



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 the website 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’s signature. The writing period starts on the day, on which the examiner signs the registration form.

Please submit the registration form to the examination officers of the Studienbüro Volkswirtschaftslehre by e-mail 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. Writing period of master's thesis

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 with detailed explanation to the Studienbüro Volkswirtschaftslehre via e-mail.

In cases of illness, students have 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 (Abschlussarbeit)' which can be obtained on our website. 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 examination manager of the Studienbüro within seven days via e-mail.

If an extension has been granted, the Studienbüro informs the student about the renewed deadline for submission via 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 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 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 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 examination manager of the Studienbüro no later than 11:59 p.m. 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 examination manager.
2. A paper copy and suitable electronic storage medium, such as a USB stick, must be submitted to the Studienbüro 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 Studienbüro may be carried out during the opening hours. The opening hours are published on the homepage of the Studienbüro Volkswirtschaftslehre: www.wiso.uni-hamburg.de/studienbuero-vwl. For submission outside the opening hours, the large mailbox in front of the entrance of the Studienbüro 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 Studienbüro 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 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. A grade notification will be sent by mail. The examiners' 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. The student 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-regulations (*Fachspezifische Bestimmungen*) of each master's program.

Please do not hesitate to contact the program coordinators or examination managers for further questions!