



Universität Hamburg
DER FORSCHUNG | DER LEHRE | DER BILDUNG

Welcome to the Info Session

Master's Thesis

**M.A. International Business and Sustainability and
M.Sc. Innovation, Business and Sustainability**

Socioeconomics Academic Office

Overview

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2. Application & Changes
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1. Requirements

- Information on formal requirements on [Academic Office's website](#)
- Prerequisite: min. 60 ECTS credits achieved (§14 (2) FSB)
- You must be **enrolled** in order to register your master's thesis and at the time you submit it. We recommend that you remain enrolled until the last examination results are published.

2. Application

- Registration possible at any time in the semester
- No deadline for registration
- Allow sufficient time to prepare for the Master's thesis:
 - Find an examiner(s)
 - Find literature and research content
 - Discuss and agree on the use of Generative Artificial Intelligence (GAI) with your supervisor before you start writing
- New registration procedure

Application steps

FINDING A TOPIC

Coordination with supervisors & second examiners

Agree on use of GAI

WEB-FORM

Fill in on the website & upload the signed registration form

REGISTRATION IN STINE

Registration through the academic office

REGISTRATION FORM

Completion by the student & obtaining signatures from the examiners

STARTING OF PROCESSING

immediately with issue of the topic by the examiner!

2. Application

- 2 Steps for registration:
 - a. Register your thesis using the [final thesis registration](#) form ('final thesis registration – Step 1')
 - b. Signed and completed application form uploaded via the [web form](#) (Start of the Master's thesis at the latest when the web form is sent - see examples in webform) ('final thesis registration – Step 2')

2. Application -Step a) Final thesis registration form

- Please get in contact with your supervisor (primary reviewer) first and afterwards with the secondary reviewer in order to discuss the registration of the final thesis.
- **Discuss and agree on the use of GAI systems before work on the final thesis begins**
- Please email the completed form to your primary reviewer first who will sign and send it back to you (as a scan).
- After that please email the signed form to your secondary reviewer who will also sign and send it back to you (as a scan).

FINAL THESIS REGISTRATION

Please upload this form to the [website of the Socioeconomics Office](#).

1. Personal details of the student

last name, first name

email (UHH)

Student ID number

Phone number

2. Information on your degree program

Degree program

3. Final thesis title

Complete title of the thesis

Please ensure that the spelling is correct. The title will be transferred to STINE and shown on your proof of completed exams (also called academic transcript). The Academic Office does not verify the spelling of the title.

4. Acknowledgement of the approval of the use of GAI in the final thesis¹

[This declaration of authorship for final theses](#) must be submitted by the student together with the final thesis. It is therefore necessary for the student and the reviewers/examiners to agree on the use of GAI systems before work on the final thesis begins. As part of this agreement, the statements under part/point 2 of the declaration of authorship for final theses "Description of the use of GAI in the final thesis" must be discussed. After completing the final thesis, the student must provide the description of the use of GAI in the final thesis under part/point 2 of the declaration of authorship for final theses.

5. Start date and confirmation of the thesis topic

Date of topic assignment by the supervisor (also called primary reviewer/examiner) / start date:

Primary reviewer

Academic title

last name, first name

Signature

Secondary reviewer

Academic title

last name, first name

Signature

Student

Signature

Procedure

This form must be submitted as a scan by the student to the Academic Office Socioeconomics at the start data (= date of topic assignment by the supervisor (see above)) using the following online form:

<https://www.wiso.uni-hamburg.de/en/studienbuero-sozialoekonomie/formulare/a3.html>

If students submit this form before the start date entered above, the writing period for completing the final thesis begins immediately (i.e. from the date of submission of this form via the online form). You will find the deadline to submit your thesis and title of the thesis in STINE under "Meine Prüfungen" (My examination) after about three working days.



2. Application- Step b) Web form

- Please sign the registration form
- Open the web form on the website with the Stine identifier and fill out web form
- Upload the registration form via the [web form](#)
- Please request a copy (tick yes)

I hereby announce the beginning date of my thesis writing period.

Pursuant to Section 14 of the examination regulations the supervisor assigns the final thesis topic. The writing period begins on the date the topic is assigned. If the registration form is uploaded before the start of writing period for completing your final thesis as anticipated by the supervisor, the writing period starts from the date of uploading the registration form.

Example 1 (Anticipated start of writing period according to registration form before Upload)

Anticipated start of writing period according to registration form: 01 June
Upload via this website: 15 June
Actual start of writing period: 01 June

Example 2 (Upload before anticipated start of writing period according to registration form)

Anticipated start of writing period according to registration form: 15 June
Upload via this website: 01 June
Actual start of writing period: 01 June

Title of Thesis * Please insert final thesis title as confirmed by your supervisor here.
Please pay attention to inserting the exact title without typos.

Attached Registration Form * Please upload the registration form (A2) signed by you and the examiners here.
 No files selected

Confirmation

☐ Be sure to read the following passages carefully.
☐ I am aware that the writing period for my final thesis starts as soon as the registration form is uploaded at the latest.
☐ The final thesis title as entered in this form matches the title in the uploaded registration form. I am aware that this is the title indicated in the degree certificate.

Please select "yes" in the following section "Copy of form" in order to receive a confirmation of your application. If you do not receive this confirmation after submitting the form, please immediately **contact the academic office** via your UHH-mail address.

Copy of form ☐ I consent to my data being used to send the following information by email for the purpose of responding to my inquiry:

- Copy of my request
- Confirmation of registration

☐ yes ☐ no

Data protection * ☐ I consent to the University of Hamburg, in this case: Academic Office Socioeconomics, using my data for the following purpose(s): Final thesis registration. The data will be deleted 365 days after processing is completed. I understand that I may withdraw my consent from **Academic Office Socioeconomics** at any time with future effect. Revocation of my consent does not affect any previous processing of data and information.
[More information on data processing.](#)

2. Application - Changes

- Changing the title:

Once the final thesis registration form has been submitted, the title of your thesis can **only be changed by the first examiner**. This requires the first examiner to send, in writing, an informal and signed notice to the Examination Management in the Academic Office.

- Changing the topic:

An assigned topic may be justifiably rejected only once after it has been assigned, and this must be done **within the first two weeks**. (PO §14(5))

3. Examiners

Students have to find a primary reviewer (supervisor) and second reviewer

- The primary reviewer must come from the group of university professors and habilitated employees at the Faculty of Business, Economics and Social Sciences: [List](#) (see “active professors”).
- The second reviewer does not have to come from this group, but must be appointed as examiner in the M.Sc. in Innovation, Business and Sustainability. The examination board usually appoints all lecturers in the program as examiners. The primary reviewer often has a suggestion as to who might be suitable as a second reviewer.

4. External examiners

- Examiners from the **UHH/own faculty** are always **recommended**, as they are familiar with the standards.
- Students who wish to have an external first reviewer/examiner, need to apply for approval by the Chairperson of the Examination Board (Prüfungsausschussvorsitzende) Prof. Lopatta (**written request including your signature and CV of the examiner**) is required; the request should be sent via e-mail to the Program Coordinator).

5. Deadline & Submission

- Duration 6 months, 30 ECTS credits (§14(7) FSB)
- **MA Mibas:**
 - 60–80 pages
 - (120,000–160,000 characters)
- **MSc Mibas:**
 - 50-70 pages

5. Deadline & Submission

- Don't forget the declaration ('[Declaration of Authorship for Final Thesis](#)') which can be found on the [website of the Academic Office](#).
- 'Description of the use of GAI in the final thesis' must be included in the 'Declaration of Authorship for Final Thesis'.
- Submit the **signed declaration** within the digital final thesis as one PDF file (max. 50 MB) to: studienbuero-sozoek.wiso@uni-hamburg.de
- Please only use your personalized University of Hamburg email address (firstname.lastname@studium.uni-hamburg.de)!

5. Deadline & Submission

Please use the following text template in the E-Mail:

- *In the Subject Header:*

Final thesis, degree program, student ID number, last name, first name

- TEXT

“Dear Sir or Madam, herewith I submit my final thesis for the degree program.

The examiners are: First examiner: last name, first name

Second examiner: last name, first name”

6. Extension & Repetition

- Extensions (e.g. due to illness, etc.) **only** possible with medical certification!
- **MSc Mibas:**
 - In degree programs leading to a Master of Science, one extension of a **maximum of 3 weeks** is possible.
- **MA Mibas:**
 - In degree programs leading to a Master of Arts, the **maximum extension is half of the envisaged period for completion.**

6. Extension & Repetition

- Submit an [application for extension](#) to the Socioeconomics Academic Office **before the deadline**

If your extension is approved, the new deadline will appear in STiNE under “Meine Prüfungen” (My Examinations).

- In total 2 attempts -> could be **revised once** (§14 (11) PO)

7. Regulations & Questions

- Examination Regulations for the **Master of Arts** (MA) Degree Programs in the Faculty of Business, Economics and Social Sciences (PDF in [German](#))
- Subject-Specific Provisions of the MA MIBAS program (PDF in [German/English](#))
- Examination Regulations for the **Master of Science** (MSc) Degree Programs in the Faculty of Business, Economics and Social Sciences (PDF in [German](#))
- Subject-Specific Provisions of the MSc MIBAS program (PDF in [German/English](#))

7. Regulations & Questions

- Please also check the information provided on [the website of the Academic Office \(Service\)](#) and the [MIBAS website!](#)
- This presentation will be posted on the MIBAS website at ['Resources for current students'](#).

Thank you for your attention!

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