

Information event MSc Economics

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# Master's Thesis

# Published Information

This presentation can be found on the MSc Economics website under "[Master's Thesis](#)".

For more information, please also visit the Service for Students website under "[Final Thesis](#)".

# Agenda

1. Formal requirements
2. About finding a supervisor
3. Registration
4. Submission of the Master's Thesis
5. Problems
6. Contact

## Formal requirements MSc Economics (two-year version)

- **Earliest:** Students must have completed all three compulsory modules. Furthermore, students must have acquired at least 8 out of 10 elective modules.
- **Latest:** Students must register within six weeks past successful completion of all compulsory and elective modules.

The Master's Thesis must be completed within 6 months after registration.

## Formal requirements MSc Economics (one-year version)

- **Earliest:** Students must have completed all three compulsory modules and two elective modules.
- **Latest:** Students must register within six weeks past successful completion of all compulsory and elective modules.

The Master's Thesis must be completed within 4 months after registration.

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# About finding a supervisor

- Students may suggest a supervisor for their Master's Thesis from the list of eligible supervisors.
- The list of eligible supervisors is published each semester at the [MSc Economics website](#).
- The supervisor is also the first examiner of the Master's Thesis.

# About finding a supervisor

- Please plan your *Master's Thesis* at an early stage and search for an supervisor in due time.
- Contact potential supervisors during the lecture period.
- Discuss and identify the topic of the *Master's Thesis* together with the supervisor.
- Start your literature research early.



## About finding a supervisor

- Students have to contact the program coordinator in due time if they intend to write their *Master's Thesis* with a supervisor who is not on the list of eligible supervisors.
- The suggested supervisor must be a (full-time) professor or a habilitated member of Universität Hamburg.
- The supervisor is to be finally approved by the board of examiners.

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# Registration

For registration please use the form „**Registration for Master's Thesis**“

The registration form is available at:

- the Servicepoint of the Academic Office Economics
- the Academic Office Economics website under „[Forms](#)“

# Registration

1. Fill out the form with your personal information.
2. The supervisor will fill out the topic of the Master's Thesis.

You have to hand in the registration form to the course and examination manager of the Academic Office Economics **immediately** after the supervisor/first examiner has signed.

# Registration

- The writing period starts on the day, on which the supervisor fills out the topic and signs the registration form.
- Students will be informed about the confirmed topic, writing period and deadline for submission of the Thesis via STiNE.
- The second supervisor will be allocated to you by the chair of the Examinations Board.
- Students have 6 months (4 months in the one-year version of MSc Economics) time to submit their Master's Thesis.

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# Submission of the Master's Thesis

- Please submit your *Master's Thesis* in electronic form (PDF) to the course and examination manager responsible for you by the deadline.
- Please submit a written copy including the hand-signed honorary declaration as well as an electronic data carrier by mail or in the Academic Office Economics during the opening hours.

# Submission of the Master's Thesis

- The written copy must be identical in text to the electronic version.
- Delayed submission may lead to failure of the Master's Thesis, if the student can be held responsible.
- Please **additionally** inform yourself about current regulations on the website of the Academic Office Economics under "[Services](#)".



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## Problems: Change of Topic

- After submission, 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 reasoned application.
- In cases of doubt, the chair of the Examinations Board shall render a decision on the matter.
- A new topic must be assigned without undue delay and no later than four weeks thereafter.

## Problems: Illness

- In case of illness, the form “[Proof of Inability to Take Examinations](#)” and a qualified medical certificate must be submitted immediately (latest within seven days) to the responsible examination manager of the Academic Office Economics via e-mail.
- If an extension has been granted, the Academic Office Economics informs the student about the renewed deadline for submission via STiNE.

## Problems: Extension

- Requests for extension of the writing period must be addressed to the program director in writing and with detailed explanation.
- Please also specify the exact period for which you need an extension.
- Please submit the signed letter to the program coordinator in the Academic Office Economics via e-mail.
- A one-time extension of up to 3 weeks may be granted. Only in special cases this period can be extended.

## Problems: 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 examination result has been published in STiNE.
- If you are repeating your *Master's Thesis*, you must register a new topic.

# Advice on problem solving

- If any problem occurs, please seek advice by your program coordinator in advance.
- They will give you advice and guide you through the process of problem solving.

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# Contact

## MSc Economics

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