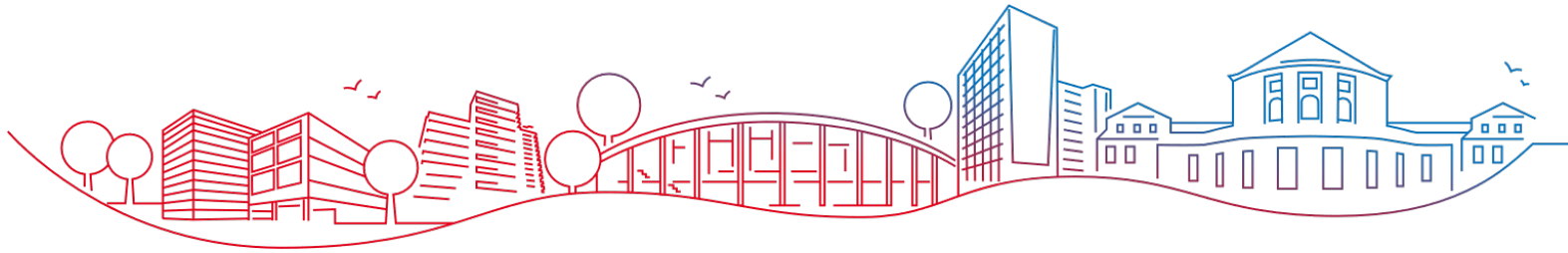




Universität Hamburg
DER FORSCHUNG | DER LEHRE | DER BILDUNG

FAKULTÄT
FÜR WIRTSCHAFTS- UND
SOZIALWISSENSCHAFTEN



Information event MSc Politics, Economics and Philosophy Master's Thesis

11.12.2024 **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](#).
- If you would like a supervisor who is not on the list, please contact your Program Coordinator and Subject Advisor.
- 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.

3

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“.

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 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.

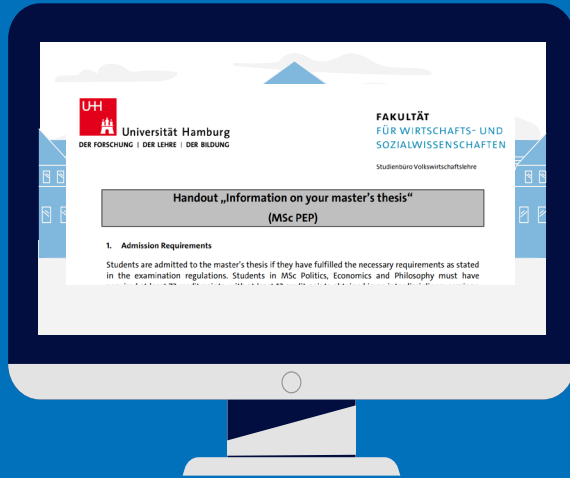
02

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.

03

Information sheet



Please read the information sheet
„Information on your Master's Thesis
(MSc PEP)“.

04

4

Format

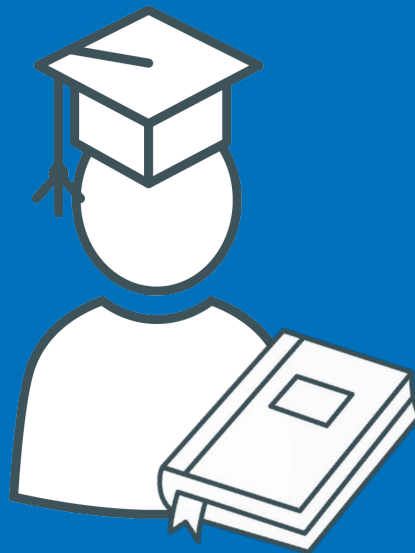


Format

- 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 on the [MSc PEP website](#).
- The last page of the Master's Thesis must include the affidavit (Eigenständigkeitserklärung).

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Submission



Submission

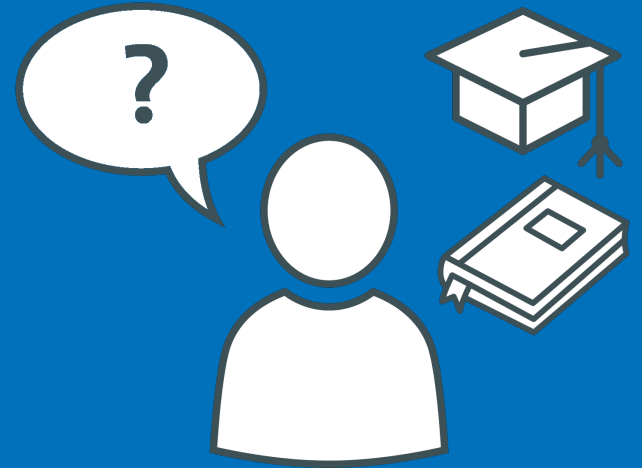
- Please submit your Master's Thesis and the signed affidavit in electronic form (PDF) to your Course and Examination Manager by the deadline. Please also include in the e-mail the necessary sources the supervisor needs for grading.
- Please notice, that the affidavit must be signed in handwriting. A 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 no longer required from 01 October 2024 on.

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 a one-time 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.