

Master Thesis Manual

These instructions are an unofficial summary of the Prüfungsordnung of 17 July 2015. The Prüfungsordnung remains the sole legally binding text.

A. Registration Steps

1. Complete all first-year courses and the seminar.
2. Bring a print-out or send a pdf of your enrolment confirmation (QIS/LSF) to the Office of Academic Records.
3. You will receive a confirmation that you comply with the requirements to register a master thesis, which also serves as the registration form. It is valid throughout the semester, in which you received it.
4. Agree on a subject for your thesis with a supervisor (Professor or junior professor at one of the GSEFM departments, in case of Finance at Goethe University Frankfurt: Please make clear that you are a GSEFM student, since all other theses – especially in finance and marketing - are distributed at fixed dates.)
5. Within two weeks upon the agreement: Declaration that you accept the subject at the Office of Academic Records. The wording cannot be changed later.

B. Formalities

- Language: English
- The cover page of your thesis shall comprise: Your name and student ID, the professor's name and affiliation, the subject of the thesis and the M.Sc. track. (M.Sc. der Studienrichtung Quantitative Economics/Finance/Management/Marketing)
- Please print the following statement on the last page of your thesis and sign it in each copy by hand, indicating the date:
"I have written the present thesis myself and have used exclusively the sources and aides mentioned. This thesis has not yet been submitted as an examination in another degree programme. All passages taken word-by-word or the meaning of which are quoted from published or unpublished texts, as well as all indications based on oral accounts, have been marked as such."
- Fonts, spacings, structure, length, need to be arranged with the advisor.

C. Submission

- Within 6 months from the day of acceptance of the subject.
- Two bound copies to the Office of Academic Records
Personally: HoF 1.46
Or by mail:
GSEFM, Office of Academic Records,
Goethe University Frankfurt
Theodor-W.-Adorno-Platz 3, Postfach 6
60629 Frankfurt, Germany
- One electronic copy of the thesis as a pdf file. No scanned versions are accepted. However, only submission of the paper copies is essential for complying with the submission period.

D. Special Provisions

Should circumstances lying beyond your influence (e.g. illness) prevent you from submitting the thesis in time, please submit evidence of the circumstances to the Office of Academic Records and apply for an extension. The submission period may be postponed for a maximum of eight weeks.

Office of Academic Records
August 2017