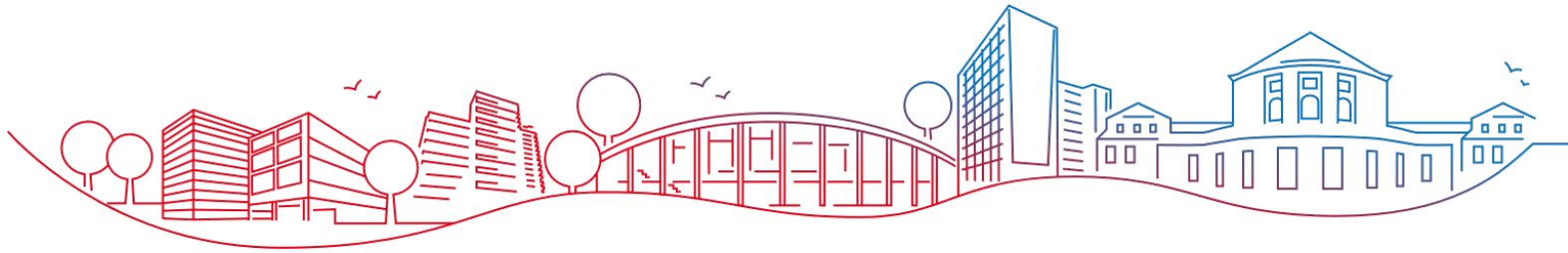




Universität Hamburg
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FAKULTÄT
FÜR WIRTSCHAFTS- UND
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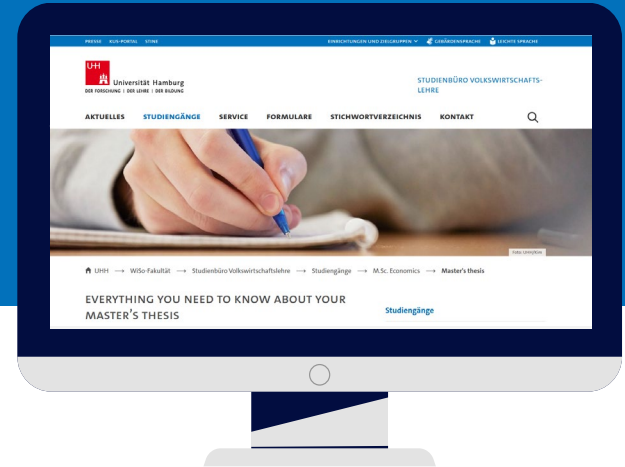
Information event MSc Politics, Economics and Philosophy Master's Thesis

08.12.2023 **Academic Office Economics**

Published Information

This presentation can be found on the MSc Politics, Economics and Philosophy 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 Format
- 5 Submission
- 6 Problems
- 7 Contact

1

Formal requirements



Formal requirements

- **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

2

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](#).
- 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.

About finding a supervisor

- Students have to contact the Program Coordinator and Subject Advisor in due time if they intend to write their Master's Thesis with a supervisor who is not on the list of eligible supervisors.
- Students have to write a reasoned request, which must be submitted to the Program Coordinator and Subject Advisor.
- 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 chair of the examinations board.

3

Registration



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“.

01

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.

02

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 examiner will be allocated to you by the chair of the examinations board.
- Students have 6 months time to submit their Master's Thesis.

03

4

Format

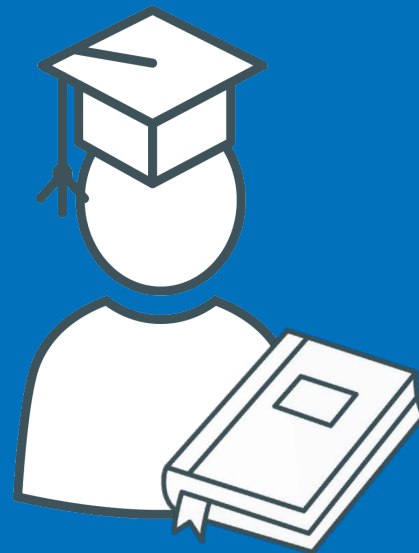


Format

- 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 at the [MSc PEP website](#).

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Submission



Submission

- Please submit your Master's Thesis as well as the signed honorary declaration in electronic form (PDF) to the Course and Examination Manager responsible for you by the deadline. Please also add necessary sources to the e-mail, which the supervisors need to grade your Master's Thesis.
- 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 of the Service Point.

Submission

- 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](#)".
- 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 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.

Problem: Illness

- In case of illness, the form “[Proof of Inability to Take Examinations](#)” or 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 information on the physical or mental disorder resulting from the illness, the effects of the illness on the examinee's ability to take the examination from a medical point of view, the date of the examination on which the certificate is based and the medical prognosis for the duration of the illness.
- 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

- The chair of the examinations board may approve a one-time extension to complete the thesis of no more than three weeks upon submission of a reasoned application prior to expiration of the deadline for completion.
- A condition for any extension of time is that the reasons for the extension must not be attributable to the candidate and that they were communicated without undue delay.
- Candidates must comprehensively explain and substantiate the reasons for any requested extension—in the event of illness through submission of a qualified medical certificate.
- In individual cases of extraordinary hardship, the examinations board may grant longer extension periods.
- Please submit the signed letter to the Program Coordinator and Subject Advisor in the Academic Office Economics via e-mail.

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.

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Contact



Advice on problem solving

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

Contact MSc Politics, Economics and Philosophy

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