

Information Session Master Thesis

Albert-Ludwigs-Universität Freiburg



UNI
FREIBURG

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December 2019

12/12/2019

Masters of Economics- Master
Thesis Info Session 2019



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

<http://master.econ.uni-freiburg.de/students/procedures>



Procedures


Important dates


Special Procedures

Examination Rules


Master Thesis Regulations

 [Presentation Master Theses 2018](#)


 [Guidelines for writing the thesis](#)

 [Information about application modalities for Master theses in each chair](#)

[Master Thesis title page](#)

 [Samples of previous Master Thesis Topics](#)

[NEW! Master Thesis - Application for admission and registration](#)

 [How to Complete the Master Thesis Form](#)

Important forms

News

[Application period for intake 2019 is closed](#)

[Applications for 2019 Open!](#)

[Lars Feld comments on the Annual Report by the German Council of Economic Experts](#)

[Information Session on examination rules for first-year students](#)

[Orientation Program 2018](#)

[Lecture on Development Policy \(in German\)](#)

[Research Seminar: May 3rd, Michela Carlana \(Bocconi Univ.\)](#)

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1. Finding the supervisor of your thesis
2. How to register for the thesis?
3. Working on your thesis and rules of submission
4. Exmatriculation after submission
5. Grading and final degree



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/information-about-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

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. 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



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1. 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.uni-freiburg.de/students/procedures>

Step 1) Admission



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

Step 1) Admission to the Master Thesis

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

Last name: _____ Matr. no.: _____
First name: _____ Profile: _____
Place of birth: _____ Date of birth: _____
Email address: _____
Transcripts attached reflect *at least* 80 ECTS earned: Yes

(Place and date) (Signature of the applicant)

2) Admission to the Master Thesis (to be completed by the first supervisor) (The title of the thesis does not need to be decided at this step yet.)

Master thesis supervisor: _____
1) Transcripts attached reflect *at least* 80 ECTS earned: Yes
2) The supervisor agrees to supervise the applicant: Yes
3) The second examiner should be: _____

(Place and date) (Signature and stamp of the first supervisor)

3) To be completed by the Examination Office / MEP Office:

Date of admission: _____ Processed on: _____

Step 2) Registration of the title



Step 2) Registration of the title

- 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

- 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



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 examiner)

To be completed by the Examination 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

Formal Terms for Submission



- Guidelines for writing the thesis:
 - <http://master.econ.uni-freiburg.de/data/master-thesis-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 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.
- Link to the cover page:
- <http://master.econ.uni-freiburg.de/data/master-thesis-title-page-2014.doc>

Formal Terms for Submission



- 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. Rahmenprüfungsordnung)



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/student-services/exmatriculation>



5. Grading of the thesis and final degree

- 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

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-compulsory-course-form.pdf/view>

You can send it to mep@vwl.uni-freiburg.de



QUESTIONS?