
MASTER'S THESIS INFORMATION MEETING

Get your thesis started right!

w. Study Counselling

AGENDA

- The supervisor's view
 - Jonas Maibom
- Rules and procedures for the master's thesis
 - Student counsellor Sofie Mølkjær and Martin Kviesgaard Bendixen

KEY POINTS

- Timeline
- Rules and Formalities
- Supervisor
- Postponement / Leave of Absence
- Submission
- Exceeding the Deadline
- Grading
- Oral Defence
- Group Thesis
- Failed Thesis
- Cheating and Plagiarism
- Thesis Collaboration
- Work Spaces

TIMELINE

- Automatic registration for the Master's thesis on your 4th semester
- 1st of December at 12 o'clock: Deadline for filling in registration form – including suggestion for supervisor
- Allocation of supervisors: December/January
- Deadline for submission of problem statement to supervisor: agreement with supervisor
- 1st of June: Deadline for submission of Master's Thesis

If the submission date is a Saturday, Sunday or a holiday, the deadline is the first working day after the deadline.



RULES AND FORMALITIES

Registration:

- You will automatically be registered for the thesis on your 4th semester of the master's program, this is whether you have signed up for all your courses.
- Master's thesis contract: deadline 1st of December and remember to use your AU-mail!

Exemption:

- If you have completed all your courses before your 4th semester, you can start writing your Master's thesis. You must apply for exemption via mitstudie.au.dk



FORMALITIES

- Language: Danish or English (IMSQE: English)
- The length of the thesis must not exceed 80 standard pages
 - Normally, a thesis is between 50-80 standard pages
 - It may be less than 50 under certain circumstances
 - Should also include an abstract of maximum 1 page in English
 - Standard page = 2400 keystrokes (including spaces)

FORMALITIES

- The following parts of the thesis are NOT parts of a standard page:
 - Title page
 - Table of contents
 - Bibliography/References
 - Appendix
- The title page should state:
 - Title (in Danish *and English*)
 - Course title
 - Subject area (e.g., Finance)
 - Name of author(s)
 - Student number(s)
 - Name of supervisor
 - Department
 - Hand-in date
 - Specification of whether the thesis can be made public

Always align with your supervisor!

FORMALITIES

New definitions:

- These elements count as the number of keystrokes:
 - Abstract
 - Equations
- These elements count as 800 keystrokes no matter the size
 - Tables
 - Table headline and notes
 - Figures
 - Figure headline and notes

SUPERVISOR

- Your supervisor can be one of the members of the faculty's educators (adjunct, lecturers or professors) at the Department of Economics
 - See the list of supervisors [here](#)
- If you want to use an external supervisor, you should contact the student administration (studadm@econ.au.dk) before registration.
- Public Policy specialization: main supervisor from the Department of Economics and a co-supervisor from the Department of Political Science
 - Please, sent an e-mail to the student administration (studadm@econ.au.dk) with the name of your preferred co-supervisor the same day you fill in the registration form for your preferred main supervisor.



POSTPONEMENT / LEAVE OF ABSENCE

- If 'special circumstances' have occurred under the thesis period → Exemption
- Leave of absence is also something you should apply for
 - Min. 2 months
 - No supervision during the leave of absence
 - Please contact us to make sure that you comply with all rules

SUBMISSION

- Upload to Wiseflow
 - Upload one pdf file with thesis and appendix
 - You will receive an e-mail from Wiseflow when it is possible to upload your thesis.
 - Deadline for upload is 1st of June at 12.00 o'clock at noon
- If more than 14 days before the submission deadline
 - Send an email to kandidat.bss@au.dk
 - Assessment deadline: 6 weeks from submission date

EXCEEDING THE DEADLINE

- You have used 1 attempt and will automatically be registered for your 2nd try
- Revised problem statement must be drafted within 2 weeks
- New deadline 3 month from original deadline
- Problem statement must be within same area and discussed with supervisor

- You need to document how the research question for the revised thesis differs from the research question of the original thesis
 - Should not exceed 1 page
 - Should be a part of your thesis

GRADING

- Qualification description is in the course catalogue
 - [Master's Thesis](#)
 - [IMSQE Master's Thesis](#)
- The oral defence must take place no later than 6 weeks after the submission deadline. The grade is given in immediate continuation of the oral defence

ORAL DEFENCE

- Duration: 55 minutes (one student), 1 hour and 50 minutes (group exam)
- 15 minutes are allocated to the student presentation and 40 minutes to the examiners
- The assessment of the Master's thesis consists of an overall evaluation of the written master's thesis and the oral defence



GROUP THESIS

- Apply for an exemption to write a group thesis
- Conditions:
 - The nature and scope of the paper should correspond to a group paper
 - Recommendation from the supervisor
 - Each student should have done a project-course (P) (10 ECTS) or a P-topic (10 ECTS) individually
 - It must appear from the paper who is the author of the individual chapters
 - The size of the group thesis must not exceed 2 times the individual paper

GROUP THESIS – ORAL DEFENCE

- The default for the group defence will take place in groups with a duration of 1 hour and 50 minutes
 - If you want to take the defence on individual basis, you need to contact the Department of Economics (studadm@econ.au.dk) when the thesis is submitted

FAILED THESIS

- Same procedure as "Exceeding the deadline"
 - Furthermore, your supervisor will reach out to explain the reasons for your failed thesis

CHEATING AND PLAGIARISM

- DO NOT CHEAT
- Remember to make references
- If in doubt – read [this](#)
- Remember: Self plagiarism is just as bad as plagiarism

THESIS COLLABORATION

- You can write your thesis with a company
- Procedure, rules and deadline are the same as for the regular thesis
- Discuss the topic and the framework with your supervisor and then contact your potential partner
- It is your responsibility to contact the companies
 - You can find companies or public sector organisations on for example, LinkedIn, ORBIS or your network
- Aarhus University has no existing agreements
- [Read this](#) and [this](#)

WORK SPACES

- There is a number of Master's thesis study spaces available for students enrolled at the Institute
 - Primarily for students who have a proven need for a quiet environment
 - However, all students are welcome to apply
 - The spaces are allocated for one semester at a time, on a first come, first served basis
- Application should be sent before the 15th of December
- You can find the application [here](#)

QUESTIONS?



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