis and Advanced Seminar at the Cologne Institute for Information Systems (CIIS) are bound to a central allocation procedure. The Master thesis module is excluded from this procedure.

In the first step of the procedure, students register for the respective module via KLIPS2 **during the first phase of enrolment** (please refer to the KLIPS2 web site for the exact dates for each semester). For a module, several prioritised course place requests must be submitted, which means that within a module, students must prioritise between courses with different lecturers. Guidance on prioritising course place requests via KLIPS2 can be found in Chapter 1.2.

The assignment of a place for a specific module (called "Confirmed place" in KLIPS2) is automatically made by KLIPS2 after the first phase of enrolment. Each student is assigned a place in a Bachelor seminar, Advanced seminar or thesis supervision at a chair with the highest possible priority, taking into account the available capacities. An assignment of several places (i.e. at several chairs) in a module is automatically prevented (e.g. a "confirmed place" is not assigned at two chairs in the Bachelor seminar module simultaneously).

Students should submit several prioritized course place requests for a module! Only several course place requests can ensure that a confirmed place can be assigned after the phase of enrolment. If a student submits only one course place request and the respective place cannot be assigned as a confirmed place due to limited capacities, no confirmed place at all will be assigned to the student in this module. It is advisable to submit place requests (i.e. priorities) for all chairs and appointments.

You will find further information on prioritising your document requests at KLIPS2 Support under <http://klips2-support.uni-koeln.de/12147.html?&L=1>

1.2 Instructions for prioritizing course place requests

How can I prioritize my course place requests?

First, you register as usual for the corresponding courses in KLIPS2. KLIPS2 automatically prioritises the course place requests according to the order of the requests. Therefore, you should explicitly check the prioritisation after the application and adjust it if necessary. To check the priorities, proceed as follow:

- 1. Step:** Open "Course Registration"
- 2. Step:** Open „Prioritize Application Request“ in the row "Action"
- 3. Step:** check prioritisation and adjust if necessary.

1.3 Bachelor seminar

The Bachelor seminar is offered every semester and extends over the entire semester.

The aim of the Bachelor seminar is to provide students with the basic knowledge and skills they need to independently write scientific theses. The students independently engage with a current topic of information systems. They independently familiarize themselves with a topic and research, select, analyse and synthesize the relevant scientific literature from electronic and non-electronic scientific literature. You will write a written seminar paper on the chosen topic in which you will apply scientific standards for citing sources and thoughts in

your own work. In addition, the students present and defend the results of the seminar paper in an individual or group presentation and, if necessary, critically supplement the presentations of other participants and conduct a scientific discourse.

1.3.1 Procedure

In the first step, in the first phase of enrolment, the enrolment in the Bachelor seminar is performed via the central allocation procedure via KLIPS2 (see 1.1). After the first phase of enrolment, the confirmed places are assigned to the students. The first attendance date of the Bachelor seminar usually takes place on the first day of the semester. On this day the “kick-off” takes place, at which all organisational details are outlined and the paper topics of the seminar are presented. Immediately after the kick-off date the attendance day of the course "Scientific Work: Flipped Classroom" takes place. This course is a compulsory part of the Bachelor seminar and a prerequisite for all other modules that include writing a scientific paper. The online content of the course must be completed by the student before the attendance day! The contents are presupposed for writing the Bachelor seminar paper and are no longer subject to supervision! The course can be found at: https://www.ilias.uni-koeln.de/ilias/goto.php?target=crs_2169357 . When attending a Bachelor seminar, no separate registration for the attendance day in ILIAS is necessary.

The procedure of the Bachelor seminar usually follows the sequence shown in Table 1.

Area	Point in Time	Activity	
KLIPS2	First phase of enrolment	1) Registration via KLIPS2 Students register via Klips2 by submitting priorities for the Bachelor seminar module.	
	Shortly after first phase of enrolment	2) Assignment Assignment of confirmed places is announced.	
First attendance day	First day of semester	3) Kick-Off Usually the latest possible time for the exam registration via KLIPS2. Publication of the Bachelor seminar topics.	4) Flipped Classroom on Scientific Work – Attendance day Online content must be completed by the student independently before the day of attendance.
Assignment of topics	Immediately after Kick-off	4) Submission of topic preferences Students submit priorities on Bachelor seminar topics via ILIAS survey.	
	Ca. one week after Kick-Off	5) Assignment of topics Students are assigned to a topic and supervisor.	6) Initial discussion of the topic Students contact their supervisors autonomously for an initial consultation of the topic.
Completion period	From assignment of topics	7) Preparation of Bachelor seminar paper The student prepares the bachelor seminar paper. There are usually two milestones for consultation with the supervisor.	
	During the completion period	8) Potentially further attendance days Further attendance appointments (e.g. presentation training) may be held during the semester. These will be communicated via ILIAS and at the kick-off meeting.	
	End of completion period	9) Submission of Bachelor seminar paper The student submits the Bachelor seminar paper in due time and according to the requirements of the supervisor.	
Presentation	After the end of completion period	10) Presentation Students present their work and discuss it critically with fellow students.	

TABLE 1: PROCEDURE BACHELOR SEMINAR

1.4 Bachelor thesis

It is mandatory to fulfil the requirements of the examination regulations in their current version as well as further requirements of the WiSo Examination Office: <https://www.wiso.uni-koeln.de/en/faculty/managing-board/examination-office/2015-examination-regulations/theses/>

1.4.1 Admission requirements

It is recommended to complete the Bachelor seminar before the Bachelor thesis.

The course "Flipped Classroom on Scientific Work" must be completed before the start of the bachelor thesis. If the course has not already been completed as part of the Bachelor seminar, it must be completed separately. Please enquire about the next attendance day in the corresponding ILIAS course (https://www.ilias.uni-koeln.de/ilias/goto_uk_crs_2169357.html). The contents of this course are required for the Bachelor thesis and are no longer the subject of supervision!

1.4.2 Procedure

1.4.2.1 Registration for the Bachelor thesis module

In the first step, in the first phase of enrolment, the Bachelor thesis module places are assigned through the central allocation procedure via KLIPS2 (see 1.1). The assignment of the confirmed places takes place after the first phase of enrolment.

The starting dates are the first working day of the months:

- November (winter term)
- May (summer term)

The assignment of the bachelor thesis topics usually begins about 2-3 weeks before the respective start date. The open bachelor thesis topics are published via ILIAS. Subsequently, the students give their preferences on the topics via ILIAS. All students are then assigned to a topic and a supervisor.

Students should contact their supervisor immediately after the assignment of topics and ask for an initial consultation.

1.4.2.2 Registration of the thesis at the Examination Office

The registration of the thesis at the Examination Office is done by the supervisor of the thesis, who registers the student bindingly for the at the Examination Office by means of a form. For this purpose, the supervisor must report the topic, the completion period and the examiner of the thesis to the Examination Office. The registration must be signed by the student. The student receives a written notification of the registration - depending on the type of thesis, within a few days up to one month after the registration. In this letter, the title of the thesis and the binding deadline for submission of the thesis are announced. It is important to use the exact title from the Examination Office's letter in the final thesis or to contact the supervisor before making any changes.

1.4.2.3 Exposé

The first step in writing a bachelor thesis is the preparation of an exposé. As a rule, a completion period of 2 weeks should be planned for this.

1.4.3 Completion period

If the module Bachelor Thesis is taken as part of the main subject Information Systems and according to the examination regulations 2015, the processing time for the Bachelor Thesis is a maximum of 12 weeks beginning with the issue of the topic.

For students of other WiSo Bachelor programmes, different conditions may apply. These must be requested from the Examination Office.

Table 2 shows the typical procedure of the Bachelor thesis module.

Area	Point in Time	Activities
KLIPS2	First phase of enrolment	1) Assignment of chairs Students register via Klips2 by submitting prioritised course place requests for the Bachelor thesis module. Start dates in the summer semester <ul style="list-style-type: none">• 1st working day in May

		Start dates in the winter semester <ul style="list-style-type: none"> • 1st working day in November 	
	Shortly after first phase of enrolment	2) Assignment of confirmed places Assignment of students to chairs and dates will be announced	
ILIAS	2-3 Weeks before Start date	3) Publication of Bachelor thesis topic A list of bachelor thesis topics, including short descriptions of the topics will be published in the respective ILIAS course.	4) Submission of topic preferences Students submit preferences on Bachelor thesis topics via ILIAS survey
		5) Assignment of topic Students are assigned to a topic and supervisor	6) Consultation with supervisor Students independently contact their supervisors for an initial consultation
Exposé	Start date	7) Registration of the work at the Examination Office The students sign the registration form for the Examination Office with their supervisor. The registration will be forwarded to the Examination Office by the supervisor.	
		8) Exposé The students start with the preparation of the exposé.	
	2 Weeks after Start date	9) Submission of Exposé The exposé is submitted to the supervisor by the agreed date (by email, usually no later than 2 weeks after the start date). In consultation with the supervisor, it is possible to submit a draft version before the deadline. The supervisor will give feedback on this and the student can then revise and submit it by the deadline. More than one iteration is usually not possible.	
Bachelor thesis	After submission of Exposés	10) Preparation of Bachelor thesis The student prepares the bachelor thesis. Consultations with the supervisor are possible.	
	End of preparation period	11) Submission of Bachelor thesis The student submits the Bachelor thesis to the Examination Office in due time and in accordance with the formal requirements of the Examination Office, the general requirements of the Chair and other agreements with the supervisor.	

TABLE 2: PROCEDURE BACHELOR THESIS

1.5 Advanced Seminar

1.5.1 Procedure

In the first step, in the first phase of enrolment, registration for the Advanced Seminar is bound to the central allocation procedure via KLIPS2 (see 1.1). After the first phase of enrolment, the confirmed places are assigned. All organisational aspects of the course will be communicated in the respective seminars via KLIPS2 and/or ILIAS.

1.5.2 Admission requirements

The course "Flipped Classroom on Scientific Work" must be completed before the start of the Advanced Seminar. If the course has not already been completed as part of another module, it must be completed separately. Please enquire about the next attendance day in the corresponding ILIAS course. (https://www.ilias.uni-koeln.de/ilias/goto_uk_crs_2169357.html). The contents are required for the Advanced Seminar and are no longer subject to supervision!

1.6 Master thesis

It is mandatory to fulfil the requirements of the examination regulations in their current version as well as further requirements of the WiSo Examination Office: <https://www.wiso.uni-koeln.de/de/fakultaet/dekanat/pruefungsaemter/po-2015/abschlussarbeiten/>

1.6.1 Admission requirements

The course "Flipped Classroom on Scientific Work" must be completed before the start of the Advanced Seminar. If the course has not already been completed as part of another module, it must be completed separately. Please enquire about the next attendance day in the corresponding ILIAS course. (https://www.ilias.uni-koeln.de/ilias/goto_uk_crs_2169357.html). The contents are required for the Advanced Seminar and are no longer subject to supervision!

1.6.2 Procedure

No prior registration via KLIPS2 is required for writing the master thesis.

1.6.2.1 Finding a topic

The first step in the procedure of a Master thesis at CIIS is the identification of a topic. The student should consider this in advance: What are his/her strengths and interests? Does this include programming and would the student like to write a thesis that requires implementation, or would he rather write an empirical thesis and work statistically? Is he/she more interested in a conceptual work or is he/she perhaps interested in a literature research on a certain topic? The student should explore the main research areas as well as the topics offered on the websites of the chairs and contact the responsible staff members. He can also address lecturers in courses and inquire about topics if he is particularly interested in one of the institute's courses. After establishing contact, the supervisor will usually arrange an initial discussion in which the structure of the topic and the further procedure will be discussed.

In the case of your own topic proposal, you can orientate yourself on the research topics described on the websites of the chairs in order to identify potential contacts, or you can contact Kai Spindeldreher (spindeldreher@wiso.uni-koeln.de).

1.6.2.2 Registration of the thesis at the Examination Office

The registration of the thesis at the Examination Office is done by the supervisor of the thesis, who registers the student bindingly for the at the Examination Office by means of a form. For this purpose, the supervisor must report the topic, the completion period and the examiner of the thesis to the Examination Office. The registration must be signed by the student. The student receives a written notification of the registration - depending on the type of thesis, within a few days up to one month after the registration. In this letter, the title of the thesis and the binding deadline for submission of the thesis are announced. It is important to use the exact title from the Examination Office's letter in the final thesis or to contact the supervisor before making any changes.

1.6.2.3 Exposé

The first step in writing a master thesis is the preparation of an exposé. As a rule, a completion period of 2-4 weeks should be planned for this.

1.6.2.4 Colloquium

The purpose of the Master Colloquium is, after the first introduction to the topic and the conception of the Master thesis within the exposé, to discuss the previously planned approach to the topic constructively and critically with the supervisor/examiner, several academic staff members and, if necessary, other student participants of the Master Colloquium. The date of the colloquium will be agreed upon with the supervisor.

The colloquium usually takes place as follows: Each student first presents his or her planned Master thesis. This presentation should last between ten and 15 minutes. The content and structure of the presentation are based on the exposé. It is advisable to distribute some copies of the exposé to the participants of the Master Colloquium. However, the presentation should be designed in such a way that it concisely and coherently presents the key points of the planned Master thesis (motivation, problem, research question, classification, procedure, possible results), even without having to read the exposé.

In the subsequent round of questions and discussions of the Master Colloquium of 15-30 minutes, the audience has the opportunity to ask questions about details of the presentation or the planned Master thesis or to give hints or suggestions for improvement. The student should be aware that it is not the intention of all participants to discredit the planned project, but to improve it constructively and provide valuable assistance. Anything that the listeners have not understood potentially points to weaknesses in the conception of the later Master thesis,

which could cause problems in further processing (or later evaluation). Conversely, many of the weaknesses identified in the Master colloquium can be corrected in good time before the actual Master thesis begins.

It is therefore advisable for the student to take notes and also to follow up on his or her own if he or she has not understood a note or does not consider it to be correct. In this way, a fruitful discussion can develop from which the Master thesis profits.

Table 3 shows the typical process of the Master thesis.

Area	Point in Time	Activity	
Finding a topic	Ca. two months before intended start date	1) Inform about research and open topics of the chairs Students inform themselves on the websites and, if necessary, personally about research topics and open Master thesis topics.	
		2) Contacting possible supervisor Students contact a supervisor of an open Master thesis topic and ask for an initial consultation.	
Finalization of topic	Start date	3) Finalization of topic In consultation with the supervisor, students narrow down the topic of the Master thesis	4) Exposé The students start with the preparation of the exposé.
Exposé and Colloquium	Preparation period: 6 months	5) Feedback Exposé Students receive feedback on their exposé and revise it accordingly.	6) Appointment determination for Colloquium Students agree on a date for the colloquium with their supervisor
		7) Colloquium The students present their planned work and receive suggestions for improvement again.	
		8) Submission of Exposé Depending on the feedback in the colloquium, the students revise their exposé again and submit the final version of the exposé to the supervisor.	
Master thesis		9) Registration of the thesis at the Examination Office The students sign the registration form for the Examination Office with their supervisor. The registration will be forwarded to the Examination Office by the supervisor.	
		10) Preparation of Master thesis The students begin with the preparation of the Master thesis.	
		11) Feedback by supervisor During the preparation of the Master thesis, consultation with the supervisor is possible and expressly recommended.	
	End of Preparation period	12) Submission of Master thesis The student submits the Master thesis to the Examination Office in due time and in accordance with the formal requirements of the Examination Office, the general requirements of the seminar and other agreements with the supervisor.	

TABLE 3: PROCEDURE MASTER THESIS