

Guidelines for Registering and Writing Theses, Seminar Papers, and Internship Reports

1. Requirements for Supervision

- In general, applicants are expected to have a strong interest in macroeconomic, econometric or financial market-related topics. In addition, a **willingness to independently conduct quantitative analyses** (empirical or theoretical modeling) is required.
- **Bachelor thesis:**
Two of the following four Bachelor courses offered by the professorship must be successfully completed before registering for the Bachelor's thesis (courses completed abroad may be accepted as substitutes):
 - o Makro  konomie I
 - o Macroeconomics II
 - o Macroeconomics III
 - o   konometrie II
- **Master thesis:**
Two of the following three Master courses offered by the professorship must be successfully completed before registering for the Master's thesis (courses completed abroad may be accepted as substitutes):
 - o Macroeconomics I
 - o Macroeconomics II
 - o Macroeconomics III
- **Internship:**
The field of activity of the internship host, as well as the specific tasks performed during the internship, must be **related to economics**. A business-oriented focus is also possible; however, the possibility of a supervision must be assessed on a case-by-case basis. For example, business-oriented internships at banks, insurance companies, or asset management firms may be eligible for supervision.

2. Thesis Topic and Registration Process

- Theses and Seminar Papers

- The professorship offers supervision of theses and seminar papers in the fields of macroeconomics, econometrics, and (international) financial markets.
- **Theses can only be registered at the beginning of the respective semester.** Registration and supervision follow a standardized timeline and procedure.
- As a general rule for defining thesis topics, a **clear focus and a narrow delineation of the research subject** are essential. In-depth work on a clearly defined topic is preferable to broad, general theses. Topic proposals with an empirical focus are explicitly encouraged.
- Please inform yourself independently on the faculty's homepage as well as via "Studium und Lehre" about the details of the procedure, registration, and guidelines to follow when preparing final theses and seminar papers. In particular, make sure to **officially enroll for the thesis**.

Bachelor's theses

- To express your interest in writing a Bachelor thesis, please send an informal email with the subject "Expression of Interest: Bachelor Thesis" to stawi.makrooekonomik@uni-erfurt.de by **Friday (1 p.m.) in the first week of the respective lecture period**. Briefly outline **two to three potential thesis topic ideas** in a few concise sentences. Please also attach your **current transcript of records**.
- In the second week of the lecture period, an official kick-off meeting will take place, during which an initial narrowing down of your thesis topic will be discussed. You will be informed about the time and location of the meeting via a Moodle course, to which you will be added after submitting your expression of interest. By the time of the kick-off meeting, you are expected to have **familiarized yourself sufficiently with these guidelines**.
- After the kick-off meeting, you can (optionally) arrange a meeting through the secretary's office to further refine the topic or clarify any open questions. Meetings take place on Monday and Tuesday of the third week of the lecture period.
- The table of contents of the thesis and the signed registration form (registration date: Monday of the fourth week of the lecture period) must be submitted to stawi.makrooekonomik@uni-erfurt.de by Wednesday (1 p.m.) of the third week of the lecture period, at the latest. Any revision requests from the professorship will be communicated by the following Friday at 1 p.m. The revisions must be incorporated by the official registration date, and the updated registration form, along with the updated thesis table of contents, must be submitted electronically to the professorship.
- For Bachelor's theses, please use the following [registration form](#).

Master's theses

- To express your interest in writing a Master thesis, please send an informal email with the subject "Expression of Interest: Master Thesis" to stawi.makrooekonomik@uni-erfurt.de by **March 1st** (for theses written in the summer semester) or **September 1st** (for theses written in the winter semester), at the latest. Briefly outline **two to three potential thesis topic ideas** in a few concise sentences. Please also attach your **current transcript of records**.
- Master's theses are supervised exclusively by the holder of the professorship. He will contact you immediately after receiving your expression of interest. The topic will be jointly defined and narrowed down in a meeting (or an optional second meeting).

- The table of contents of the thesis and the signed registration form (**registration date: 1st April or 1st October**) must be submitted to stawi.makrooekonomik@uni-erfurt.de by **20th March or 20th September**, at the latest. Any revision requests from the professorship holder will be communicated within one week. The revisions must be incorporated by the official registration date, and the updated registration form, along with the updated table of contents, must be submitted electronically to the professorship.
- For Master's theses, please use the following [registration form](#).

Internships

- A **confirmation of supervision** must be obtained at least **four weeks before the start of the internship**.
- Internships can be supervised flexibly throughout the year. However, it is important to ensure that the **internship report** (if required) **is submitted no later than four weeks before the official grade submission deadline**.
- Internship reports are only required if you are enrolled under an examination regulation issued before 2021. In the case of new examination regulations, the internship will be assessed as passed or failed. Be sure to mention in your expression of interest whether or not you are required to write an internship report.
- To express your interest in internship supervision, please send an informal email with the subject "Expression of Interest: Internship Supervision" to stawi.makrooekonomik@uni-erfurt.de in which you **briefly introduce the planned internship host**.
- If the professorship agrees to supervise the internship, please check the [faculty website](#) and [ELVIS](#) for further instructions and submit the signed internship agreement ([old PO](#), [new PO](#), or [StuFu](#)) to the professorship's secretary **before the start of the internship**.
- Once the internship is completed, a meeting should be scheduled immediately via stawi.makrooekonomik@uni-erfurt.de to discuss the structure of the internship report (if required). The report must be finalized within two weeks after the meeting.

3. Submission

- All written assignments (Bachelor's thesis, Master's thesis and seminar papers as well as internship reports) must be **submitted as a PDF file** by the deadline **via Wiseflow** (Master's theses must be submitted via "Studium und Lehre"). If you have any questions about the submission process, please contact sandra.nier@uni-erfurt.de.
- Please note that all papers submitted via Wiseflow automatically undergo plagiarism checks.
- If **empirical data or statistical programs** (e.g., for estimations or data transformations) were used in your work, all materials required to **replicate the results** – in particular the data and codes – must be submitted in a zip folder.
- Assignments that are not submitted on time will be graded as "insufficient".

4. Layout

- Theses should consist of a maximum of 25 (Bachelor) or 50 (Master) pages of text. For seminar papers, the length depends on the specific study program and will be communicated by the professorship at the kick-off event. Internship reports should consist of a maximum of 15 pages for a StuFu internship, and a maximum of 10 pages for other internships. Excluded from the page count are: Cover sheet, table of contents, appendix, list of abbreviations and bibliography, explanation and reflection text (on the use of AI).
- Language: Bachelor's theses and internship reports can be written in German or English (preferred). Master's theses and seminar papers must be written in English.
- Page format: DIN A4.
- Margins: left and right: 2.5 cm; top and bottom: 3 cm.
- Line spacing: 1.5 lines.
- Font: serif font (e.g., Times New Roman); font size: 12 pt.
- Page formatting: single-sided, justified alignment.
- Footnotes: placed at the bottom of the respective page with continuous numbering. The use of footnotes should be kept to a minimum. Rule of thumb: There should be no more footnotes than pages of text. Footnotes can be useful, for example, for referencing multiple sources collectively.
- Page numbers: bottom right.
- Cover page and table of contents: without page numbers.
- Text, appendix, bibliography: arabic page numbers.
- Spelling/grammar: please check your work for spelling mistakes, punctuation, and grammatical errors before submission.
- Text editing software: If you use Word, formulas must be written using the formula editor and numbered. Variables should be in italics. The use of LaTeX is recommended, as it automatically adheres to formatting requirements and allows for the clean presentation of formulas. However, which text editing software you use is not relevant for the evaluation of your work.

5. Structure of the Assignment

- Order of sections:

Cover page, table of contents, list of abbreviations (optional), main text, appendix (optional), bibliography, declaration. Figures and tables should be integrated into the main text, numbered consecutively and provided with a title.

- Cover page:

You are free in the formal design of the cover page, but you should include the following information in any case: first name and last name, study program, semester, matriculation number, submission date, supervisor, professorship, title of the thesis, type of thesis (Bachelor thesis, Master's thesis, etc.).

- **Table of contents:**

- Only introduce an outline sub-level if it consists of at least two sub-points, i.e., if you introduce Chapter 2.1, Chapter 2.2 must also exist.
- The table of contents should have a clear structure and be designed to answer the research question.

- **Introduction:**

The introduction should (i) formulate the objective of the work, (ii) place the research question within the context of the literature, (iii) specify how the work was conducted and (iv) **briefly summarize the main results.**

- **Main text:**

- A clear presentation of your thoughts is essential. The reader must be able to easily follow how you build your argumentation and how it contributes to answering your specific research question.
- Short and concise sentences should be preferred.
- Avoid defining basic concepts. In general, you can assume that the readers have a high level of knowledge. The target audience/readers of your work should be individuals familiar with economic concepts, such as students of economics in advanced semesters.
- Do not translate verbatim from the original literature; instead, present your thoughts and interpretation of the literature in your own words (including proper citation).
- Helpful tips on writing style for academic papers in economics as well as key "Dos and Don'ts" can be found in [Cochrane, J. \(2005\)](#) and [McCloskey, D. \(1985\)](#).

- **Conclusion:**

The conclusion should not exceed one page. It can, for example, be used to (i) address open questions, (ii) critically reflect on the work and highlight the limitations of your own methodology, (iii) provide an outlook on further research questions, or (iv) discuss the implications of your results (e.g., policy relevance).

6. Literature, Citation and Bibliography

- **Literature:**

- Relevant articles from [peer-reviewed academic journals](#) should constitute the majority of the literature used.
- Preferably use fewer, but high-quality and relevant articles.
- Textbooks, policy reports (e.g., from the [ECB](#), [IMF](#), [OECD](#)) or contributions from think tanks (e.g., from [Brookings](#) or [Bruegel](#)) can also serve as valuable sources of literature.
- Newspaper articles and online sources (e.g., blogs) should only be cited in exceptional cases.

- **Citation:**

- Provide clear references for ideas that are not your own, unless they are considered general academic knowledge.

- Direct quotations must be marked with quotation marks and italicized. The source must be cited in the text including the page number, e.g.: “*this is the italicized quotation*” (Meier and Mustermann, 2000, p. 12).
- If you modify direct quotations (e.g., to incorporate them into the flow of the text), mark insertions with square brackets and omissions with “[...]”.
- **Direct quotations should be the exception** and should not exceed two to three lines each.
- However, if a quotation exceeds this length, the text should be indented with single-line spacing.
- Indirect citation: If you paraphrase a passage, cite the source in the following way, e.g., (**see** Meier and Mustermann, 2000).
- If you have only read a secondary source (which is not recommended), indicate this, e.g., see Meier and Mustermann (2000), **cited in** Schmitt et al. (2006).
- **Bibliography:**
 - Include all cited sources in the bibliography, but no works that you have not cited.
 - The use of generative AI or other AI-based tools should be listed in a reflection text, not in the bibliography. Details can be found at the end of this document under “7. Declaration” or “8. Release Statement.”
 - Arrange the bibliography in alphabetical order according to the surnames of the first-listed authors.
 - Ensure that the **bibliography is formally consistent and provides sufficient details** (e.g., edition, publisher, etc.). This means, for example, that journal articles should consistently be listed in a standardized format, which should differ from the format used for books.
 - For journal articles or books, internet links are not required. However, for purely internet-based sources, both the URL and the date of the last access must be provided.
 - Examples (as a general guideline) for listing a book, a journal article, and a book chapter in the bibliography are provided below:

Book:

Enders, W. (2014), *Applied Econometric Time Series*, 4th edition, John Wiley & Sons, New York.

Journal article:

Bernanke, B. und Gertler, M. (1995), Inside the black box: The credit channel of monetary policy transmission. *Journal of Economic Perspectives* 9, 27–48.

Book chapter:

Sykes, A. (1999), *Vicarious Liability*, in: Newman, P. (Ed.) (1998), *The New Palgrave Dictionary of Economics and the Law*, Macmillan, London, Vol. 3, 673–677.

7. Declaration

- The end of your work should contain a signed declaration confirming that you have written the work independently, which explicitly includes the use of generative AI.
- Please use the following text template for this purpose. Also, please read the information under [“Studium und Lehre”](#) carefully.

Declaration

1. I hereby declare that I have written this work / the parts of this work for which I am responsible and which I have marked accordingly – independently and have used no sources or aids other than those indicated, in accordance with the release declaration.
2. I take responsibility for the quality of the text as well as the selection of all contents. I have ensured that information and arguments are supported by appropriate scientific sources. Passages, ideas, concepts, graphics, etc., that I have taken verbatim or in essence from external or my own previous sources, I have clearly marked as such and provided complete references to the respective source. All other contents of this work without corresponding references are my own in the original copyright sense.
3. I am aware that my declaration of independence also applies to products generated by non-citable generative AI applications (hereinafter referred to as “generative AI”).
4. I have taken the details regarding the use of generative AI in the creation of this work—including the type, purpose, and scope of its use, as well as the documentation requirements—from the examiner’s release declaration.
5. If the use of generative AI was permitted as a tool, I confirm that I have used it solely as an aid in this work and that my own creative contribution clearly predominates. I take full responsibility for the use of the machine-generated passages included in my work.
6. I have indicated and personally reflected on the use of approved generative AI in the present work. The reflection text contains information on the use of generative AI in accordance with the requirements outlined in the examiner’s release declaration, as well as assessments of its benefits and associated challenges.
7. I hereby certify that this work has not been submitted in the same or similar form to any other examination authority, either domestic or abroad, nor has it been published in German or any other language.
8. I am aware that any violation of the aforementioned points may have consequences under examination regulations and could result in my examination being considered fraudulent and thus graded as “failed”. In the event of multiple attempts to cheat, I may be temporarily or permanently excluded from taking further examinations in my study program.

Place, Date

Signature

8. Release Declaration (basis for your reflection text when using AI)

If you do not receive any explicit alternative information during the registration of your thesis or seminar paper, the following release declaration (see "7. Declaration", point 4 above) is valid for your written work (also refer to "[Studium und Lehre](#)"):

Seminar papers, theses and internship reports should primarily reflect the thoughts, ideas and insights of the author. It must be clearly identifiable whether and where these have been supplemented by generative AI.

The following tools may be used to create your work and do not have to be declared as aids, even if they are AI-supported:

- ☒ Text editing software
- ☒ Spreadsheet software
- ☒ Reference works
- ☒ Graphic and visualization software
- ☒ Research tools that do not generate ideas, e.g., for literature research

The following tools may be used as follows and must be labeled:

- ☒ Data analysis software
- ☒ Text-generating AI tools:
You are allowed to revise your own written texts using AI tools. However, the verbatim copying of entire passages from purely AI-generated text sources is not permitted.
- ☒ Text-generating AI tools: You are allowed to create (statistical) programming using AI tools.
- ☒ Translation by AI tools: the verbatim use of AI-generated translations of independently created text passages is permitted.

The exact use of generative AI and other AI tools that require labeling (see above) must be explained in detail at the end of your work. In an accompanying **reflection text (max. 2 pages)**, you must explain which specific AI tools were used, how they were applied, and how their use influenced the content and language of your work. Explain, in particular, the use of AI tools for tasks such as proofreading, coding statistical estimations, or creating outlines. When using AI for content-related tasks (not just formal support), it is especially important to clearly explain how you ensured the quality and reliability of the generated information.