

Information Session Master Thesis

Albert-Ludwigs-Universität Freiburg



UNI
FREIBURG

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M.Sc. Economics

Albert-Ludwigs-Universität Freiburg

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Procedures

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1. Finding a supervisor

1. Finding a supervisor



1. Finding a supervisor is your task
 - Attend seminars and elective courses
2. Each Chair has its own...
 - Deadlines and application procedure
 - Research interests
 - Expectations about the tasks the student should do
 - Supervision style
3. Check this table for an overview
 1. [LINK HERE](#)

External supervisor



- You can have an external supervisor
 - Professor from another University
 - Company
- But you must have a Professor from Freiburg University as your co-supervisor
 - Registration
 - Grading
 - Supervision if problems with external supervisor

Could not find a supervisor?



- Collect three rejections (e-mail copies)
- Contact the Coordinator
- The supervisor with less supervised students will be allocated to you
 - Even if his research topics are not of your interest



2. Registration



1. Registration as a student with a supervisor once you agree with the supervision

[Link to the form](#)

M.Sc. in Economics – Application for Admission to the Master Thesis
(Please use block letters to fill both pages of this form)

Master thesis examiner _____

Matriculation number _____ Profile _____

Last name _____ First name _____

Date of birth _____ Place of birth _____

Nationality _____

Semester address (changes have to be communicated immediately)

Street _____

Postal code, city _____

Phone _____

Mobile _____

E-Mail _____

- Registration of your title once you agree with the title
- You need 80 ECTS in courses before you register for the thesis
- The form is submitted by the Chair to the Coordinator in order to check the 80 ECTS and register the supervisor (but not the title)

2. Registration



Subject Assignment (Master Thesis)

Examiner: Professor Dr. _____

Candidate:

Last name _____

First name _____

Matriculation number _____

Freiburg, _____
(Date)

Signature of the candidate _____

To be filled only by the examiner

Subject:

The subject has been communicated to the candidate on (date) _____

The processing time begins on this date.

(To be deleted if the subject should be communicated by the registry)

Freiburg, _____
(Date)

(Signature and stamp of the examiner)

- There is no time limit to register the title.
- Your supervisor submits the form including the title of the thesis to the coordinator
- Once the form is received, you receive an e-mail from the coordinator with the official title and the official deadline
- Deadline: 20 weeks after registration date

- From the moment your title is registered, you are officially registered and you can exmatriculate
 - You do not need to pay fees anymore
 - If you exmatriculate four weeks after semester start you can ask for a reimbursement of your fees
 - You cannot write exams anymore
 - If you fail your thesis, you still have a second trial even if you are exmatriculated.
 - [Link info about exmatriculation](#)



3. Working on your thesis

- Ask your supervisor for advice if you feel blocked
- Proofread!!!
- Do not plagiarize!
 - Do not copy-paste from another article
 - Cite the authors
 - Paraphrase
 - Almost the only way to fail a thesis



4. Submission

- The Master thesis is to be composed in **English** language
- It should not exceed 35 DIN-A4 pages.
- 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.

Formal Terms for Submission



- 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

- 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)

Formal Terms for Submission



- The cover page must be prepared using the template that you can find on the webpage of the program.

Formal Terms for Submission



- 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).



- Your supervisor can ask the Examination Office for an extension of maximum of two weeks if for some extraordinary reasons you need additional time.



5. Grading

- Opinion 1st Supervisor: 4 weeks
- Opinion 2nd Supervisor: 2 weeks
- Grade: average of the two supervisors
- Delays are common, especially in holidays

Obtaining the final degree



- The degree is sent to the address you have indicated in HISinONE
 - Make sure you update it before exmatriculation
- If you wish to collect the degree yourself
 - Inform Prüfungsamt via e-mail
- If you wish a friend to collect your degree
 - Inform Prüfungsamt via e-mail and
 - Prepare a document authorizing your friend.
- You can also wait until Graduation Day to receive your official degree there.
 - Inform Prüfungsamt



QUESTIONS?