Handout „Information on your master's thesis"
(MSc Economics/MSc PEP)

1. Admission Requirements

Students are admitted to the master's thesis if they have fulfilled the necessary requirements as stated in the examination regulations. For the respective MSc programs, this includes:

MSc Politics, Economics and Philosophy

Students must have acquired at least **72 credit points**, with at least 12 credit points obtained in an interdisciplinary seminar. The master's thesis must be completed within 6 months after filing. It must be written in English. 30 credit points are granted for the successful completion of the master's thesis.

MSc Economics (regular two-year version)

Students must have completed all **three compulsory modules**. Furthermore, students must have acquired at least **48 credit points** from elective modules (8 out of 10 modules). The master's thesis must be completed within 6 months after filing. It can be written in German or English. 30 credit points are granted for the successful completion of the master's thesis.

MSc Economics (one-year version)

Students must have completed all **three compulsory modules and two electives**. The master's thesis must be completed within 4 months after filing. It can be written in German or English. 18 credit points are granted for the successful completion of the master's thesis.

2. Registration

Students may register for the master's thesis **earliest** after having fulfilled the formal requirements for admission. After the successful completion of all modules, students should register within six weeks past the announcement of the last examination result.

To register, students use the form 'Registration for master's thesis'. This form can be found on our website or be obtained at the Servicepoint of the Studienbüro Volkswirtschaftslehre. Students may suggest an examiner for their master's thesis, who is to be finally approved by the board of examiners. The examiner must be a professor at Universität Hamburg. Students should contact the Studienbüro if they are not sure, whether a specific university lecturer is allowed to supervise their master's thesis.

The topic of the master's thesis must be discussed with and agreed by the assigned examiner. It will be set out in writing on the registration form and must be confirmed by the examiner with his/her signature. The writing period starts on the day, on which the examiner signs the registration form.

Please hand in the registration form to the examination officers of the Studienbüro Volkswirtschaftslehre immediately after the first examiner has signed.

The examination officer will check whether the formal requirements for registration for the master's thesis have been fulfilled. Students will be informed about the confirmed topic, writing period and deadline for submission of the thesis via STiNE.

Note: After filing, students may change their topic only once, and only within the first two weeks of the writing period. Exceptions may be granted in extraordinary cases, upon request. If necessary, the board

of examiners may decide on the proposal. If the proposal has been decided positively, the newly agreed topic must be registered immediately; latest within four weeks after the original withdrawal.

3. Format of the master's thesis

The master's thesis has to be **bound in one item** (no stitch or ring binding). It must be submitted in three hard copies each attached with a data storage medium, e.g. usb-stick. The master's thesis may be formatted as follows (**unless** indicated differently be the supervising tutor):

- Paper format A4
- Upper and lower margin 2cm
- Left margin 4cm, right margin 2cm (line measure 15cm)
- Line spacing 18Pt (1,5 space) for the text area
- Font size 10-14 Pt. Font: no Script, Symbol or similar

The first page of the thesis is to be blank. The cover may be designed individually. However, the following information must be included:

- Title of the master's thesis
- Name and address
- Student ID (matriculation no.)
- Study program
- Name of the examiner
- Date of submission as announced by the Studienbüro

The last page of the thesis must include the following statement, which has to be **signed in handwriting (you may use the English or the German version):**

"Herewith, I confirm that I have written the thesis to be found above independently and without help from another party. I have not used any material or sources apart from those which have been indicated on the list of references. All internet sources are enclosed in digital form on the data storage medium. Furthermore, I confirm that I have not submitted this thesis to any previous examination procedure and that the submitted printed version is identical to the electronic version submitted."

„Ich versichere, dass ich die vorstehende Arbeit selbständig und ohne fremde Hilfe angefertigt und mich anderer als der im beigefügten Verzeichnis angegebenen Hilfsmittel nicht bedient habe. Alle Stellen, die wörtlich oder sinngemäß aus Veröffentlichungen übernommen wurden, sind als solche kenntlich gemacht. Alle verwendeten Internetquellen befinden sich in digitaler Form auf dem beigefügtem Datenträger. Des Weiteren versichere ich, dass ich die Arbeit vorher nicht in einem anderen Prüfungsverfahren eingereicht habe und dass die eingereichte schriftliche Fassung der auf dem elektronischen Speichermedium entspricht."

All **internet sources** must be documented as follows: *Internet address, day and time of last access*. Digital forms (e.g. Screenshots or pdf-files) of the used internet sources must be added to the data storage medium.

4. Submission

For the **two-year master's program**, students have to submit their master's thesis after **6 months**, whereas students in the **one-year master's program** have only **4 months**.

Requests for extension of the writing period must be submitted in writing to the chair of the board of examiners immediately. Generally, a one-time extension of up to 3 weeks may be granted. Only in special cases, this extension period might be prolonged. Candidates have to submit their request to the Studienbüro Volkswirschaftslehre in writing and with detailed explanation.

In cases of illness, the candidate has to immediately submit a qualified medical certificate to the Studienbüro. Unlike the other examinations a certificate of incapacity of work is not sufficient. Please use the form 'Formular für den Nachweis der Prüfungsunfähigkeit' which can be obtained on our website or at the Servicepoint. Alternatively, the doctor can write a letter in which the severity of the symptoms regarding the ability of writing the master's thesis is described. The ill student has to hand in the qualified medical certificate to the Studienbüro within seven days.

If an extension has been granted, the Studienbüro informs the candidate about the renewed deadline for submission via STiNE.

Ways to submit

The master's thesis should be submitted on the day of the deadline by 12 p.m. to the Studienbüro Volkswirtschaftslehre. An **earlier submission** may be agreed with the examination officers. There are three possibilities of submission:

- The master's thesis may be submitted to the **Servicepoint of the Studienbüro Volkswirtschaftslehre** during the office hours Monday to Friday from 11:00 a.m. to 3:00 p.m.
- Outside the office hours of the Servicepoint and for deadlines on Saturdays, Sundays and statutory holidays, students may use the letter box in front of the entrance to the Studienbüro Volkswirtschaftslehre for submitting their master's thesis.
- The master's thesis may alternatively be send by post to this address:

  Universität Hamburg
  Fakultät für Wirtschafts- und Sozialwissenschaften
  Studienbüro Volkswirtschaftslehre
  Von-Melle-Park 5
  20146 Hamburg

  Parcel tracking is recommended. In case of postal submission, the postmark counts as date of submission.

Delayed submission may lead to failure of the master's thesis, if the candidate can be held responsible (examination regulations§16).

5. Grading and assessment

Beside the first examiner the master's thesis will be graded by a second examiner. The second examiner will be assigned by the chair of the board of examiners. Both of the examiners independently mark the master's thesis and write assessments. If the assessments deviate widely from each other, the grade of the master's thesis will be calculated as an average value of both assessments. Shortly after the assessments arrival at Studienbüro Volkswirtschaftslehre, the grade of the master's thesis will be published in the students STiNE Account. Additionally, a grade notification will be sent by mail. Upon request it is

possible to inspect the assessments at Studienbüro Volkswirtschaftslehre. Please make an appointment with the responsible examination officers.

6. Repetition

If the master's thesis has been graded „insufficient"(5,0), it can be repeated once. The candidate must apply for a second trial, latest six weeks after the result of the first attempt has been published.

Further details on the master's thesis can be found in the examination regulations for master's programs (MSc) of the Faculty of Economics, Business and Social Sciences (*Prüfungsordnung der Fakultät für Wirtschafts- und Sozialwissenschaften für Studiengänge mit dem Abschluss „Master of Science"*) as well as in the subject-specific-regulations (*Fachspezifische Bestimmungen)* of each master's program.

Please do not hesitate to contact the program coordinator or examination officers for further questions!

Universität Hamburg
DER FORSCHUNG | DER LEHRE | DER BILDUNG

FAKULTÄT
FÜR WIRTSCHAFTS- UND
SOZIALWISSENSCHAFTEN

Studienbüro Volkswirtschaftslehre

Registration for Master Thesis for WS/SS

-Please submit this application form with a copy of your identity card-

- ☐ M.Sc. PEP
- ☐ M.Sc. Economics (1yr version)
- ☐ M.Sc. Economics (2yr version)

1

To be completed by student:

Name / Birth Name

First Name

Postal Address

Email

Tel. nr.

Student ID / Matrikelnr.:

Admission Requirements

- ☐ M.Sc. PEP: 72 credit points (with at least 12 credit points obtained from interdisciplinary seminar)
- ☐ M.Sc. Economics (2yr version): 3 compulsory modules and 48 credit points from electives
- ☐ M.Sc. Economics (1yr version): 3 compulsory modules and 12 credit points from electives

I confirm that - all information on this form are true according to my knowledge,
- I have received and read the "Information on your Master Thesis".

Student signature

2

To be completed by examiner:

The Master Thesis is supervised by Prof.

First Name

Name

Title of the Master Thesis:

Hamburg

date

examiner

Stamp

3

To be completed by the Academic Office:

The writing period is:

- ☐ 6 months
- ☐ 4 months

Admitted on:

Thesis to be submitted on:

Hamburg

date

Examination officer

Stamp