

# Information sheet on writing a bachelor's thesis at the chair of Prof. Dr. iur René Matteotti

## 1. Scope & objective

Bachelor's theses worth 6 ECTS credits can be written at the chair. The following guidelines apply with regard to the scope of the bachelor's thesis:

6 ECTS = 30,000 – 35,000 characters

The character count corresponds to the text without spaces, cover pages, footnotes, and indexes.

## 2. Design and structure

The work must include a cover page, table of contents, list of abbreviations, bibliography, and any list of materials, the actual text, and the dated and hand-signed declaration of independence in accordance with the Fact Sheet on Assessments of 6 October 2021.

*"I hereby declare that I completed this paper on my own using only the sources listed in the indexes or in the comments.*

*Subject to other restrictive requirements by the responsible supervisor of this work, the following applies to the use of technical instruments that at least partially autonomously generate text, data, code or image material: The essentially unchanged adoption of such content must be marked. The labeling requirement is to be fulfilled on the one hand by clearly marking all affected parts of the work graphically and on the other hand by listing all the instruments specifically used in the directories.*

*I also confirm that this paper has not already been used for any other assessment and that I will not use it in this way in the future.*

*The paper may be reviewed for plagiarism and for parts of the work that can be traced back to the use of the technical instruments mentioned at any time using the corresponding software. The storage of the work is also permitted, in particular for the purpose of checking it at a later point in time or for the purpose of comparing it with the work of third parties."*

The title of the paper, the supervising lecturer, and the name, address, telephone number, student ID number, and email address of the author must be stated on the cover page.

Commonly used abbreviations in everyday language (e.g. etc.) may be assumed to be known and do not need to be included in the list of abbreviations. For legal abbreviations, the forms used by the Federal Supreme Court in each annual volume should be used.

## 3. Content

### a) The introduction

An introduction should briefly introduce the reader to the topic. It should distinguish the topic to be addressed from other issues, provide information about the problem and objectives, clarify terms and define them, explain the structure, formulate hypotheses if necessary, and explain the methodological approach.

### b) The main part

The main section, which should be structured in a clear and logical manner, forms the core of the paper. The length of the individual sections of the text should be commensurate with their respective importance. If necessary, the individual sections may be preceded by preliminary remarks, namely when it appears necessary to introduce the specific issue.

The flow of thought must be understandable and comprehensible to the reader. Ideas must be developed, individual considerations should emerge clearly and be coherent. It is important not to simply string together the options of others, but to focus on the issue at hand and explain various approaches.

The purpose of a particular regulation, opinion, or solution must always be included. The conclusiveness of the statements and conclusions determines whether readers can be convinced. Each thought or group of related thoughts should form a separate paragraph; special attention should be paid to transitions.

It is expected that the topic will be covered in full; i.e., sufficient depth is required. As a rule, however, focal points will have to be identified and set. It is important that the focus is made transparent. This can be achieved by explaining to the reader where and why thematic limitations have been made.

c) The concluding remarks

Whether this part of the paper is titled “Concluding Remarks”, “Conclusion”, “Closing Remarks” or “Critical Appraisal” is not of relevance. What is important is that the summary conclusion concludes the preceding section of the text. The most important results and findings of the paper can be repeated, and the paper is usually rounded off with a personal outlook.

#### **4. Citation**

For information on citation and techniques and formalities of the design (including structure, headings, paragraphs), please refer to FORSTMOSER PETER/OGOREK REGINA/SCHINDLER BENJAMIN, Juristisches Arbeiten, Eine Anleitung für Studierende, 7. Aufl., Zürich/Basel/Genf 2023.

#### **5. Submission**

The paper must be submitted on time in paper form (number of copies as agreed individually, stapled or spiral bound), with a reasonable font (Arial, Calibri, Times New Roman), font size (11-12 pt), margins, and line spacing (1.5 pt).

The paper must also be submitted in electronic form as a Word file and as a PDF to the assistant (Ist.matteotti@ius.uzh.ch) and to Prof. Matteotti (rene.matteotti@ius.uzh.ch) by the deadline.

An extension of the deadline is possible in exceptional cases. This requires the submission of a justified request before the deadline.

If the requirements are clearly not met, the chair reserves the right to refuse to accept the thesis and to request a revision.

#### **6. Content**

The final choice of the topic and the determination of content requirements will be made in consultation with the chair.

#### **7. Procedure**

The exact procedure can be found on the respective seminar notice board.

## **8. Further information**

This information sheet is subject to any other requirements and specifications within the framework of the respective seminar. If there is a specific information sheet for a seminar, this must be followed in order of priority.

After the seminar papers have been corrected, the chair's team remains at disposition for individual feedback meetings.

Zurich, 25 July 2025