Dates	▪ Application: 13 February 2027 for the summer term 2027 24 July 2027 for the winter term 2027/28 ▪ Writing Period: **05.04.-05.07.2027** (Summer Term) **11.10.2027-10.01.2028** (Winter Term); exceptions only in urgent cases on written request; earliest possible dates: after 1st examination period, if all grades are available
Application process	▪ Via Moodle: https://moodle.htw-berlin.de (see link on MIDE webpage from 4 January 2027 in section "Studying" →"Master's Thesis" on right hand side) ▪ Complete and submit the digital application form ▪ Additional required documents: ✓ written consent of 1st supervisor [in a separate document (i.e. Email)]. ✓ written consent of 2nd supervisor [in a separate document (i.e. Email)]. You may also only suggest a 2nd supervisor (signature not required in this case) or leave this open. A 2nd supervisor will then be assigned to you. ▪ Submit the application with all attachments via Moodle until the application deadline (13.02.2027 or 24.07.2027). Late submissions (also of attachments) cannot be considered.
Approval of the topic	▪ The head of the examination board (Prof. Dr. Logeay) approves of topic, writing period and supervisors with her signature on a letter of approval that will be sent to you via Email in the week before the writing period starts. This letter must be signed by you and returned to the MIDE office (Ecopy is sufficient).
Admission Criteria	▪ Students can only be admitted to writing the thesis with a max. of 5 ECTS pending* (in addition to the 5 ECTS that are to be gained during the 3rd study semester according to the MIDE Curriculum), i.e. 55 ECTS must have been completed during the first two study semesters. **!** * it must be possible to obtain these pending ECTS in the semester the thesis is written. See study and examination regulations for more details.
Thesis	▪ Working period: 13 weeks ▪ Amount of words: 10.000-12.000 ▪ **Change** of topic: once within the first 6,5 weeks of the writing period ▪ Writing period can be **prolonged** by a maximum of 4 weeks for urgent, unforeseeable reasons (written application with approval of first supervisor necessary!) The application must be submitted immediately after you have become aware of the situation. ▪ If you fall **ill**, hand in the doctor's certificate to the MIDE office within the next 3 working days. The working period will be prolonged automatically[1].
Submission	▪ 05.07.2027 ▪ signed statutory declaration incl. use of AI is also part of the thesis ▪ Templates for cover page and statutory declaration available on MIDE homepage, **template for cover page must be used** as per HTW regulations ▪ Plagiarism check may be executed, details will be communicated, consent is part of the thesis application process
Assessment	▪ Thesis counts for 40% of the final grade, Colloquium for 10% ▪ Final Grade: $0{,}50 \cdot X_1 + 0{,}40 \cdot$ Grade Thesis $+ 0{,}10 \cdot$ Grade Colloquium ▪ $X_1 = 1/13[2{,}0(M2+M3+M4+M7) + 5$ elective modules]
Colloquium	▪ After successful completion of all modules and handing in the thesis ▪ Dates will be arranged on a bilateral basis between student and both supervisors ▪ Max. 15 min presentation by student plus questions and answers session of 30-45 min

[1] Doctors` certificates with a diagnosis code are accepted for sickness of no more than 3 days during the thesis writing period. If the duration of the sickness is longer, a medical certificate that contains a concrete description of the health impairment of the ability to take the examination and its duration
must be submitted and recognised by the examination board (§26 (3) sentence 3 RStPO). A medical certificate from the public health officer in charge of HTW may be required on request.

Thesis – application, admission, writing etc.

1. Students must apply to be admitted to writing the final paper (thesis) using an **online application form**. Deadline for application is the end of the lectures of the winter term (summer term if students postpone writing the thesis by one semester). However, the earliest date for the official application is 4 January 2027. After application, it will take until April for the exam committee to grant admission in written form. In the application form, please propose your topic and the 1st supervisor. The 1st supervisor has to approve your topic proposal by Email (topic and semester of thesis writing period should be mentioned). The 2nd supervisor will be appointed by the exam committee, but you can make a proposal. The final decision on topic and supervisors is up to the examination committee.

2. After having applied via Moodle, you will receive an official **approval letter** from the examination committee in case

   - all necessary documents have been submitted
   - you have reported back for the semester and
   - your topic is approved. In this approval letter you will be informed about the official starting date for the writing period.

   The admission form will be sent to you in the week before the official start of your thesis writing period.

3. The **normal writing period** starts on the dates mentioned. A later start of writing can be accepted in the case of an internship. Oral exams are scheduled individually, and take place in person at HTW Berlin, normally around 4 weeks after submission of the final paper. The max. length of the thesis is 12,000 words, minimum is 10,000. This excludes the cover page, table of contents, list of tables/graphs, bibliography and appendices. If you write more than 12,000 words, your grade can be reduced. After your successful oral exam, students lose their student status at HTW Berlin. The Deutschlandticket becomes invalid on the day of the colloquium.

4. If students want – only for urgent individual reasons – to start their thesis work earlier, please indicate on the application form your preferred dates. This is only possible when (1) all required modules have been passed (5 ECTS may be pending, see study and examination regulations for details) and (2) there are urgent individual reasons put forward to the exam committee in writing.

5. The oral exam can only be scheduled if you have successfully finished **all** MIDE courses (and gained all additional ECTS, if applicable).

6. You have to submit your thesis in **due time** according to the time limit indicated in the admission letter that you receive from the exam committee. Late delivery is counted as a fail. This regulation is strict.

7. The processing period of **13 weeks** for writing the thesis can be **prolonged by max. 4 weeks** if you apply in writing to the chairperson of the exam committee (Prof. Dr. Logeay) with an explanation. This application must be written in due time *before* the expiration of the 13 weeks and as soon as you are aware of the impediments. Such exceptions are confined to unforeseeable difficulties like non-availability of literature or data or impediments caused by third persons or institutions. Periods of sickness are exempted from the 13 weeks limit if proven by a medical certificate. The final decision about this application is made by the chairperson of the exam committee. Note that a prolongation of the thesis work will cause a postponement of the oral exam.

8. If you start work on your thesis and come to the view the topic is, after all, not suitable, you may apply to the exam committee to **change the topic of your thesis.** The change must occur within the first 6,5 weeks after the commencement of the thesis, there can only

be **one** change. Such an application must be accompanied by a proposal for a new topic not related to the old one.

9. The thesis is evaluated by the two supervisors and accounts for 40% of the final grade of the master programme. The scheme for thesis-evaluations as recommended by the exam committee can be found at the end of this document. The oral exam which focuses on the theme of the thesis counts with 10%. A "fail" in the oral exam leads to failure of the final exam. The oral exam can be repeated twice.

10. A final thesis may be repeated twice in the event of failure. In the event that the second repeated thesis is also graded "insufficient" (5.0), a further repetition is not permitted. The student is then considered to have irrevocably failed the final examination of the respective programme of study.

11. An abstract of the thesis (max. 20 lines) plus information about the word count should be included. The E-Copy of the thesis must be uploaded for a plagiarism check (Guidelines to formulate a Master Thesis Proposal).

12. The thesis must be written entirely in your own words. If you wish to make a point by using the words of another author, this must be shown in quotation marks with the source of the quotation clearly indicated. In the event of any **plagiarism including undisclosed or unauthorised use of AI-generated content,** the thesis will automatically be marked as a "fail". If you use other authors´ ideas, this has to be indicated by reference in the text and in the bibliography.

13. The most frequent shortcomings of master theses are
    1 unclear or too broad research questions
    2 only summarizing literature on the topic without authentic contribution of the author
    3 incoherent outline/structure
    4 insufficient knowledge on academic literature related to the topic
    5 poor command of English language, hence imprecise writing (you may ask/hire a native speaker for final proofreading)
    6 poor time management
    7 formal shortcomings in referencing and bibliography
    8 writing abroad without effective supervision by the 1st supervisor

Evaluation of Master's thesis by supervisors – recommended criteria (MIDE)

1. Formulation of clear and adequate research questions
2. Structure of the paper
3. Literature: Range, sources, quality, adequacy Presentation of appropriate economic theory
4. Research and analysis
5. Integration of theoretical and empirical analysis
6. Creativity & originality
7. Compliance with formal rules: references, citation, language, formatting