

Guidelines for preparing a thesis (text section)

Please note the following when writing your thesis:

- Use the A4 format
- Design the title page according to the **sample on page 3 of these guidelines**
- The topic of the thesis must be stated on the title page as specified
- Line spacing must be 1½ lines for text pages; margins on the left and right must be 3 - 4 cm and 2 - 3 cm at the top and bottom
- Font and font size e.g. Arial 11 or Times New Roman 12 (or comparable fonts / font sizes)
- All sources and aids must be specified using the standard format
- All passages taken verbatim or in spirit from other publications must be labelled accordingly
- Put the table of contents (and illustrations) at the beginning
- The [regulations on the principles for ensuring good academic practice at the University of Oldenburg](#) must be observed.
- Depending on the requirements in the examination regulations that apply to you, you must enclose a signed declaration of originality or an affidavit in accordance with the regulations on good scientific practice with your thesis. This must be included in the PDF and signed.
- The wording of this declaration is:

Declaration of originality	Affidavit
<p>I hereby certify that I have written this thesis myself and that I have not used any sources other than those specified and have not made use of any unauthorised external help. Furthermore, the work was not produced using unrecognisable generative AI. Furthermore, I assure that I have followed the general principles of scientific / academic work and publication as laid down in the guidelines of good academic practice of the University of Oldenburg.</p> <p>I further declare that the work has not yet been submitted in the same or a similar form to any examining authority.</p> <p>Place, date</p> <p>First name, last name</p> <p>Handwritten signature</p>	<p>I hereby declare in lieu of oath that I have written this thesis independently and that I have not used any sources other than those specified and have not made use of any unauthorised external help. Furthermore, the work was not produced using unrecognisable generative AI. Furthermore, I assure that I have followed the general principles of scientific / academic work and publication as laid down in the guidelines of good academic practice of the University of Oldenburg.</p> <p>I further declare that the work has not yet been submitted in the same or a similar form to any examining authority.</p> <p>I am aware that an affidavit is a confirmation of the accuracy of my declaration that is punishable under Sections 156 and 161 of the German Criminal Code (StGB). I am aware of the consequences under criminal law of an incorrect, i.e. not factually correct and incomplete declaration, i.e. the concealment of material facts.</p> <p>Place, date</p> <p>First name, last name</p> <p>Handwritten signature</p>

Special aspects of group work:

Before you insert the declaration of independence or affidavit mentioned on page 1, you must first provide a list of "the contributions of the individual candidates to be assessed as examination performance" based on the specification of sections, page numbers or other objective criteria, so that a clear delimitation and individual assessment of the individual performances is possible.

The declaration of independence or affidavit must be signed by each author of the group work.

Please also note that approved extensions of writing time due to illness or due to compensation for disadvantages do not always apply to all persons to be examined in the group work! Please inform yourself in good time.

Please send the thesis including the declaration to the Examinations Office as a single PDF file. [You can find the contact details here.](#)

If the data is too large for an email, you may send us your thesis via the UniCloud.

Please discuss with your supervisor whether your school or subject has any special requirements for the preparation of your thesis.

You must submit your thesis to the Examinations Office to meet the deadline. Submitting your thesis late without good reason will result in a failing grade - so please be sure to observe the deadlines!

You can send a printed version of your thesis directly to your supervisors at their request.

If you would like to claim allowances for special needs when working on your thesis, please apply for this before the start of the editing period if possible, so that you can plan better during the writing process.

Allowances for special needs can be claimed due to [chronic illness or disability](#) or due to [caring responsibilities](#).

Repeating the final thesis

The thesis may be repeated once if it has been assessed as "failed" or is deemed to have been "failed". A second repetition is excluded. The repetition is only permitted in the subject in which the first attempt was made. A change of subject is excluded.

University of Oldenburg

Degree programme

(please specify subject or subject combination and degree; e.g. Bachelor's degree programme in Biology)

BACHELOR'S THESIS or MASTER'S THESIS

(please specify type of your thesis)

Title

submitted by

First supervisor

Second supervisor

Oldenburg,