

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. On the website 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 complete the form “Application for Admission to the Master Thesis” and submit it to your supervisor. Your supervisor will then submit it to the MEP Office. Once the form is processed, you will be 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 96 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 about: topic, start and ending date of your Master thesis.
9. Once you have handed in your thesis and you have fulfilled the rest of the criteria for obtaining your Master degree, you can ex-matriculate at the Student Service Center. Make sure you introduce in HISinONE the address you want your official documentation to be sent before you ex-matriculate. You can find more information about the ex-matriculation process at the website of the program.

