## Information Session Master Thesis



Albert-Ludwigs-Universität Freiburg

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Masters of Economics- Master
Thesis Info Session 2019



Where to find the information about the process involving the master thesis?

http://master.econ.unifreiburg.de/students/procedures



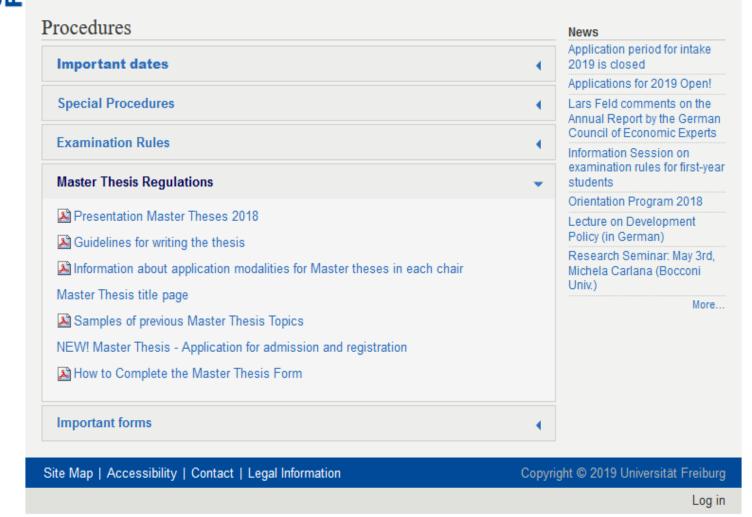
#### M.Sc. Economics

Albert-Ludwigs-Universität Freiburg

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#### 1. Finding the supervisor of your thesis

## 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
  - https://master.econ.uni-freiburg.de/data/informationabout-writing-master-thesis.pdf

## 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



- 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. How to register for the master thesis?

http://master.econ.uni-freiburg.de/data/master-thesis-registration-form-2019.docx

http://master.econ.uni-freiburg.de/data/how-to-complete-the-master-thesis-form.pdf

## Step 1) Admission



#### Step 1) Admission

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 Admission: Professor and student officially agree that the student will write the thesis under the supervision of that Professor.

Link to the admission form:

https://master.econ.unifreiburg.de/students/procedures

- You need 70 ECTS in courses before you can get admitted to the thesis
- The submission of the admission form follows these steps:
  - Student sends form to the supervisor
  - Supervisor sends form to the MEP Coordinator
  - 3. Coordinator processes admission

University of Freiburg

Faculty of Economics and Behavioral Sciences Examination Office / MEP Office



#### Step 1) Admission to the Master Thesis

#### 1) Applicant Information (to be completed by the applicant)

ast name:	Matr. no.	:
irst name:	Profile:	100 mg
lace of birth:	Date of b	eirth:
mail address:		
ranscripts attached reflect at least 80 ECTS	S earned:	Yes 🗆
Place and date)	(Signature of the	applicant)
Admission to the Master Thesis (to (The title of the thesis does not need to be faster thesis supervisor:		
-	CTC samed:	Yes 🗆
<ol> <li>Transcripts attached reflect at least 80 ECTS earned:</li> <li>The supervisor agrees to supervise the applicant:</li> </ol>		Yes □
The second examiner should be:	preum.	
ace and date)	(Signature and star	mp of the first supervisor)
To be completed by the Examinati	ion Office / MEP O	Office:
te of admission:	Processed on:	
te of admission:		

## Step 2) Registration of the title



Step 2) Registration of the title

#### Title registration



- Registration of the title of the thesis:
  - Supervisor and student agree on the exact title of the thesis
- Official deadline: 20 weeks after student is informed of the title of the thesis

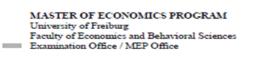
#### Title registration



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 email from the coordinator with the official title and the official deadline







#### Step 2) Registration of the Master Thesis

#### Title of the Master Thesis (to be completed by the first supervisor):

First examiner:	
Second examiner:	
Candidate:	
Last name:	
First name:	
Matr. no.:	
Title of the thesis:	
Subject communicated on:	
(Place and date)	(Signature and stamp of the examine
To be completed by the To-	amination Office / NED Office
	amination Office / MEP Office:
Start date:	Processed on:
Deadline:	



## 3. Working on your thesis and rules for submission



- 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



- Guidelines for writing the thesis:
  - http://master.econ.uni-freiburg.de/data/masterthesis-guidelines-20191127.pdf



- 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.
- Bounded



- 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)

- The cover page must be prepared using the template that you can find on the webpage of the program.
- Link to the cover page:
- http://master.econ.uni-freiburg.de/data/master-thesis-title-page-2014.doc

- Two copies of the Master thesis plus a digital version (CD or USB-stick) need 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).

#### Extension of the deadline



 Your supervisor can ask the Examination Office for an extension if for some extraordinary reasons you need additional time.

- Procedure:
  - Student asks supervisor
  - Supervisor informs MEP Coordinator (per e-mail)
- Maximum of 6 weeks
- (§20(5) M.Sc. Rahmenprufungsordnung)



#### 4. Exmatriculation



- From the moment you submit your thesis you can exmatriculate
  - Only if you already fulfilled the rest of criteria for completion of the master degree (96 ECTS, joker, seminar)
  - No need to pay the fees of next semester
  - If you exmatriculate four weeks after semester start, you can ask for a reimbursement of your fees
  - If you fail your thesis, you still have a second trial even if you are exmatriculated.
  - More information about exmatriculation:
    - https://www.studium.uni-freiburg.de/en/studentservices/exmatriculation



#### 5. Grading of the thesis and final degree

## Grading



Opinion 1st Supervisor: 4 weeks

Opinion 2nd Supervisor: 2 weeks

- Grade: average of the two supervisors
- Delays are common, especially in holidays

In case of delay, ask your supervisor

### 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

#### **Reclassifying Joker**



#### **Important:**

- You need to obtain 30 ECTS in the block Economic Theory and Policy.
- If you only have four courses, you can reclassify before graduation.

You can replace one of the "Economic Theory and Policy" courses with another elective course of the 6 ECTS value.

When? From the moment you pass an elective course of 6 ECTS Deadline? No

Advice: Do it when only one mandatory course is left.

Form for replacement can be found here:

https://master.econ.uni-freiburg.de/data/m-sc-economics-replacement-compulsorycourse-form.pdf/view

