University of Cologne  
Controlling Department

Master Theses Application Form (09/09/2019)

**Personal information**

Name: Click here to insert text.

Address: Click here to insert text.

Phone: Click here to insert text.

E-Mail: Click here to insert text.

Matrikel-Number: Click here to insert text.

Examination-Number: Click here to insert text.

What do you study? Click here to insert text.

Numbers of semesters: Click here to insert text.

Bachelor thesis: Grade University

Bachelor thesis topic: Click here to insert text.

**Thesis-related information**

* What empirical analyses software (e. g. SPSS, STATA, SAS, R, E-Views) have you used?  
  Click here to insert text.
* Preferred [start date](https://wisoanmeldung.uni-koeln.de/cms?id=8) exposé (binding): Click here to insert text.
* Preferred closing date (if not flexible): Click here to insert text.
* Career: What are you planning to do after your thesis? Click here to insert text.
* Prior seminar topics:
  1. Click here to insert text.
  2. Click here to insert text.
  3. Click here to insert text.
* Comments relevant for the thesis allocation: Click here to insert text.

**Attachments**

Please hand in the following documents along with this application sheet

* Current transcript of records and grades (copy)
* Bachelor certificate (copy)
* Curriculum vitae
* Motivational letter

**Application procedure**

**Master/Diploma theses:**

* There are two application deadlines per year: 15th of September and 15th of March.
* In the week of October 15th (April 15th) you will be contacted by your thesis supervisor.
* Please send your application (see instructions in the master thesis application form provided at the department’s homepage) to Dr. Tanja Lorenz ([tanja.lorenz@wiso.uni-koeln.de](mailto:tanja.lorenz@wiso.uni-koeln.de)).
* If you have any questions, please first read the instructions in the master theses application form. If you have further open questions, please send Dr. Tanja Lorenz an email ([tanja.lorenz@wiso.uni-koeln.de](mailto:tanja.lorenz@wiso.uni-koeln.de)).
* Master theses must be registered with the examination office latest one month after receiving the thesis topic.

**Notes**

We collect applications and select candidates twice a year following the dates stated above. We will contact and inform you about the approval or rejection within two weeks. Please note that our research is empirical and the theses will contain an empirical part. You will be assigned a topic by your adviser. If you have experience in certain fields and want to study a particular topic, please submit a half page description either along with your application or latest at the application deadline. Within 3-4 weeks after receiving your topic, you will write an exposé including the objectives, core literature and methodology of your thesis. Subsequently, you will sign up the thesis at the examination office (Prüfungsamt). After you signed up, you have 6 months to complete and hand in your thesis.

Please also notice our document containing [recommendations for empirical analyses](http://www.controlling.uni-koeln.de/fileadmin/sites/controlling/Studium/Master/Merkblaetter/Hinweise_zum_Empirisches_Arbeiten.pdf). Additionally, please send us a motivation letter (about 1 page) in which you explain why you wish to write your thesis at our department, which requirements you fulfill (especially concerning empirical work) and your plans after graduation.

In exceptional cases, we supervise theses in collaboration with practitioners. In this case, please specify the company and contact person and attach a document briefly describing the topic.

Please, submit your application and the attachments and address questions to Dr. Tanja Lorenz ([tanja.lorenz@wiso.uni-koeln.de](mailto:tanja.lorenz@wiso.uni-koeln.de)).

Best,

Your Controlling Department