

---

# MASTER'S THESIS INFORMATION MEETING

Get your thesis started right!

w. Study Counselling



# AGENDA

---

The supervisor's view

- Maria Knoth Humlum

Rules and procedures for the Master's Thesis

- Student Counsellor Martin Kviesgaard Bendixen & Sofie Mølkjær

# 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 4<sup>th</sup> semester:

- Deadline for filling in registration form – including suggestion for supervisor: 1<sup>st</sup> of June at 12 o'clock
- Allocation of supervisors: in the beginning of June
- Deadline for submission of problem statement to supervisor: 15<sup>th</sup> of August\*
- Deadline for submission of Master's Thesis: 2<sup>nd</sup> 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 4<sup>th</sup> semester of the master's program, this is whether you have signed up for all your courses.
- Master's thesis online registration: deadline 1<sup>st</sup> of June and remember to use your student mail!

## Exemption:

- If you want to write your Master's thesis on your 3<sup>rd</sup> semester, you must apply for exemption via [mitstudie.au.dk](https://mitstudie.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

---

## 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

---

- Supervision must be undertaken by members of faculty at the Department of Economics and Business Economics (ECON) and the Department of Management (MGMT) respectively.
  - 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, sent an e-mail to the student administration ([studadm@econ.au.dk](mailto: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.
- Students who wish to be supervised by supervisors from outside the above mentioned departments must contact Department of Economics ([studadm@econ.au.dk](mailto: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 2<sup>nd</sup> 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 an email to [kandidat.bss@au.dk](mailto:kandidat.bss@au.dk).
- Assessment deadline: 6 weeks from submission date.

# EXCEEDING THE DEADLINE / FAILED THESIS

---

- You have used 1 attempt and will automatically be registered for your 2<sup>nd</sup> try.
- You must contact your supervisor within the first 14 days after the submission deadline and, in collaboration with your supervisor, prepare and agree on a modified problem statement.
  - It is your responsibility to contact your supervisor to initiate this process.
  - If you have failed your thesis, your supervisor will reach out to explain the reasons.
- 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 differs from the research question 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.

# 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](mailto: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 15<sup>th</sup> 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](#).

# QUESTIONS?

---



Jon Kenfield



AARHUS  
UNIVERSITY