

Information Session

Master Thesis

Albert-Ludwigs-Universität Freiburg



UNI
FREIBURG

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MEP Coordinator
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Where to find the Information?



Always go to our HOMEPAGE
<http://master.econ.uni-freiburg.de/students/procedures>



Containing All information about the process involving the master thesis

Homepage -> Students -> Procedures



Search Site

Home

Quick Access

- Freiburg, the City
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Procedures

[Important dates](#)

[Special Procedures](#)

[Examination Rules](#)

[Master Thesis Regulations](#)

Covid19 special procedures: Due to the pandemic it is not possible to access the Examination Office to hand in the thesis physically. Therefore, the only option to hand in the thesis is per Post. For this, the two examplars of the thesis and the CD with the electronic version should be sent by certified post to:

Geschäftsstelle der Wirtschaftswissenschaftlichen Prüfungsausschüsse an der
Universität Freiburg

- Prüfungsamt Wirtschaftswissenschaften -

Albert-Ludwigs-Universität

79085 Freiburg im Breisgau

The date taken into account for the deadline will be the date stated in the envelope when the thesis was sent.

Additionally, the pdf version of the thesis should be sent per e-mail to the coordinator of the program and the supervisor of the thesis.

[Presentation Master Thesis 2019](#)

[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

[Presence required for exams in SS2020](#)

[Leave of Absence for covid19 reasons](#)

[Courses for SS2020 announced](#)

[Poster pictures of the intake 2019 published!](#)

[Application for intake 2020 will open on March 18, 2020](#)

[More...](#)



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 a supervisor of your thesis

1. Finding a supervisor



1. Finding a supervisor is **your own 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>



1. You can have an **external supervisor**
 - Professor from another University
 - Company
2. 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?

2 Steps



Step 1) Admission

Step 2) Registration of the title

How to register for the master thesis?



Important Forms

- <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



1. Admission:

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

[Link: https://master.econ.uni-freiburg.de/students/procedures](https://master.econ.uni-freiburg.de/students/procedures)

=> NEW! Master Thesis - Application for admission and registration

Step 1) Admission



1. You need **70 ECTS** in courses before you can get admitted to the thesis
2. The submission of the admission form follows these **3** 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



1. Registration of the title of the thesis:
 - Supervisor and student agree on the exact title of the thesis
2. 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

Suggestions



1. Ask your supervisor for advice if you feel blocked
2. **Proofread!**
3. **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:

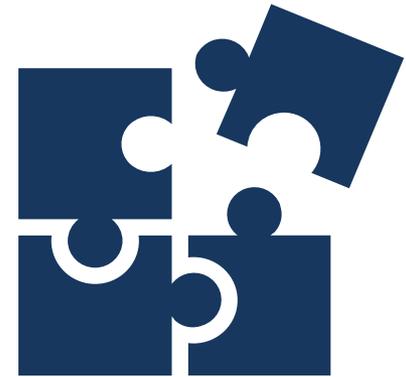
<http://master.econ.uni-freiburg.de/data/master-thesis-guidelines-20191127.pdf>



Formal Terms for 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.
- 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
 - ✓ Bottom: 1-1.5 cm
 - ✓ Right: 1-1.5 cm
 - ✓ Left: 6 cm

- Certification:
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)

IMPORTANT: It should be signed per hand!

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>

(Before Corona)

- **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).



Covid 19 special procedures



Registration:

- You can register to the thesis with 60 ECTS

Submission:

- Physically hand in impossible
=> **Submit per certified post + E-mail with pdf to Supervisor, Coordinator and Examination Office**
- Address:
Geschäftsstelle der Wirtschaftswissenschaftlichen Prüfungsausschüsse an der Universität Freiburg
- Prüfungsamt Wirtschaftswissenschaften -
Albert-Ludwigs-Universität
79085 Freiburg im Breisgau

More information:

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

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**)
 - No form required
- Maximum of **6** weeks
(§20(5) M.Sc. Rahmenprüfungsordnung)

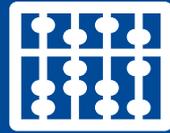




4 Exmatriculation

- 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



- Evaluation: 6 weeks
 - Both 1st and 2nd supervisor have 6 weeks simultaneously
- 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
- **Collection**
 - ✓ By yourself => Inform the *Examination Office* via e-mail
 - ✓ By a friend => Inform the *Examination Office* via e-mail **and** Prepare a document authorizing your friend.
 - ✓ wait until Graduation Day => Inform *Examination Office*
 - ✓ Printing, signing and sending the certificates can take around two weeks (more if holidays)

§13(2): *“If the average grade of the master examination is at least 2,0 and a “good” grade (2,5 or better) is achieved in at least two research courses, the predicate “with honors” is awarded.”*

- Research courses = “Topics” courses
- You can ask some professors to “upgrade” certain courses (not all) to become a “topics” course by holding a presentation or writing a small paper.

Replacement of mandatory course (joker)



Important:

- You need to obtain 30 ECTS in the block Economic Theory and Policy.
- If you only have four courses, you can reclassify one before graduation.
 - ✓ You can replace one of the “Economic Theory and Policy” courses with another internal elective course of the 6 ECTS value.
- **When?**
 - From the moment you pass an elective course of 6 ECTS
 - Until the moment before you graduate
- **Deadline?** No
- **Advice:** Do it when only one mandatory course is left.

Form for replacement can be found [here](#)

Got a job and need working visa?



- Sometimes students receive a job offer while working on the thesis to start asap
 - Need the final degree in order to have a working visa
 - Grading thesis= 6 weeks or more
 - Issuing, signing and sending certificates= 2 weeks or more
- Solution:
 - Ask your supervisor if it would possible to have a pre-evaluation:
 - Supervisor confirms the thesis is passed, although grade not yet decided
 - Coordinator issues certificate that degree is complete although grade is not yet decided
 - Immigration office accepts this document so far



QUESTIONS?