

Master's Programme in Political Economy

Requirements for the Master's Thesis

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Kontakt

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Technical Information

These requirements are intended to assist you in preparing the Master's Thesis in the Master's Programme in Political Economy. By observing these guidelines, you will avoid the possibility of having to undertake a time-consuming revision of your written work to meet formal standards. Unless the supervisors of your master's thesis specify different requirements, the recommendations contained in this booklet apply to all MSc Political Economy students.

I. Number of Copies and deadline

Three copies must be submitted by the specified deadline. This is usually at the end of August for those writing in the summer semester and in February for those writing in the winter semester. Students have four months to work on their dissertation. The first supervisor may ask the student to include a CD or USB-stick with the data and do-files.

II. Length

The Master's thesis should have between 10.000 and 15.000 words (Appendix not included).

Please note that each professor has different preferences concerning the quantity of tables and graphs that should be included in the main text. General questions about the length and the structure of the dissertation should be discussed directly with the first supervisor.

Note that it is not seen as a sign of quality if the thesis exceeds the maximum specified length without the consent of the thesis supervisor.

III. Binding

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

Please note that it may be useful to set an appointment at the copy shops especially if you plan on printing the thesis very close to the deadline.

IV. Order of Material

- a) front cover either hard or a plastic sheet
- b) title page
- c) preface (optional)
- d) table of contents
- e) list of figures / tables / abbreviations / symbols (if necessary)
- f) text of the work (introduction, consecutive chapters, conclusion)
- g) appendix / appendices
- h) list of references
- i) statutory declaration
- j) back cover.

V. Page Numbering

The pages before the text of the work are numbered using lower-case Roman numerals (ii, iii etc.). The title page is counted as page one, but not numbered. From the first page of the text of the work, the page numbering begins anew with Arabic numerals (1, 2, etc.). The page numbering must be uniformly set in either the header or footer and justified right.

VI. Supervisors

One of the two supervisors has to be from the Department of Politics and Public Administration and one from the Department of Economics.

VII. Extension

The period of completion can be extended for up to one month (30 days). The request for extension has to be signed by your first supervisor and needs to be submitted to the MSc Political Economy Examination Board via the Programme's coordinator. The request has to be submitted at least two weeks before the official deadline of the master's thesis.

The reasons for the extension have to be directly connected to the composition of the final thesis, e.g. problems with the data set (i.e. license, obstacles at access).

Extension because of illness:

In case of illness, candidates have to hand in a medical certificate at the Programme's coordinator or the examination office immediately. Students are obliged to use the standard form issued by the examination office.

VIII. Change of the Title

The title of your master's thesis can be changed once. The request for a change of the title has to be signed by your first supervisor and needs to be submitted to the MSc Political Economy Examination Board via the Programme's coordinator.

The request has to be submitted at the Programme's coordinator at least two weeks before the official deadline of the thesis

Appendices

A. Sample Statutory Declaration

The declaration must be signed, dated and inserted at the end of the Thesis:

Declaration

1. I hereby declare that this thesis, entitled:

is a result of my own work and that no other than the indicated aids have been used for its completion. Material borrowed directly or indirectly from the works of others is indicated in each individual case by acknowledgement of the source and also the secondary literature used.

This work has not previously been submitted to any other examining authority and has not yet been published.

2. After completion of the examining process, this work will be given to the library of the University of Konstanz, where it will be accessible^{*)} to the public for viewing and borrowing. As author of this work, I agree / do not agree to this procedure.

Konstanz, _____
(Date)

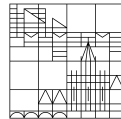
(Signature)

B. Sample Title Page Thesis

The economic consequences of financial crises

A thesis submitted in partial fulfillment of the requirements for the degree of
Master of Science in Political Economy
at the Department of Economics of the University of Konstanz

Universität
Konstanz



By: Max Mustermann
Straße 1
01234 Konstanz

Period of completion:
1st assessor: Prof. Dr. ...
2nd assessor: Prof. Dr. ...

Konstanz, date