

# **Schedule for the supervision of theses at the Chair of Public Economics**

Status: 10.05.2023

## **1. Application (BA/MA)**

- Prerequisite for the supervision of your thesis is the successful completion of a specialization course of the chair as well as the submission of a motivation letter, which roughly describes the intention of the thesis as well as its relevance.
- Send your complete documents consisting of
  - a current PULS grade list
  - a motivation letter (500 words max)
  - the nomination of 2 topics

to the chair secretariat (Annett Wadewitz, [annett.wadewitz@uni-potsdam.de](mailto:annett.wadewitz@uni-potsdam.de)). Please note that we collect and evaluate applications on the following dates: 15<sup>th</sup> March and 30<sup>th</sup> September. Applications submitted after one of these deadlines will only be considered for the following deadline.

- The decision about the supervision of the thesis at our chair will be made after the application deadline. You will be informed about the decision via email.

## **2. Initial consultation appointment to determine the topic (BA/MA)**

- Register in PULS after successful application in the Bachelor or Master colloquium of Prof. Borck. The course format consists of discussing the progress of your work at mandatory appointments, being supported in the work steps, discussing with the other students (in particular for Bachelor students) as well as defending your thesis.
- Please arrange a first consultation appointment with the supervisor regarding the choice of topics via the chair secretary's office via email or phone.
- The purpose of the consultation meeting is to assist in determining the topic and formulating a concrete research question.

## **3. Exposé and topic assignment form (BA/MA)**

- Before finalizing the topic and research question, please submit an exposé consisting of a rough outline, research question, table of contents, and brief literature review.
- Contact another chair with the request to take over the second supervision for your thesis.

- After approval by the supervisor, submit the topic assignment form to the chair. You can generate the topic assignment form on PULS on the tab “Submit applications”.
- The chair's office will take care of the signatures of the first and second reviewer. The second examiner will send you an e-mail with a copy of the topic assignment form. The chair's office will either submit the document to the representative for examination matters business sciences or you upload it to the Moodle course "Information Wirtschaftswissenschaften (für Studierende)" together with your PULS grade overview. You have to independently submit the PULS-grade overview in any case to the Moodle course.

#### **4a. Writing process and colloquium (BA)**

- The representative for examination matters business sciences will make sure the exam committee chair signs the form. As soon as the form is signed, you will find the final topic assignment form in the Moodle course under the tab "Feedbackdokumente", it now has all signatures and your topic. The representative for examination matters business sciences will send the document via mail to the Central Examination Office. You will receive an official certificate. Your processing time begins on the day you register with the Examination Office. The registration data are now stored in PULS.
- After completion of the writing process, submit the thesis to the examination office by the deadline.
- During the semester, you will attend the set dates for consultations. The dates will be announced at the beginning of the semester. Attendance is compulsory. During the colloquium, you will discuss the progress of your work and will be supervised in the individual work steps.
- About halfway through your thesis, please make an appointment for a colloquium via the chair's office. In addition to the supervisor, the chair's office will organize another assessor.
- During the colloquium, you will explain your thesis in a 20-minute presentation. Including discussion, the colloquium lasts 1 hour. The colloquium is not graded. Only a pass/fail decision is made. This compulsory performance trains you in the ability to present the subject of your scientific work in front of a specialist audience and to respond to questions.
- The colloquium will be booked in PULS by the chair's office.

#### **4b. Writing process and colloquium (MA)**

- The representative for examination matters business sciences will make sure the exam committee chair signs the form. As soon as the form is signed, you will find the final topic assignment form in the Moodle course under the tab "Feedbackdokumente", it now has all signatures and your topic. The representative for examination matters business sciences will send the document via mail to the Central Examination Office. You will receive an official certificate. Your processing time begins on the day you register with the Examination Office. The registration data are now stored in PULS.
- After completion of the writing process, submit the thesis to the examination office by the deadline.
- During the semester you will make at least 2 appointments with your supervisor and discuss the progress of your work.
- About halfway through your thesis, please make an appointment for a colloquium via the chair's office. In addition to the supervisor, the chair's office will organize another assessor.
- During the colloquium, you will explain your thesis in a 20-minute presentation. Including discussion, the colloquium lasts 1 hour. Your disputation will be graded.
- The colloquium is booked by the examination office. For this purpose, the examination protocol must be signed by the examiners and is forwarded to the examination office by the chair's office.