



UNIVERSITÄT PADERBORN

General information on editing and submission of theses at the Chair of Institutional Economics and Economic Policy (Prof. Dr. Hehenkamp)

On the webpages of the chair of Institutional Economics and Economic Policy you can find miscellaneous information concerning techniques of scientific work and academic writing. These include requirements on the formal composition of theses. Moreover, a selection of exemplary theses is provided for download.

The processing time as well as the expected scope of the thesis depends on the prospective degree. As a rule:

- Bachelor thesis: 30 pages in a time frame of 3 months
- Master thesis: 60 pages in a time frame of 6 months

For the submission of your thesis, consider the following formal requirements:

- Information on the submission of your thesis can be found at the following link:
[ZV - Final Theses \(University of Paderborn\) \(uni-paderborn.de\)](http://uni-paderborn.de)
- Instead of handing in the bound copies, it is possible to hand in a **digital version via university mail** to the corresponding administrative department of the ZPS (see here) and the assessors (in one e-mail, all recipients in 'To' field).
- Submission of the thesis is only permitted in **pdf/a format** (PDF/A is a file format for long-term archiving of digital documents). Instructions for creating a file in PDF/A format can be found in the appendix. Submission in any other format or submission from an e-mail account other than that of the University of Paderborn is not an effective submission of the thesis and will be considered as non-submission. Files can only be submitted via Uni-Mail in an attachment with the **maximum size of 45 MB**, larger files must be physically submitted (via USB Stick) to the ZPS on other data carriers.
- The **submission date is the date the e-mail is received by the ZPS**, not the date it is sent! Thus, only the ZPS can check and confirm (by entry in PAUL under "my exams") whether the submission has been made on time.
- The submission of the thesis by e-mail is an optional offer, a submission in paper form is alternatively still possible according to the regulations in § 10 of the regulations for

the regulation of online examinations of the UPB, if the corresponding examination regulations provide for this. Other formal requirements from the examination regulations naturally continue to apply. The electronic submission via university e-mail replaces the submission in paper form.

- A risk lies in the possible forwarding of emails by the assessors to external (private) email accounts. The forwarding of official emails for employees is prohibited by a decision of the executive board, but cannot be automatically controlled. In addition, there is the risk of sending to a wrong email address and thus an inadmissible disclosure.
- When final papers are submitted by email and there is related email correspondence, no retention and deletion concepts can be controlled and monitored. In this respect, the data could be permanently retained in an inadmissible manner.
- Please note that the period for the preparation of the thesis reports is eight weeks and take this into account for your submission deadline if you need the grade.
- For further questions please contact wipo@wiwi.upb.de.

The chair of Institutional Economics and Economic Policy does not guarantee for correctness and completeness of the given information and can hence not assume responsibility for any occurring problems!

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