

MASTER'S THESIS INFORMATION MEETING

ECONOMICS
PUBLIC POLICY
IMSQE

WE START AT 16.15

WHERE TO FIND THIS INFORMATION

Course description

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

Study portal

- [Main page](#)
- [GAI](#)

AGENDA

The supervisor's view

- Elena Mattana

Rules and procedures for the Master's Thesis

- Student counsellors Ditte Larsen & Gitte Skade

KEY POINTS

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

IMPORTANT DATES!

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

- **1st of December at 12 o'clock (noon):** Deadline for filling in registration form – including suggestion for supervisor:
- **20th of January:** Deadline for submission of problem statement to 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.*

BEFORE THE THESIS WRITING

RULES AND FORMALITIES

Registration:

- In STADS you are automatically registered for the thesis on your 4th semester of the master's program, this is whether you have signed up for all your courses.
- [Registration formula](#): Registering your topic and supervisor **at latest 1st of December**
 - 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

SUPERVISOR

- Supervision must be undertaken by members of faculty at the Department of Economics and Business Economics (ECON).
 - Use the [supervisor catalogue](#)
- 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](#).
- If you experience difficulty finding a supervisor, please contact the Department of Economics and Business Economics (studadm@econ.au.dk).

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.

Upload preliminary title and thesis statement to WiseFlow to get it approved by your assigned supervisor **at latest 20th of January**

- Remember to use your student mail to receive a receipt for your registration!

DURING THE THESIS WRITING

CONTENT AND FORMALITIES

Course description

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

Language: Danish or English
(IMSQE only English)

- abstracts are always in 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)

FORMALITIES

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

- Title page
- Table of contents
- Bibliography/list of references
- Appendix
- Header and footer

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 (1/3 of a page):

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

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

USE OF (G)AI ([READ HERE](#))

You may use GAI as a dialogue partner, but you cannot use GAI to complete your exam project.

- If you include text or other outputs directly from GAI, cite it as you would any other secondary source.

If you use GAI, submit a declaration with:

- Confirmation of GAI use.
- Names of the GAI applications used (e.g., ChatGPT, Copilot, Bing).
- Explanation of how you used these applications in your project.

Declaration Submission

- Attach the [AU template](#) with your exam project submission as additional material
- Declaration details will not impact your grade unless included in the methodology section.

CHEATING AND PLAGIARISM

- DO NOT CHEAT
- Plagiarism: Remember to make references
 - Self plagiarism is just as bad as plagiarism! – be careful when re-using own material

Rules about [exam cheating](#) and how to [avoid plagiarism](#)

WORK SPACES

There is a number of **Master's thesis study spaces** available for students enrolled at the Institute:

- Master's thesis students can reserve a study space for up to two weeks at a time
 - Application deadline for getting access to the system is on 15th of December
 - You may also request access to the reservation system during the semester by writing to tstephansen@econ.au.dk (remember to include you AU ID in the mail)
- Master's thesis student in a special social situation that gives challenges to writing the thesis can be allocated a permanent study space outside the booking system
 - Write an email to tstephansen@econ.au.dk (remember to include you AU ID in the mail)

AFTER THE THESIS WRITING

SUBMISSION

Deadline for submission of Master's Thesis 1st of June* at 12.00 o'clock at noon.

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

Upload to WISEflow:

- You will receive an e-mail from WISEflow when it is possible to upload your thesis.
- The flow is a group flow – Individuals choose "Create one-person group".
- **Upload *one* pdf-file including thesis and appendix under "Paper".**
 - Additional material such as GAI declaration, scripts, interviews, etc., can have other file types and be uploaded under "Extra material"
- Once you have uploaded your thesis, it is not possible to withdraw it.

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.

EXCEEDS THE DEADLINE/FAIL TO SUBMIT

- You have used your 1st examination 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

ORAL DEFENCE

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

The oral defence must take place no later than 6 weeks after the submission deadline.

At the defence

- Supervisor (and co-supervisor) and external examiner will be there

Duration:

- One student: 55 minutes
 - 15 minutes are allocated to the student presentation and 40 minutes to the examiners

You will receive an email from Department of Economics (studadm@econ.au.dk) with information about time and place of the oral defence.

GRADING

The qualification description is in the course catalogue:

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

The grade is given in immediate continuation of the oral defence.

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

GROUP THESIS

GROUP THESIS – MAX 2 PERSONS

In the [registration form](#) only *one* member fills out the register and add the other member

- Former rule, does not apply anymore: applying for exemption to write 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) **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 45 minutes.
 - 30 minutes are allocated to the students' presentation and 75 minutes to the examiners
- 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.

ADDITIONAL INFORMATION

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.

- Read about exemptions [here](#)

Leave of absence is also something you can apply for:

- Minimum two months
- No supervision during the leave of absence
- Please contact us to make sure that you comply with all rules

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.

All students will receive a form in your AU mailbox. The form includes a few questions regarding your possible collaboration with any company/organisation.

CONFIDENTIALITY

In connection with a student's assignment/project, the supervisor, external examiner, and all other staff at Aarhus University are **always** automatically **bound by confidentiality** in accordance with the Danish Public Administration Act.

There is also has an additional option to **mark the assignment** (on the front page and in WISEflow) as '**Confidential**', after which the assignment will also not be available at the library or elsewhere.

The **standard agreement** from AU will always be the best solution if it proves necessary to enter into an additional confidentiality agreement. You will find it on your study portal.

It will usually **only** be at the **direct request** of the company that a separate confidentiality agreement is necessary. A company-specific agreement must be seen as **a last resort**. You should always explore the possibility of using the standard contract first.

All confidentiality agreements must be drawn up **within the first month** of the writing process, as the procedure around signatures, approval etc. is very time-consuming.

Read more [here](#) where it is all described **step-by-step**.

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



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](#).

[AU](#) > [Students](#) > [Studies](#) > [Subject portals](#) > [Economics](#) > [Student counselling](#) > [Student counselling Economics](#) > [Student guidance events](#)

- » Introduction week
- » Teaching
- » Examination
- » Student counselling
 - » Student counselling Economics
 - » The Student Counsellors' Office
 - » Study and career counsellors
 - » **Student guidance events**
 - » Study programmes
 - » Exemption
 - » Maximum period of study

Student guidance events



Each semester the student counsellors invites students to a number of counselling- and information events. Below you will find a list of these events. Time and place will be announced on Blackboard.

QUESTIONS?