

MSc Political Economy Info-Meeting III

16:00

F208



Exams Winter Semester 2023/24

Exam registration/exam periods at the Dept. of Economics

Seminar registration period for

Summer Semester 2023: Tuesday, 16th January – Tuesday, 23rd January 2024

Exam Registration period: Tuesday, 16th January – Tuesday, 23rd January 2024

Examination period I: Wednesday, 7th February – Monday, 26th February 2024

Exam Registration period: Tuesday, 12th March – Monday, 18th March 2024

Examination period II: Friday, 22th March – Saturday, 13th April 2024

Examination dates:

<https://www.wiwi.uni-konstanz.de/en/advice-and-service/examination-office/>

Exam registration at the Dept. of Politics and Public Administration

Exam registration period: 01/12/2023 – 15/01/2024

Exam registration period II: 11/03/2024 – 15/03/2024

Examination Dates:

<https://www.polver.uni-konstanz.de/en/advice-and-service/forms/dates/>

Registration for the Master's Thesis (summer semester 2024)

7th March 2024

**at the latest (was extended to
12th March)**

Period of completion (summer semester 2023)

mid-April – mid-August

**(the exact dates will be communicated in the
admission letter to the Master thesis)**

Master's thesis: Process

Deciding in which area you would like to write your Master's thesis



Researching and coming up with ideas for the topic of the Master's thesis, looking up potential supervisors at the University of Konstanz (one at Dept. of Economics and one at Dept. of Politics)



Approaching potential supervisors and clarifying your research topic and the scope of the project with them



Hand in the application for the admission to the Master's thesis within the deadline



Admission to thesis: you will receive a letter/e-mail stating your deadline for the thesis



Write your thesis; check in with your supervisor; if necessary hand in a request for an extension (max. 1 month) or a change of the title

Master's thesis: Process

Hand in bounded copies of your thesis within the deadline via postal mail (with tracking) as well as a digital version in Pdf format.

Make sure the title is exactly the same as the one you indicated in your application for the Master's thesis!



Copies get forwarded to supervisors; from then onwards about six weeks for the marking



Your grades get entered into ZEuS. You will be sent the degree certificate as well as the reports on your Master's thesis via postal mail (this can take several weeks)



You can exmatriculate as soon as you have finished all your courses and seminars and have handed in your Master's thesis. However, it can make sense to re-register for the following semester as well to wait until you have received all grades. All information on the exmatriculation process can be found [here](#).

Master's Thesis Application Form

- Fill out the form "Application for Admission to the Master's Thesis" (see: <https://www.wiwi.uni-konstanz.de/en/study/master-of-science/political-economy/exams/>)
- Include:
 - A matriculation certificate (Immatrikulationsbescheinigung)
 - Proof of having passed all programme-related examinations according to § 17 (1) 3 (transcript):
 - Subject area 1: Methods
 - Subject area 2: Foundational Courses in Economics
 - Subject area 3. Foundational Courses in Political Science
 - Submit Documents listed above via email to Mrs Böhler at pruefungsverwaltung.wiwi@uni-konstanz.de

Date received: _____

Application for Admission to the Master's Thesis

Please fill out completely and clearly.

First name: _____
Family name: _____
Matriculation no.: _____
Date of birth: _____
E-mail: _____
Telephone no: _____
Mailing Address for degree
certificate: _____

The thesis will be written in: Economics Political Science

Suggested first assessor¹: _____
Suggested second assessor: _____
Suggested title of the thesis² _____

I have enclosed the following documents with this application form:

Proof of having passed all
programme-related examinations³:

A matriculation certificate
("Immatrikulationsbescheinigung")

Date

Signature

¹ According to § 19 (2) of the Study and Examination Regulations (2018), one supervisor / co-supervisor must be from the Department of Economics and one from the Department of Politics and Public Administration.

² According to § 19 (2) of the Study and Examination Regulations (2018), the Examining Board decides about the suggested title. According to § 15 (2), the Master's thesis is to be written in English.

³ According to §17 (1) 3 of the Study and Examination Regulations (2018) students must have passed all programme-related examinations from the subject area 1-3 (Methods, Foundational courses in Economics, Foundational Courses in Political Science), before the master's thesis can be registered.

Requirements

- To be completed in the fourth semester.
- Four months to complete the Master's Thesis.
- Written in English.
- Master's Thesis registration prerequisites:
One supervisor / co-supervisor has to be from the Department of Economics and one from the Department of Politics and Public Administration
- Contact your suggested supervisor as early as possible (guest lecturers do not supervise)
- Find a suggested title of the thesis before you submit the Application for Admission
- If you are planning to write your master's thesis with **Prof. Schwerdt/Prof. Findeisen/Prof. Felfe** (as your first assessor) please be in contact with them by January 25th 2024. See details [here](#).

Details:

- Do not use the time for the Master's Thesis completion for your stay abroad/work experience
- Technical Information:

Number of Copies

three copies must be submitted by the specified deadline.

Length

The guidelines for the Master's thesis at the Dept. of Economics are 50-70 pages.

Binding

The Master's thesis must be securely bound with a front and back cover, for example, by means of cold adhesive binding.

Check the following [Pdf Documents](#) on the MSc Political Economy webpage:

- Master's Thesis Requirements
- Guidelines for Academic Writing

More Details:

Writing Centre:

The Writing Centre at the University of Konstanz supports students in furthering their writing competence. For more information about their services, which are available in English and German, see:

www.uni-konstanz.de/en/writing-centre/

The centre also offers peer writing tutoring.

To find out how you can use this service, see:

<https://www.uni-konstanz.de/en/writing-centre/our-offers/writing-tutoring-service/>

Writing Tutors

Tutoring sessions via Zoom and on campus :

Make your individual appointment
via ILIAS.

Or drop in at their office hours
in the green study spot next to
the library café on
Wednesdays, 14:00 - 16:00. No
appointment required !



Proper scientific conduct and plagiarism

It is extremely important that you cite the sources you are using for your Master's thesis!

Plagiarism is a serious offense that will cause you to fail the thesis and might cause you to lose your right to study in any Master's programme in Economics!

If you feel not sufficiently informed on how to do so, there are several resources to help:

- Guidelines for Academic Writing
- E-learning course "scientific practise" (German only)
- Books on scientific writing and citation guidelines in the library
- Writing Tutoring Service

Master Colloquium (5 ECTS)

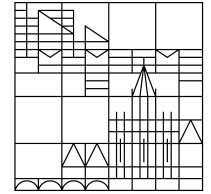
Possible at the Dept. of Economics **and** the Dept. of Politics and Public Administration (depending on your first supervisor):

Department of Economics:

- Your colloquium should be scheduled at the beginning/middle of the period of completion of your master's thesis (presentation of your research topic).
- Schedule an individual date for your colloquium with your first supervisor.
- Your colloquium (5 ECTS) will be entered into your ZEuS account once your first supervisor has confirmed that your colloquium was carried out successfully ((pruefungsverwaltung.wiwi@uni-konstanz.de))

Department of Politics and Public Administration:

- Every professor offers a colloquium
- Use the colloquium (exam registration in ZEuS necessary) of your first assessor to present your master's thesis (pruefungsverwaltung.wiwi@uni-konstanz.de)
- Your colloquium (5 ECTS) will be entered into your ZEuS account once your first supervisor has confirmed that your colloquium was carried out successfully (pruefungsverwaltung.wiwi@uni-konstanz.de)



Thank you !

Happy Christmas season !

