



Universität Hamburg
DER FORSCHUNG | DER LEHRE | DER BILDUNG

FAKULTÄT
FÜR WIRTSCHAFTS- UND
SOZIALWISSENSCHAFTEN
Studienbüro Volkswirtschaftslehre

PRESENTATION M.SC. PEP AND M.SC. ECON

MASTER'S THESIS



1. Registration

2. Submission

3. Problems

REGISTRATION REQUIRMENTS M.SC. PEP

Earliest: Students must have acquired at least 72 credit points, where at least 12 credit points must have been obtained in an interdisciplinary seminar.

Latest: Students must register within six weeks past the successful completion of all modules, i.e. past the announcement of the last examination result.

The master's thesis has to be written in English and to be completed within 6 months after filing.

REGISTRATION REQUIRMENTS M.SC. ECON (TWO YEAR VERSION)

Earliest: 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).

Latest: Students must register within six weeks past the successful completion of all modules, i.e. past the announcement of the last examination result.

The master' thesis should be written in English and has to be completed within 6 months after filing.

REGISTRATION REQUIRMENTS M.SC. ECON (ONE YEAR VERSION)

Earliest: Students must have completed all three compulsory modules and two electives.

Latest: Students must register within six weeks past the successful completion of all modules, i.e. past the announcement of the last examination result.

The master thesis should be written in English and has to be completed within 4 months after filing.

THE FIRST STEP:

- **Early:** find a supervisor and choose your topic.
- The suggested supervisor has to be finally approved by the board of examiners.
- The supervisor must be a professor at the Universität Hamburg
- Students should contact the program coordinator if they are not sure, whether a specific university lecturer would be allowed to supervise their master's thesis.
- Please check the **list of the supervisors** at the homepage of the academic office of the department of economics:

www.wiso.uni-hamburg.de/studienbuero-vwl

- Early: literature research
- The topic of the master's thesis must be discussed with and agreed by the assigned supervisor
- Please read the „Handout on registration for master's thesis“ at our homepage: www.wiso.uni-hamburg.de/studienbuero-vwl

THE SECOND STEP:

To register, students use the form **“registration for master’s thesis”**

This form can be obtained:

- at the Servicepoint of the the academic office of the department of economics
- on the Homepage of the the academic office of the department of economics

HOW TO REGISTER?

1. Fill out the form with your personal information
2. The supervisor will fill out the topic of the master's thesis
3. The academic office of the department of economics will register you for your master's thesis.

- Please hand in the registration form to the examination officers of the Studienbüro Volkswirtschaftslehre immediately after the first supervisor has signed.
- The writing period starts on the day on which the supervisor signs the registration form.

- 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.
- The second supervisor will be allocated to you by the chair of the board of examiners.



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Writing Period

- Students have 6 months time to submit their master's thesis.
- In the one-year version (M.Sc. Economics) students have 4 month time to submit their master's thesis.

Submission in the Studienbüro Volkswirtschaftslehre

- Servicepoint of the Studienbüros (Mo – Fr: 11-15 Uhr)
- Outside the office hours:
mailbox (letterbox) of the Studienbüro

- Delayed submission may lead to failure of the master's thesis, if the candidate can be held responsible (examination guidelines §16).
- In case of postal submission the postmark counts as date of submission.
- Please mind that your writing period starts on the date your supervisor has signed the registration form.



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3. Problems



1. Change of topic
2. Illness
3. Extension
4. Repetition

CHANGE OF TOPIC

- 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.

ILLNESS

- In cases of illness, the candidate has to immediately submit a qualified medical certificate to the academic office.
- The qualified medical certificate must reach the Studienbüro latest 7 days after it has been issued.
- The time of extension with the new date of submission will be published in STiNE.

EXTENSION

- Requests for extension of the writing period must be addressed to the program director in writing and with detailed explanation. Please submit the letter in the academic office of the department of economics.
- Generally, a one-time extension of up to 3 weeks may be granted. Only in special cases this extension period might be prolonged.

REPETITION

- If the master's thesis has been graded „insufficient“(5,0), it can be repeated once.
- The candidate has to apply for a second trial, latest six weeks after the examination result has been published.
- If you repeat your master's thesis, you will get a new topic.

CONTACT

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