

Bachelor and Master theses at the Chair of Sociology II

Prof Dr Marita Jacob and team

Thank you for your interest in writing your thesis at our department. The most important questions about our supervision are answered below.

Is there a prerequisite for supervising a thesis?

Yes, there is:

- (1) You have successfully completed at least 1 seminar (in the Master's programme also other courses) during your previous studies with us.
- (2) You should generally be interested in the subject areas of the Chair's staff - we only supervise topics that we can supervise well in terms of content.

What does a thesis look like?

We only supervise theses with an (empirical) own contribution; this can be, for example, a quantitative data analysis or a systematic review. In exceptional cases, we also supervise qualitative studies.

Bachelor students carry out either (1) their own (quantitative) empirical analysis or (2) a systematic review of the literature. The structure of the thesis corresponds to either a research article or a review article. The Bachelor's thesis usually comprises 7,000 words (+/-5%), excluding references and appendices.

Students on the Master's programme carry out their own quantitative, empirical analysis in the format of a research article. The word limit is usually 9,000 words (+/-5%), excluding references and appendices.

Please note: We do not supervise papers with an exclusively theoretical focus or a pure literature review. In this case, please contact another chair.

Which topics and issues are supervised?

We supervise theses on the topics of education and the labour market, family and partnership, political attitudes as well as mobility and transport behaviour.

Please take a look at the current list of topics and specific questions.

What is the specific procedure (checklist)?

Here you will find a checklist for the work process. Details on the individual points can be found below.

Have you

- selected a question from the list or developed your own question in the chair's subject areas?
- written down your interests and ideas (max. 500 words) and sent them to members of the department?
- received confirmation of supervision?
- registered for the colloquium/thesis seminar in KLIPS?
- received admission in KLIPS?
- held a presentation given in the colloquium/thesis presentation?
- sent an Exposé to chair staff and received approval for registration at the WiSo Examination Office?
- registered the thesis with the examination office (via the chair)?
- submitted your Thesis to the WiSo Examination Office on time!

What is the specific procedure (details on the checklist)?

1. You choose a maximum of two questions from the list of topics or develop your own question that fits the list of topics and the research activities at the chair and deal with them independently. You can find a current list of possible questions [HERE](#).
2. You write a short text in which you describe your interest in a selected question and formulate ideas for dealing with the question (maximum 500 words). Please also mention any relevant previous knowledge (e.g. that you have attended relevant seminars and lectures and perhaps completed them with a very good grade).
3. You send this short text to one of the chair members. After receiving the short synopsis, we will contact you and, if necessary, arrange a consultation appointment for a preliminary discussion. During the appointment, we will discuss whether supervision is possible and, if necessary, concretise the research question.
4. You register for the colloquium/thesis seminar in KLIPS.
5. You will receive admission to the colloquium/thesis seminar in KLIPS. Please note: If you have not been accepted by a supervisor in advance, you cannot be admitted in KLIPS.
6. You are obliged to attend the colloquium for final theses and present your ideas (and later: results).
7. You write an exposé explaining your planned approach (approx. 1000 words, +/-5%). The submission and discussion of the synopsis is a prerequisite for registering the thesis with the WiSo Examination Office.
8. You register the thesis with the examination office via the chair. Please note: The chair has **fixed periods** at the beginning and end of the lecture period for registering your thesis with the Examination Office! You will be informed of the specific registration period during the first event of the colloquium/thesis seminar. It is not possible to register theses outside this period.
9. You write your thesis and submit it to the Examination Office by the deadline. The maximum processing time is 3 months for Bachelor's theses and 6 months for Master's theses.

How do I write an Exposé?

Your exposé should answer the following questions:

What question will be investigated in the thesis?

Formulate a research question: Specify your topic and indicate the question(s) you will address. (approx. ½ - 1 page)

Why should this question be addressed?

Describe relevance and motivation: Explain why it is important to address your research question(s). Briefly summarise what is known and how you would like to contribute. (approx. ½ - 1 page)

How will you address this research question?

Describe your approach: Depending on your topic and method, describe and discuss your intended research design, data sources, and methods of analysis in this section. (approx. 1-2 pages)

How do I document my data analysis?

For all theses, the code **must** be submitted (e.g. Stata do-files; R code), usually via a sciebo directory. The code must be fully annotated and produce all empirical results shown in the main text and appendices of the thesis.

What else do I need to consider?

You can find further information on writing the exposé

https://iss-wiso.uni-koeln.de/sites/soziologie/Lehrstuehle/Jacob/2_en_Instructions_Expose_LS_Soz_II.pdf

To document empirical analyses, follow our protocol

https://iss-wiso.uni-koeln.de/sites/soziologie/Lehrstuehle/Jacob/4_en_Protocol_empirical_documentation_LS_Soz_II.pdf

Templates for the files required for documentation can be found

<https://iss-wiso.uni-koeln.de/sites/soziologie/Lehrstuehle/Jacob/template.zip>