

MASTER'S THESIS INFORMATION MEETING

ECONOMICS
PUBLIC POLICY
IMSQE

WE START AT 10.15

AGENDA

The supervisor's view

- Jonas Maibom

Rules and procedures for the Master's Thesis

- Student Counsellor Ditte Larsen & 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 in [SuperviseME](#) – including suggestion for supervisor: 1st of June at 12 o'clock (noon)
- Allocation of supervisors: in the beginning of June
- Deadline for submission of problem statement to supervisor: 20th of August
- Deadline for submission of Master's Thesis: 2nd of January*

**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 in [SuperviseME](#): deadline 1st of June and remember to use your student mail to receive a receipt for your registration!

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](#).



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 including thesis and appendix.
- You will receive an e-mail from Wiseflow when it is possible to upload your thesis.
- Deadline for upload is 2nd of January 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

- Same procedure for the third attempt



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

- Same procedure for the third attempt



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

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

At the defence

- Supervisor (and co-supervisor) and external examinator will be there
- 15 minutes presentation from you and 40 minutes for examiners

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

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 before the time of the thesis**
- 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
- Read more about it in the course catalogue



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](#).



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 may.

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

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

INTRODUCTION TO THESIS WRITING

JONAS MAIBOM

ASSOCIATE PROFESSOR

DEPARTMENT OF ECONOMICS AND BUSINESS ECONOMICS

AARHUS UNIVERSITY



**DEPARTMENT OF ECONOMICS
AND BUSINESS ECONOMICS**
AARHUS UNIVERSITY

8 NOVEMBER 2021

JONAS MAIBOM
ASSOCIATE PROFESSOR



WHO AM I?

Jonas Maibom, Associate Professor

Research interest: Labor Economics, Applied MicroEconometrics, Labor Market Models, Public Finance, Welfare State etc.

Teaching: Labor Economics, MicroEconomics2, MicroEconometrics,

Supervision: Msc Oecon: 20+, PhDs: 5+



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ASSOCIATE PROFESSOR



OUTLINE

- What is a thesis?
- How to get started – choosing a topic
- Thesis supervision

WHAT IS A THESIS?

- A synthesis of everything you have done in the last 4-5 years
- An extensive research paper written by you
 - With a topic relevant to your study programme
- Based on the student's own individual research
- **Independent work which illustrates analytical skills..**
- A report based on a relatively narrow topic which is to document the **student's ability** as regards formulating a problem statement, proper use of methodologies, critical evaluation and presentation.
- See also learning objectives: <https://kursuskatalog.au.dk/da/course/115777/Speciale>



WHAT IS A THESIS?

- Purely theoretical paper
 - Case study (in cooperation with a company)
 - Essay (a broad case study)
 - Empirical study
 - Theory and Empirics..
 - Other..
- You can choose topics including theoretical, empirical and/or practical aspects
 - Important that the theoretical and empirical parts of the thesis are coherent
 - **But irrespectively of topic chosen, the use of relevant theory, literature and potential data forms a fundamental basis for the thesis.**

OUTLINE

- What is a thesis?
- How to get started – choosing a topic
- Thesis advising process

HOW TO GET STARTED

- It all starts with a topic.. And YOU have to choose it..
- A (non-exhaustive) list of constraints:
 - Ideas
 - Feasibility
 - Time constraints
 - Human capital constraints
 - Data (more below)

<https://kursuskatalog.au.dk/da/course/110039/Speciale>

- **Formulate a well-defined research question and argue for the relevance and usefulness of this research question.**
 - *It starts with the question! What do you want to do and why?*
- Identify relevant literature, describe the essence of it and argue for its relevance, and reflect on its strengths and weaknesses related to the research question.
- Identify and apply relevant empirical and/or analytical methods and explain their relevance and limitations for the research question.
- Reflect on the obtained results in relation to the research question, the methodology used and the literature and derive the most important conclusions from the analyses.

HOW TO GET STARTED – CHOOSING A TOPIC

Choice of topic area can be based on:

- Interests (good)
- Perceived gap in study/world (good)
- What is new ... current topics (good)
- Topics that you know you are good at (perhaps good)
- Topics that you feel it would be easy to write a thesis on
~ “safe bet” (dangerous)

HOW TO GET STARTED – CHOOSING A TOPIC

- Look into yourself
- Look in newspapers, previous courses and academic journals
- Talk with lecturers in courses which fit your interest
- Look for topics offered by the academic supervisors
- Look in old MSc thesis'
- Look at Statistics Denmark, DA, BM, KRAKA etc.

- **Think about constraints..! .. Start now!**
- **.. You have to spend a lot of time on the thesis so you might as well pick something interesting! (.. And spend time looking for ideas...)**

HOW TO GET STARTED – DATA

Data – START EARLY!

- Public: Financial market data, Financial statements, Statistikbanken,
- Companies/cases
- Questionnaires/ Interviews – survey data
- Register data – limited access/START NOW!.

- Network/contacts?



•**See also:** <https://www.tjeconomics.com/>

•<https://www.ipums.org/> IPUMS provides census and survey data from around the world integrated across time and space. IPUMS integration and documentation makes it easy to study change, conduct comparative research, merge information across data types, and analyze individuals within family and community contexts. Data and services available free of charge.

•Demographic and Health Surveys (developing countries): <http://dhsprogram.com/>

•Survey of Health, Aging, and Retirement in Europe: <http://www.share-project.org/>

•The Health and Retirement Study (includes also Assets and Health Dynamics Among the Oldest Old, AHEAD):
<http://hrsonline.isr.umich.edu/>

•Kagera Health and Demographic Survey (panel): <http://www.edi-africa.com/research/khds/introduction.htm>

•Chinese Health and Nutrition Survey (panel): <http://www.cpc.unc.edu/projects/china>

•Integrated Public Use Microdata Series (population census and other surveys around the world):
<https://www.ipums.org/>

•Centre for Survey and Survey/Register Data (Denmark, contains many different types of surveys, e.g. children, youth, elderly, time use, politics, labor market, immigrants, values):
[http://www.sfi.dk/cssr-7745.aspx /](http://www.sfi.dk/cssr-7745.aspx/)

•German Socio-Economic Panel: http://www.diw.de/en/diw_02.c.221180.en/research_data_center_soep.html

•Time Use Surveys: [Home | Centre for Time Use Research](#)

•US Census Bureau: <http://www.census.gov/hhes/www/income/income.html>

•International Social Survey Programme: <http://www.issp.org/>

•GESIS (European micro data): <http://www.gesis.org/en/services/data-analysis/official-microdata/>

•UK Data Service (different types of surveys, but not everything is open access): <http://ukdataservice.ac.uk/>

•Human Fertility database: <http://www.humanfertility.org>

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- <https://www.ipums.org/>
 - <https://econ.au.dk/research/data-and-computational-resources/>
 - www.statistikbanken.dk
 - www.jobindsats.dk
 - <https://users.nber.org/~rdehejia/data/.nswdata2.html>
 - <https://sites.google.com/site/econrunevejlin/teaching>
 - 1 % random sample (often used in BA thesis... less suited for master thesis)

ACCESS TO REGISTER DATA

Access via IFØ (only relevant if you already work as an RA or so).. Otherwise access to register data through IFØ is very hard

Publicly advertised: “Speciale pladser”

DØRS:

<https://dors.dk/>

DST:

<https://www.dst.dk/da/OmDS/Job/studerende>

Ministry of finance.. Ministry of Education.. Ministry of Employment... Etc...

SPECIAL ARRANGEMENTS

In some cases it might be possible to use already existing “exchange deals”..
Talk to relevant lecturers in your area of interest to know more..

For example in the field of labor economics there may be options:

- NFA
- to use already existing deals please reach out to me.. (**do not approach by yourself**)
- for these deals you have to expect screening based on GPA, topic etc.

OUTLINE

- What is a thesis?
- How to get started – choosing a topic
- Thesis supervision

FINDING AN ACADEMIC SUPERVISOR

Supervisors are different!

- Talk to your supervisor about the supervision process
- Align expectations early on in the process

STUDENT'S RESPONSIBILITY (A NON-EXHAUSTIVE LIST)

- Topic/idea
- Collecting, reading and understanding relevant literature
- Collecting data and implementing empirical methods
- Writing the thesis
- Initiate contact with the supervisor
- Submit inputs/agenda prior to supervisor meetings
- Be proactive

SUPERVISOR'S ROLE

- Examiner
- A guide
- Help narrowing in on the topic/idea
- Help ensuring alignment between level of ambition and topic/idea
- Offer advice if you run into problems with focus or structure of the thesis, data, the writing process or other general issues
 - Remember advice is not always a final answer, but rather direction: ... try to look at these papers... think more but focus on...
- ... sometimes it may even be the role of the supervisor not to help.. 😊

IT IS NOT THE SUPERVISOR'S ROLE TO...

- ...answer detailed questions regarding scientific papers
- ...assist you in collecting data and doing the empirical analysis
- ...read the thesis before submission
- .. answer detailed questions about the administrative process/deadlines etc.

FINDING AN ACADEMIC SUPERVISOR

- See the Supervisor list for Department of Economics and Business Economics (Study portal – Master’s thesis) or consider the lecturers you already know
- Contact the supervisor you prefer
- If no match, then try another supervisor or contact the coordinator - after 4-5 rejections
 - Approach one at a time
 - Do not spray and pray! Supervisors are people also with constraints 😊
 - There is no casting! Don’t expect long meeting with many supervisors before selecting your preferred supervisor

THESIS ADVISING PROCESS

- Before first contact: As a minimum a topic area and ideally some good ideas (initial impression matters!)
- Then discuss with your potential thesis supervisor:
 - Ideas for topics
 - Problems to be analysed
 - Choice of method
 - Literature and perhaps empirical data
- Your initial thesis synopsis / proposal may be revised on the basis of the discussions that you have with your thesis supervisor

THESIS ADVISING PROCESS

To ensure that your thesis supervision and the cooperation with the thesis supervisor are optimal:

- Make sure that you show up well prepared for all thesis supervision meetings
- Make sure that well in advance of each supervision meeting:
 - Prepare and send to the supervisor suggestions for questions and issues to be discussed at the meeting as well as material, drafts, etc. of relevance to these suggestions.

Process sketch (again remember supervisors are different):

- Examples of alignment
 - Problem statement (needs to be handed in and approved!)
 - Do we meet on a regular basis (shorter meetings) or only when you reach out?
 - What is the aim of the thesis? What are the expectations from the student/supervisor?
- Tentative sketch of contact:
 - Supervisor meetings / email exchanges (weekly status) etc.
 - Synopsis (sketch of thesis)
 - Read and comment on a small selection of the thesis

SOME SELECTIVE ADVICE

- Choose a topic you find interesting
- Make sure you can get relevant data
- Position the thesis in the current academic literature
 - Use Google Scholar to search for literature (or library)
- Listen to your supervisor
- Draw up a synopsis early in the process
 - Continuously update the synopsis (work on your pitch of the project)
- Start as early as possible (in the best of all worlds you can take a break towards the end...)
- Criticise existing and own work

MY ADVICE - CONTINUED

- Start writing early in the process (do not underestimate this process)
 - Write regularly.. It becomes easier and it becomes a habit
 - Before it is written down, nobody can help
- Give a broader perspective on your findings
- Proof-read your thesis (use your study group / family / friends)
- Have fun! (enjoy the process – it is likely once in a life-time!)
 - => spend time on something that matters!



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