

Guideline for the supervision of master theses at the chair of public and regional economics

In case you intend to write your master thesis at the chair of public finance please take note of the following information on the general procedure:

1. First contact: Check our homepage who is currently in charge of Master Theses:

<https://www2.wiwi.rub.de/en/lehrstuehle/public-and-regional-economics/>

Write an email with some basic information about your plans concerning timing and content and you will be forwarded to a supervisor.

2. Topic selection: The chair does not offer a predefined list of topics for master theses. It is possible to either bring in a topic on your own or to work out a topic with your supervisor at the chair. An adequate topic should be related to the field of public finance and should be suitable for detailed scientific discussion. In addition you should be able to finish your work in time. In case you have no clear idea you might consult relevant textbooks in public finance (thereby you can get an impression which topics are related to public finance) or search in adequate journals for a specific subject. For a first overview, the „Journal of Economic Literature“ offers survey articles on all fields of economics.

3. Support for selection of an adequate topic: Please make an appointment with your assigned supervisor approximately two to four weeks prior to the date on which you plan to start with your thesis. Submit a proposal (short abstract) regarding a topic (perhaps also an alternative) already when you contact your supervisor in order to arrange your appointment. The purpose of the appointment is to clarify whether your topic is suitable for a

master thesis and to choose another topic of your field of interest otherwise. Subsequently, you are allowed to read up on your topic and to check whether you want to work on this topic, for about two weeks. Use this time to prepare a first, preliminary outline. You might want to specify your topic and you should think about an English version of the title. If desired you can make a second appointment in this time period, in order to discuss the topic in more detail.

4. Registration: You have to register your master thesis in Flexnow. Your editing time begins as soon as your supervisor has confirmed your registration via Flexnow.

5. Editing Time: The editing time of a master thesis is 18 weeks. If the master thesis is not submitted on schedule, the thesis is graded with failed (5.0).

6. Supervision during the working period: You are free to consult your supervisor during your working period whenever you have got questions of form or content. Please read the „Guidelines for writing a seminar paper or bachelor thesis or master thesis” carefully! It contains information on required length, format and structuring as well as rules regarding citation.

7. Submission and correction: The completed master thesis has to be handed in twice as hard copy as well as electronically (CD, DVD) at the examination office. The date of delivery has to go on file. Mind to burn do-Files and data on CD/DVD as well.¹ Both first and second examiner send their evaluation and their grades to the examination office. There you can look up the evaluation, if required. In this context please see the information of the examination office.

8. Oral examination: After a correction time of about 4 weeks, you get an email containing a proposal for the examination date. The oral exam starts with a short verbal summary of your work (don't bring slides; you may bring notes and your thesis). After you have finished there is about 30 min time for questions and answers about your thesis by both examiners.

¹ Maßgeblich für die Abgabe der Abschlussarbeiten ist die jeweils geltende Prüfungsordnung. „Die schriftliche Arbeit ist in zweifacher Ausfertigung gedruckt und in elektronischer Form beim Prüfungsamt der Fakultät für Wirtschaftswissenschaften abzuliefern. Der Abgabezeitpunkt ist dort aktenkundig zu machen. Bei Zustellung der Arbeit durch die Post ist der Zeitpunkt der Einlieferung bei der Post (Poststempel) maßgebend. Wird die Masterarbeit nicht fristgemäß abgeliefert, gilt sie gemäß § 15 Absatz 1 als mit „mangelhaft“ (5,0) bewertet.“ (§19, Abs.1 Prüfungsordnung für den Masterstudiengang Management an Economics, last amendment: November 2022.