
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 Martin Kviesgaard Bendixen & Gitte Skade



KEY POINTS

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



TIMELINE

Automatic registration for the Master's thesis on your 4th semester:

- Deadline for filling in registration form – including suggestion for supervisor: 1st of December at 12 o'clock
- Allocation of supervisors: in the beginning of December
- Deadline for submission of problem statement to supervisor: 20th of January
- Deadline for submission of Master's Thesis: 1st of June*

**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 online registration: deadline 1st of December and remember to use your student mail!

Registration for 3rd semester:

- If you want to write your Master's thesis on your 3rd semester, you must write to kandidat.bss@au.dk



FORMALITIES

Language: Danish or English (IMSQE: English)

The length of the thesis must not exceed 80 standard pages:

- Normally 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)

Course description

- [Master's Thesis](#)
- [IMSQE Master's Thesis](#)
- [Master's Thesis \(cand.oecon. \(Public Policy\)\)](#)



FORMALITIES

The following parts of the thesis are NOT part of a standard page:

- Title page
- Table of contents
- Bibliography/list of references
- Appendix

The title page should state:

- Title (in Danish and English)
- Name of author
- Name of supervisor
- Department
- Submission deadline (date)
- Total character count
- Permission to publish assignment: yes/no

Always align with your supervisor!



FORMALITIES

Tables, figures and graphs

These elements count as the number of keystrokes:

- Abstract
- Equations

These elements count as 800 keystrokes no matter the size:

- Tables incl. table headline and notes
- Figures incl. figure headline and notes

It's the students responsibility to include all keystrokes from equations, figures, etc. even if they are inserted as pictures



SUPERVISOR

- Supervision must be undertaken by members of faculty at the Department of Economics and Business Economics (ECON).
 - See the list of supervisors [here](#).
- Public Policy specialization: main supervisor from the Department of Economics and a co-supervisor from the Department of Political Science.
 - Guidelines for writing an interdisciplinary thesis [here](#).
 - Please, send a 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.



SUPERVISOR

- Notice: When you register your thesis, you **request** a supervisor.
- We cannot guarantee that you will be assigned your requested supervisor, but we aim to accommodate as many requests as possible.
- Your assigned supervisor will be announced as soon as possible after the registration deadline on your master's thesis Brightspace page.

It is not possible to receive supervision before the start of the thesis period.

Students who wish to have an external supervisor must contact Department of Economics (studadm@econ.au.dk).



POSTPONEMENT / LEAVE OF ABSENCE

If 'special circumstances' have occurred under the thesis period you can apply for an exemption to submit your master's thesis later.

Leave of absence is also something you should apply for:

- Minimum two 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.
- Once you have uploaded your thesis, it is not possible to withdraw it. Therefore, you must make absolutely sure that you upload the correct version.

If you are ready to submit your thesis more than 14 days before the submission deadline:

- Send a mail to kandidat.bss@au.dk.
- Assessment deadline: up to 6 weeks from submission date.



EXCEEDING THE DEADLINE

- You have used your 1st attempt and will automatically be registered for your 2nd try.
- You must contact your supervisor within the first 5 days after the **submission deadline**
 - It is your responsibility to contact your supervisor to initiate this process.
 - In collaboration with your supervisor, prepare and agree on a modified problem statement.
 - Problem statement must be within same area and discussed with supervisor.
 - You will receive a notification from WISEflow when you can upload the modified problem statement
- New submission deadline 3 months + 14 days from original deadline

You will also need to document how the problem statement differs from the problem statement of the original thesis:

- Should not exceed 1 page.
- Should be a part of your thesis.



FAILED THESIS

- You have used your 1st attempt and will automatically be registered for your 2nd try.
- You must contact your supervisor within the first 5 days after you have **received your grade**
 - It is your responsibility to contact your supervisor to initiate this process.
 - In collaboration with your supervisor, prepare and agree on a modified problem statement.
 - Problem statement must be within same area and discussed with supervisor.
 - You will receive a notification from WISEflow when you can upload the modified problem statement
- New submission deadline 3 months + 14 days **from 1st of August because the university is closed in July**

You will also need to document how the problem statement differs from the problem statement of the original thesis:

- Should not exceed 1 page.
- Should be a part of your thesis.



GRADING

The qualification description is in the course catalogue:

- [Master's Thesis](#)
- [IMSQE Master's Thesis](#)
- [Master's Thesis \(cand.oecon. \(Public Policy\)\)](#)

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:

- One student: 55 minutes
 - 15 minutes are allocated to the student presentation and 40 minutes to the examiners
- Group exam: 1 hour and 50 minutes

The assessment of the Master's thesis consists of an overall evaluation of the written master's thesis and the oral defence.

You will receive an email from Department of Economics (studadm@econ.au.dk) with information about time and place of 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.
- You will receive individual grades
- 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.



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 organizations 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](#).



AFTER THE MASTER'S THESIS

No access to OneDrive after graduation:

- Once your last grade is registered you will no longer have access to OneDrive. This means that you have to download and transfer your files from OneDrive before finishing your programme.
- It is not possible to restore access to OneDrive once you have finished your programme at Aarhus University.

Unemployment insurance funds and SU read [here](#).



E-LEARNING COURSE ON DATA PROTECTION



Home Discover Help

My Courses

All Pinned Resources 2022 Sep-Jan 2022 Feb-Aug 2021 Sep-Jan



AU Course on data protection
(GDPR)



AU Databeskyttelseskursus



QUESTIONS?



Jon Kenfield





AARHUS
UNIVERSITY