

Information event Master's Thesis MSc PEP and MSc Economics

03.12.2025 **Academic Office Economics**

Published Information

This presentation can be found on the programs websites under “Master's Thesis”.

For more information, please also visit the Service for Students website under “Final Thesis”.



Agenda

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Formal requirements



Formal requirements PEP

- **Earliest:** Students must have acquired 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 successful completion of all modules.
- The Master's Thesis must be written in English.

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

Formal requirements ECON 2-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 written in English.

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

Formal requirements ECON 1-year version

- **Earliest:** Students must have completed all three compulsory modules and 2 out of 4 elective modules.
- **Latest:** Students must register within six weeks past successful completion of all compulsory and elective modules.
- The Master's Thesis must be written in English.

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

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About finding a supervisor



About finding a supervisor

- The Master's Thesis must be evaluated in writing by the supervisor (primary reviewer) and a second examiner (secondary reviewer).
- 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 PEP website](#) and the [MSc Economics website](#).
- If you would like a supervisor who is not on the list, please contact your Program Coordinator.
- The second examiner is assigned by the Chair of the Examinations Board.

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.

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Registration



Registration

- For registration please use the form „Application form for Master's Thesis“.
- The registration form is also available at the website of the Academic Office Economics under „Forms“.

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Registration

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

You must hand in the registration form and a scan or photo of your ID card/passport/residence permit to the Course and Examination Manager immediately after the supervisor/ first examiner has signed it.

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Registration

- The writing period starts on the day, on which the supervisor fills out the topic and signs the registration form. Pre-dating is not possible.
- Students will be informed about the confirmed topic, writing period and deadline for submission of the Thesis via STiNE.
- The second examiner will be allocated to you by the Chair of the Examinations Board.
- Students have 6 months time to submit their Master's Thesis.

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Format

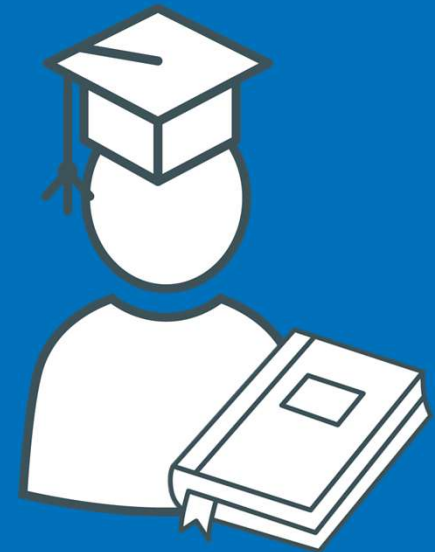


Format

- There are no general rules regarding the format of the Master's Thesis. The formatting should be discussed with the supervisor.
- Guidelines for possible formatting can be found on the [MSc PEP website](#) / [MSc ECON website](#).
- The last page of the Master's Thesis must include the affidavit (Eigenständigkeitserklärung).

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Submission



Submission

- Please submit your Master's Thesis and the signed [Declaration of authorship](#) in electronic form (PDF) to your Course and Examination Manager by the deadline. Please also include in the e-mail the necessary sources the supervisor needs for grading.
- Please notice, that the Declaration of authorship must be signed in handwriting. A scan of it must be included to the submitted PDF of the Master's Thesis.
- Submission of a bound copy along with a data storage medium is not required.

Declaration of authorship

- The [declaration of authorship](#) is made up of 3 parts:
 1. Affidavit
 2. Description of the use of generative artificial intelligence in the final thesis
 3. Final statement

- Extend of use of generative AI tools is to be agreed upon with examiner before the registration of the thesis.

Submission

- 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](#)".
- Please contact your Course and Examination Manager, if you need a certificate of graduation for visa issues.

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Problems



Problem: 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 request.
- A new topic must be assigned without undue delay and no later than four weeks thereafter.

Problem: Illness

- The Chair of the Examinations Board may approve an extension of no more than **three weeks**.
- A qualified medical certificate must be submitted immediately (latest within seven days) to the responsible Course and Examination Manager of the Academic Office Economics via e-mail.
- The qualified medical certificate must contain certain information. Thus, please use this form “[Proof of Inability to Take Examinations](#)” to ensure the required information is included.
- If an extension has been granted, the Academic Office Economics informs the student about the renewed deadline for submission via STiNE.

Problem: Extension due to special reasons

- In individual cases of extraordinary hardship, the Chair of the Examinations Board may grant longer extension periods.
- Please get in touch with your Program Coordinator and Subject Advisor in the Academic Office Economics to clarify the required documents for this kind of application.

Problem: 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.

Problem: Enrollment at the time of registration

- When registering for the Master's Thesis, enrollment is required.
- We recommend that you remain enrolled until the result of the Master's Thesis has been published, although you don't have to.
- If you have to repeat the Master's Thesis and are not enrolled any longer, please get back to the Campus Center for late re-enrollment (chargeable).
- Please also note that your student status will expire if you are not enrolled. This may affect your residence permit, existing employment and your health insurance, among other things.

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Contact



Advice on problem solving

- If any problem occurs regarding the registration or submission of your Thesis, please get back to your [Course and Examination Manager](#).
- In all other cases, please seek advice from your [Program Coordinator and Subject Advisor](#).
- We will give you advice and guide you through the process of problem solving.

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Questions?

