

Formal requirements and instructions for your Master Thesis

- An **extension** of the deadline is only possible in certain, exceptional cases (significant events that were not predictable and not in control of the candidate before the start of the thesis writing period) and if, due to that, the completion of the thesis is not possible during the designated working period. Candidates must apply for the extension at least 4 weeks prior to the deadline for submission in writing (Form).
 - A **sick certificate** must be handed in within three working days. An **extension** is granted once for a **maximum of 7 calendar days**. If the period of seven calendar days is exceeded, a further extension is only possible upon presentation of a sick certificate from a public health officer.
 - Should you unexpectedly encounter problems with the topic of your thesis, you may **exchange the topic once** within the **first four weeks** of the working period (Form). Minor changes in the topic only have to be agreed upon with the first supervisor.
 - You must submit **3 printed copies** (bound) including the Statutory Declaration as the last page of the thesis. In addition, the Statutory Declaration and the cover sheet of the Bachelor's thesis must be handed in as loose sheets for the examination file. The thesis must be submitted to your administrator in the economics department on the closing date during the regular office hours.
 - In addition to the three printed copies, one electronic copy (CD-ROM) must be submitted to the first supervisor.
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Statutory Declaration (Example)

I herewith formally declare that I have written the submitted thesis independently. I did not use any outside support except for the quoted literature and other sources mentioned in the paper.

I clearly marked and separately listed all of the literature and all of the other sources which I employed when producing this academic work, either literally or in content.

I am aware that the violation of this regulation will lead to failure of the thesis.

Student's name

Student's signature

Matriculation number

Berlin, date

Necessary additional specification for group works

The work of individual authors is marked accordingly in the thesis.

Good luck!

🕒 Office Hours Mrs. Biehl - Room: VG 309

Monday, Tuesday and Thursday from 9:00h-11:30h and 13:00h-15:00h - Wednesday from 9:00h-11:30h