

Information about the master thesis

11/6/2019

The master thesis should demonstrate that the candidate is capable of independently working on a task from his or her field of specialization (from a subject area of the chosen study program) according to scientific methods within a specified period of time.



The candidate should prove that he/she is able to familiarise himself/herself with the task methodically and systematically and that he/she proceeds analytically when solving it. The solution should be abstracted and transferable into an interdisciplinary question.

General informations

- When should the work be done?
 - usually in the last semester
- How long is the period of time?
 - processing period (= output until submission of the work):
 - maximum 4 months
- the final thesis can also be worked out and admitted in the form of a group thesis
- may be carried out in a suitable institution outside the university
- the guideline value for the scope (of the written part) of the master thesis is 80 DIN A4 pages (without attachments)
- The enrolment of the thesis is possible during the whole year
- 27 ECTS are granted for passing the master thesis

Admission requirements

Students who have earned at least 80 credit points can be permitted to the master thesis.

The research/ search for a topic and a supervisor can be divided into three steps

1. Developing initial ideas on a topic
2. Contact the supervisor of your choice and have an initial conversation
3. Discuss the next steps with the supervisor

Develop initial ideas on a possible topic

Develop your own topic

- from professional practice of personal interest (e.g. search through specialist journals for currently discussed aspects; look at topics that have already been dealt with on the lecturers' websites)
- from the contents of your subjects

View advertised topics:

- Lecturers' notice boards
- Internet pages of the lecturers
- Website of the faculty of Business Administration and Economics (Jobs | Internships)

Contact the supervisor of your choice and have an initial conversation

Clarify if the supervisor is available for your degree program:

- The supervisor has to be a professor at the faculty of business administration and economics (see list of persons on the homepage)
- In exceptional cases, a lecturer or honorary professor can also supervise your thesis
- Contact the supervisor (in person or by e-mail).
- Ask for willingness to support
- Concretize the content of the topic
- Clarify if a company shall be involved
- Prepare a strategy of creating contact to the companies
- If necessary, several attempts must be undertaken

Please also note the following points

Contact your supervisor *at an early stage!*

- Three months before the start of writing the thesis
- One semester, in some cases two semesters before the start of writing the thesis, particularly in special subjects with high demand
- Some lecturers have special requirements
- Often, lecturers only accept topics of the thesis related to their teaching and research area
- Special requirements of the lecturer have to be fulfilled

Discuss the next steps individually with the supervisor (1/2)

Once you have found a supervisor, discuss the next steps:

- Formulate 2 - 3 pages of a concrete problem definition and objective of the work
- Develop an initial structure proposal or take the relevant literature into account
- Discuss the documents with the supervisor.

Discuss the next steps individually with the supervisor (2/2)

Also take care of a second examiner

- The second examiner does not have to cover the subject area
- If the supervisor (first examiner) is a lecturer or honorary professor, the second examiner has to be a professor in the subject area
- Discuss details with your first examiner
- You should contact the second supervisor of your choice by e-mail
- For the formal design please refer to the information sheet “Guidelines of academic work“ in the appendix

The registration of the work takes place at the examination office - after agreement with the supervisor

Discuss with your supervisor when the registration of the work should take place

The following steps are necessary to register:

- Contact the examination office by telephone to check whether the required credit points are available
- If yes, the examination office will send you the following form "Application for Admission to Final Thesis"
- The student submits the completed documents to the examination office
- The examination office forwards the application to the supervisor who enters the final topic
- After the chairman of the examination board has signed the paper the student is informed about the latest deadline
- A one-time extension by a maximum of 4 weeks can be approved by the supervisor in justified exceptional cases (application via the examination office)

Contact examination office

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The timing of the graduation should be discussed with the supervisors

- The communicated deadlines are the result of the processing time stipulated in the examination regulations; semester periods are independent of those
- If you wish to complete your studies in the respective semester, close consultation with your supervisor is recommended
- As a rule, the course ends with the colloquium
- The colloquium must therefore take place before the end of the semester (summer term: 31. 8.; winter term: 28. 2.)
- This in turn means that you have to hand in your final thesis that early that it can be corrected (usually approx. 8 weeks earlier)

The thesis has to be handed in at the examination office - not to be submitted to the supervisor

- punctually (on the specified due date)
- in three bounded copies (hard or soft cover)
- A digital version (a file in Word or PDF on CD)

The Colloquium

- complements the master thesis, is to be evaluated independently and should take place within two months after submission of the master thesis
- It serves to determine if the examinee is capable of presenting the results of the master thesis, their subject-related contexts and their extracurricular references orally or justifying them independently and of assessing their significance for practice
- The topic of the master thesis should be discussed with the examinee
- Minimum amount of credits for admission: 114 cp
- Three credit points are granted for passing the colloquium

The grades for the final thesis and colloquium are granted by supervisors and second examiners

- The thesis must be evaluated by two examiners
- If the two examiners do not agree, the grade of the thesis is calculated from the arithmetic mean of those two grades, if the difference between the two scores is less than 2.0
- If the difference is 2.0 or more a third examiner is appointed by the board of examiners. In this case the grade of the thesis is calculated from the arithmetic average of the two better individual grades
- However the thesis can only be evaluated as "sufficient" (4.0) or better, if at least two of the grades are "sufficient" (4.0) or better

Questions? Don't hesitate to contact me:

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Thank you!