

Handout „Information on your master’s thesis“ (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. Students in MSc Politics, Economics and Philosophy 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.

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 required compulsory and elective modules, students should register within six weeks past the announcement of the last examination result.

To register, students use the form “Registration Form for Master’s Thesis”. This form can be found on the [website of the Academic Office Economics](#) (“Studienbüro Volkswirtschaftslehre”) under “Forms”. Students discuss the topic of the master’s thesis with their supervisor. It is strongly recommended to contact the supervisor as early as possible in order to agree on a topic. Please refer to the list of eligible supervisors published on the Academic Office Economics’ website under “[Service for students → Final Thesis](#)”. Students have to contact the program coordinator at an early stage if they intend to write their master’s thesis with a supervisor who is not on the list of eligible supervisors for their master’s program. The suggested supervisor must be a professor at Universität Hamburg and is to be finally approved by the examinations board. The supervisor is also the first examiner of the master’s thesis.

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

After it has been signed, please immediately submit the registration form and a scan or photo of your ID card/passport/residence permit via e-mail to the responsible course and examination manager of the Academic Office Economics.

The course and examination manager will check whether the formal requirements for registration for the master’s thesis have been fulfilled. The topic of the master’s thesis and the submission deadline can be found in STiNE within a week after turning in the correct application form.

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 examinations board 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. Writing period of the master’s thesis

Students have to submit their master’s thesis after 6 months. Requests for extension of the writing period must be submitted in writing to the chairperson of the examinations board immediately.

Generally, a one-time extension of up to 3 weeks may be granted. Only in special cases, this extension period might be prolonged. Students have to submit their request with detailed explanation via e-mail to the responsible program coordinator in the Academic Office Economics.

In cases of illness, students have to submit a qualified medical certificate via e-mail to the course and examination manager of the academic office within seven days. Unlike the other examinations a certificate of incapacity of work is not sufficient. Please use the "Form for Proof of Inability to Take Examinations (final thesis)" which can be obtained on our website under "[Forms](#)". 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. Students do not receive a separate notification about an extension of the writing period. The new submission date of the master's thesis is available in STiNE. Please check your STiNE account.

4. Format of the master's thesis

The master's thesis may be for-matted as follows (unless indicated differently by the supervisor):

- 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 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 filed in STiNE

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 Internetquellen sind der Arbeit beigefügt. 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.



5. Submission

The submission of the master thesis is a two-step process:

1. The master's thesis must be submitted in digital form (file form: PDF) to the responsible course and examination manager in the Academic Office Economics no later than 11:59 pm on the deadline date. The signed declaration is to be included either as a separate mail attachment or as the last page of the digital thesis. An early submission is possible after prior agreement with the responsible course and examination manager.
2. A paper copy and suitable electronic storage medium, such as a USB stick, must be submitted to the Academic Office Economics afterwards. The paper copy must be bound together (no ring binding, stapling or similar). The digital version of the master's thesis as well as additional sources, if applicable, must be stored on the storage medium. Submission to the academic office may be carried out during the opening hours. The opening hours are published on the [website of the Academic Office Economics](#). For submission outside the opening hours, the large mailbox in front of the entrance of the academic office can be used. Alternatively, it is also possible to send it by post to the following address:

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

The final documents will only be provided if the Academic Office Economics has received the bound paper copy including the storage medium.

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

6. Grading and assessment

Beside the supervisor/first examiner the master's thesis will be graded by a second examiner. The second examiner will be assigned by the chairperson of the examinations board. Both of the examiners independently mark the master's thesis and write assessments. If the assessments deviate from each other, the grade of the master's thesis will be calculated as an average value of both assessments. Shortly after receiving the assessment reports from the examiners, the grade of the master's thesis will be published in the students' STiNE account. A grade notification will be also sent by e-mail. The assessment reports are attached to the grade notification.

7. Repetition

If the master's thesis has been graded „insufficient (5.0)“, it can be repeated once. Students must apply for a second attempt, 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 provisions (FSB - Fachspezifische Bestimmungen) for MSc Politics, Economics and Philosophy.



8. Contact

Please visit the website of the Academic Office Economics for the current contact details of the [Team MSc Politics, Economics and Philosophy](#).

Do not hesitate to contact your course and examination manager for further questions!