



# Master's thesis

## MSc Economics

### General Information



**Hanna Schwarz, Coordinator MSc Economics**

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# General Information

What is the Master's thesis?

- Written research paper (you should demonstrate your ability to answer a research question within the field of Economics independently with scientific methods)
- No oral defense
- Mandatory component of your degree (30 ECTS in Track B/Track 1 and Track C/Track 2; 20 ECTS in Track A)
- If you are studying in Track B/Track 1, you have to write the thesis in the area of your specialization
- Recommendation for the formal presentation of the Master's thesis can be found on the [MSc Economics website](#)
- Please talk to your supervisors about their expectations regarding the content, style, length and format of the thesis! Please also clarify with your supervisor what data, code etc. you need to hand in with your thesis.

# Master's thesis: Process

Deciding in which area you would like to/ need 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



Approaching potential supervisors and clarifying your research topic and the scope of the project with him/her



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 (Track A 3 months, all other 4 months); check in with your supervisor; if necessary hand in a request for an extension (max. 1 month (PO 2011), max. 2 months PO2023)) or a change of the title (see slide 10)

# Master's thesis: Process

Hand in bounded copies (three (PO 2011)/ one (PO2023) of your thesis within the deadline via postal mail (with tracking) or in person (contact Ms Böhler before regarding the office hours) 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 (PO 2011)/about eight weeks (PO 2023) 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: registration and admission

## Requirements to be fulfilled for the admission:

- You have to be enrolled in the programme and you cannot have lost your right to examinations within the programme
- Overall you have to have at least 60 ECTS
- You have to have passed all three compulsory modules and a seminar

# Master's thesis: registration and admission

## To register:

- You have to hand in the form „Application to admission to the Master's thesis“, which can be found [here](#) (you need to suggest a title and supervisor here)
- Usually we will assign you a second supervisor based on the suggestions of your first supervisor.
- Supervisors must be university teachers, Privatdozenten (lecturers), or authorized academic staff. At least one reviewer must have his/her main employment at the Department of Economics.
- A transcript of records showing that you fulfill all requirements to be admitted to the Master's thesis
- A matriculation certificate (you can get it in your ZEuS account)
- Form „Declaration of your study track“, which can be found [here](#)

If you would like to write your Master's thesis in the summer term 2023, you can **submit all application documents via e-mail to our examination office** ([pruefungsverwaltung.wiwi@uni-konstanz.de](mailto:pruefungsverwaltung.wiwi@uni-konstanz.de)). Please send them from your official university e-mail account. The registration period is **until 07.03.2024**.

# Master's thesis: registration and admission

## Automatic registration:

If you have passed all course-related performance assessments and do not apply for admission to the master's thesis yourself, you will get registered automatically and the examination board assigns a topic and the reviewers. The examination board decides on exceptions upon written request. Admission is granted on the condition that the student remains enrolled at the University of Konstanz until all required performance assessments have been completed.

# Professors

- Findeisen/Schwerdt /Felfe (if you want to write with a professor from the Labour/Public Economics Group, write to [office.schwerdt@uni-konstanz.de](mailto:office.schwerdt@uni-konstanz.de) until 25<sup>th</sup> January (summer term) or 25<sup>th</sup> June (winter term))

Have a look at other potential supervisors here: all professors and junior professors (and some PostDocs) in the area of Economics and Finance can supervise a thesis





# 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:

- Recommendation for the formal presentation of the Master's thesis can be found on the MSc Economics website
- E-learning course "scientific practise" (German only)
- Books on scientific writing and citation guidelines in the library
- Writing Tutoring Service

## DD students

Regulations for Double Degree students can differ slightly according to the programme. Please simply stop by during my office hours to clarify the process.

If you have to hand in your thesis at both universities, please note that you have to hand in the exact same thesis at both universities. Therefore, you will have to finish your thesis until the earlier deadline of both universities.

# Requests to the examination board

## Extension

### In case of illness

You have to hand in a medical certificate to our examination office (Ms Böhler, F pruefungsverwaltung.wiwi@uni-konstanz.de). This needs to be the university form (same as for exams) which you can find here. Please make sure that the medical certificate is issued on your first day of illness. Please inform us of your illness as early as possible, it is fine if you

### Other reasons

If there was any other reason that delayed your thesis progress and was out of your control, e.g. data provider postponed access to data set, unexpected personal tragedies in your family, you can also request an extension from the examination board. In this case you will have to submit a detailed request, stating the length of the extension you are requesting and explaining the reason behind it. You will have to submit supporting evidence for your request. If you would like to extend for any other reason than illness, we would strongly recommend to speak to Hanna Schwarz and your supervisor beforehand.

# Request to the examination board

## Title change

Please avoid unnecessary requests for changes in the title!

If you have to request a minor change in your title, you have to file a request to the examination board.

If you would like to request a title change, please confirm with your supervisor that they agree with the new title and contact Hanna Schwarz.

# Contact

## Office Hours:

**E-Mail:** [coordination.econ@uni-konstanz.de](mailto:coordination.econ@uni-konstanz.de)

**Hanna Schwarz,**

Office hours: Tue, 14:00-16:00 (in person) + Thu, 14:00-16:00 (online) - starting again on 9th January

Please find the link on our [Website!](#)

**Thank you for  
your attention!**