MSc Political Economy Info-Meeting III
17:00 online

Hanna Schwarz 15th December 2022
Exams Winter Semester 2022/23

Exam registration/exam periods at the Dept. of Economics
Seminar registration period for
Summer Semester 2023: Tuesday, 17th January – Tuesday, 24th January 2023

Exam Registration period: Tuesday, 17th January – Tuesday, 24th January 2023
Examination period I: Wednesday, 8th February – Saturday, 25th February 2023

Exam Registration period: Tuesday, 14th March – Monday, 20th March 2023
Examination period II: Friday, 24th March – Saturday, 15th April 2023

Examination dates:

Exam registration at the Dept. of Politics and Public Administration

Exam registration period: 01/12/2022 – 15/01/2023
Exam registration period II: 13/03/2021 – 17/03/2023
Examination Dates:
https://www.polver.uni-konstanz.de/en/advice-and-service/forms/dates/
Registration for the Master’s Thesis (summer semester 2023)

10th March 2023
at the latest

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
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
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 assessor: ____________________________
Suggested second assessor: ____________________________
Suggested title of the thesis: ____________________________

I have enclosed the following documents with this application form:

― Proof of having passed all programme-related examinations: [ ]

― A matriculation certificate ("Immatriculationsbescheinigung"): [ ]

Date: ____________________________ Signature: ____________________________

1 According to § 19 (2) of the Study and Examination Regulations (2019), 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 § 16 (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. Maurer** or **Prof. Findeisen** (as your first assessor) please be in contact with them by January 25th 2023. 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, 10:30 - 12:30. 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 loose 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!