



MASTER OF ECONOMICS PROGRAM (MEP)

Economics & Politics

Finance

Information Systems & Network Economics

Master Thesis – Guidelines

Finding a supervisor:

1. Find a professor whose research interests are compatible with yours and is willing to supervise your thesis. You may choose any professor of our faculty as an **examiner/supervisor**, including Business Administration (BWL). Check the website for information their research interests and on the exact procedure for writing the thesis in that Chair. In the webpage of the program you find an overview of the different topics and application modalities in each Chair.
2. Once a Professor agrees to supervise you, you can fill out the form Application for Admission to the Master Thesis and submit it to the Examination Office or to the MEP Office so that you are officially under the supervision of this Professor. You can also find this form in the webpage of the program.
3. If you receive three written rejections from potential supervisors, you can contact the MEP Coordinator to start the process of compulsory allocation of a supervisor.
4. External supervisor: A company or an external Professor can supervise your thesis only if you have an official supervisor from the Faculty, who will be formally responsible for your thesis. Your Faculty supervisor must agree with the arrangement with the external supervisor.

Registration of the thesis:

5. You do NOT need to register your thesis immediately once you complete your 90 ECTS. You can wait some semesters in case you are doing internships or for any other reasons.
6. Once you have obtained 80 ECTS and you and your supervisor agree with the topic, you can register your thesis. For this, the supervisor submits the same form “Application for Admission to the Master Thesis”, but now he or she fills in the part reserved to the title and submits it to the Examination Office or to the MEP Office.
7. The starting date of your Master thesis is the date entered on the form below the topic by your supervisor.
8. You will be informed via e-mail and via postal mail about: topic, start and ending date of your Master thesis.
9. Once the title of your thesis has been registered and you have fulfilled the rest of the criteria for obtaining your Master thesis, you can ex-matriculate. Make sure you introduce in HISinONE the address you want your official documentation to be sent before you ex-matriculate.

Preparation and Handing in of the thesis:

10. You have 20 weeks (M.Sc.PO § 11 (1)) to complete your thesis after the starting date indicated by your supervisor in the form.
11. Your supervisor can ask the Examination Office for an extension of maximum of two weeks if for some extraordinary reasons you need additional time.
12. The Master thesis is to be composed in English language and should not exceed 35 DIN-A4 pages. (M.Sc. PO § 11 (2)). The 35 pages are to be counted from the first page of the introduction until the last page of the conclusion. Cover page, Glossary, Index, Appendices and Reference List are not included in the page count.
13. Formal terms: DIN-A4 one sided, row pitch 1.5, 12-points-font
Indentation: Up: 1.5 cm to the page number Left: 6 cm
 Bottom: 1-1.5 cm Right: 1-1.5 cm
14. You must include the following **certification** at the end of your thesis: *"I certify that the thesis at hand was made without unauthorized help and that I only used the tools denoted. All statements literally or logically taken from publications are marked as quotes."* (Signature)
15. The cover page must be prepared using the template that you can find on the webpage of the program.
16. Two copies of the Master thesis plus a digital version (CD) needs to be handed in by the given date. They can be thrown into the mailbox of the Prüfungsamt or handed in during office hours. You can also send the thesis via certified mail (date of the postmark). (M.Sc. PO § 11 (3))

Grading of the thesis:

17. The thesis will be graded by two examiners. The first examiner is the supervisor of the thesis and has approximately four weeks. The second examiner is designated by the first examiner and has approximately two weeks for grading the thesis.
18. You can send an inquiry to your supervisor in case there is a delay in the grading.
19. Once the thesis is graded, you will be informed of your grade per e-mail and per post.

Official documentation:

20. The preparation of the official documentation of your completed degree takes some weeks until all the documents are proofed and signed. You will be informed per e-mail when they are completed.
21. The official documentation will be sent per post to the address you have indicated in HISinONE. Make sure you have indicated your correct address before you ex-matriculate.
22. Changing your postal address: you can change your postal address at HISinONE if you are matriculated or you can contact the Student Service Center.
23. Question about the preparation of your official degrees should be addressed to the Examination Office

Authentication of your degree:

24. In case your country requires the University to prove that your degree is authentic, please send the form you can find in the webpage of the program, authorizing the coordinator of the program to provide private information about your academic records to the authentication office of your country.