



INFORMATION SHEET FOR WRITING YOUR MASTER'S THESIS

Please read this information sheet before you begin your thesis.

I. DATES AND DEADLINES

(according to the examination regulations (ER): Master's programme in Economics, version dated 23 June 2022)

1. You have **four months** to complete your Master's thesis. This period begins on the day the topic is issued (§ 14, para. 4 ER). The Master's thesis must be submitted to the examination board by the last day of the four-month period at the latest (§15, para. 1 ER). If the submission deadline is not met, the Master's thesis will be graded as "unsatisfactory" (5.0). (§ 14, para. 4 ER)
Three printed copies of the Master's thesis must be submitted, along with **one electronic copy** (CD in PDF format). The thesis should include a summary. It can be submitted either directly to the Examination Office or by registered post. In the latter case, the date of the postmark counts as the submission date.
2. In particularly justified cases, the deadline may be extended by up to two months (§ 14, para. 4 ER) by the examination board in consultation with the supervisor. The extension request can be submitted on a form available from the Examination Office or on the AWI website.
The extension request should be submitted as early as possible, but **no later than 8 calendar days** before the end of the regular processing period.
3. An assigned topic for a Master's thesis can be returned for any reason. The return is possible once and only within the first month (§ 14, para. 5 ER).
Note: Before returning a topic, the difficulties in working on it should be discussed in detail with the thesis supervisor to ensure that it is really not possible to continue the work.

II. FORMAL REQUIREMENTS

1. The first page of the Master's thesis (the title page) must look like the attached sample.
2. The Master's thesis can be written in German or English.
3. The following declaration must be made on the second page:

"I hereby declare that I have written this thesis independently and without unauthorized assistance from others, and that all passages taken verbatim or in substance from publications have been individually identified with references."

This declaration must be signed by the author in their own handwriting using ink or a document-proof ballpoint pen. Please note that failure to cite sources constitutes deception within the meaning of § 8 (4) ER.

4. The Master's thesis must contain a list of the aids used in its preparation (§ 15 (2) ER).
5. The master's thesis must be submitted in bound form.
6. The following should also be noted when writing the Master's thesis: the line spacing should be 1.5 lines, and the side margin should be approximately one third of the page.

III. RECOMMENDATIONS FOR THE EXTERNAL FORM OF THE MASTER'S THESIS

The following guidelines should be observed when writing the Master's thesis. However, it is advisable to discuss the external form of the Master's thesis with your supervisor, as they may have specific formal requirements for a Master's thesis that differ from those mentioned here.

1.) The structure of the thesis:

The master's thesis is usually divided into chapters, sections and subsections. A table of content follows immediately after the title page and declaration (see II.1 and II.2). It should include page numbers for all chapters, sections and subsections. The headings in the table of content should be repeated in the text in the exact wording at the appropriate places.

2.) The bibliography:

A bibliography must be included at the end of the thesis. It contains all sources used, listed alphabetically by author. In addition to the author's surname and first name, the following information should be included:

- Title of the book, place of publication, year of publication
- Or: Title of the article, name of the journal, volume and year of publication, page number
- Or: Title of the lecture, title of the anthology, volume, place of publication, year of publication, page number

The bibliography and the references in the text must correspond one-to-one, i.e. all entries in the bibliography must be referred to in the text, and all references must be included in the bibliography.

3.) Proof of sources:

All ideas that you have not developed yourself and that are not "common scientific knowledge" must be substantiated with references from the literature, and the sources must be cited in full. The so-called "American citation style" is recommended. You can either write the surname and year in the running text "Müller (2006) claims ..." or add the reference in brackets at the end of the sentence (Müller 2006). The complete details can be found in the bibliography.

For publications with three or more authors, only the first author is listed (Mayer et al. 2009), but all authors are named in the bibliography.

Direct quotations must be marked with quotation marks. However, these should be the exception and the content of the work should be reproduced in your own words. For sources from the internet, not only the internet address but also the author or organisation must be stated.

In the case of papers, press releases, speeches or similar, this information must be provided in full. In the case of information directly on websites that can be easily changed, there should still be a heading if possible. In addition to the internet address, the date of the (last) access must be stated and, if possible, you should have a printout.

SAMPLE

Title of the master's thesis

Master's thesis
for the academic degree "Master of Science" (M.Sc.)

submitted
to the Examination Board for the Master's programme

Economics

at the
Faculty of Economics and Social Sciences at
Ruprecht Karls University of Heidelberg

Year

Name of author
Born in ...