



Agenda

- (1) The Master Thesis Process
- (2) Finding a Thesis Topic
- (3) Choosing an Advisor
- (4) Writing a Thesis Proposal
- (5) Thesis Writing and formal Requirements
- (6) Time Planning
- (7) Handing in the Master Thesis



(1) The Master Thesis Process

Objective: The Master Thesis Project should demonstrate your mastery or applied knowledge in a chosen field. The thesis should demonstrate your ability to conduct and report independently scholarly investigations.

Thesis Project Process: Finding a thesis topic and thesis mentor, conducting the study, writing the final report (3 months in total).



(2) Finding a Thesis Topic

- Sources:
- your personal interests
 - thesis topics offered / recommended by an instructor
 - thesis topics offered / recommended from your internship placement
 - other sources

Format of Thesis Alternatives

- development project (financing product, guideline, etc.)
- evaluation project (financing strategy, etc.)
- data analysis project

Attention: Thesis topic has to be accepted by the Board of Examiners.
A thesis topic must have a relationship to financial management



(3) Choosing an Advisor

- a Financial Management faculty member of the Department of Business Administration
- an instructor in Financial Management from outside the Department of Business Administration

Attention: Thesis mentor has to be approved by the Board of Examiners



(4) Writing a Thesis Proposal

A Thesis Proposal is a document (3-5 pages)

- which topic you will research,
- why this topic is of interest,
- the research approach you plan,
- the reason for choosing the selected approach,
- the expected outcome.
- literature review, bibliography

- table of contents (preliminary)

- timeline

A Thesis Proposal is a “paper of understanding” for all parties involved.



(5) Writing the Thesis and Formal Requirements

Structure of an academic paper

- I. Title Page
- II. (Dedication / Acknowledgments)
- III. (Abstract)
- IV. Table of contents
- V. List of Tables, Figures, Abbreviations
- VI. Introduction
- VII. Main Body, Report, Discussion
- VIII. Summary, Recommendations
- IX. Bibliography
- X. Appendices
- XI. Declaration Form



(5) Writing the Thesis and Formal Requirements

Material Sources

Systematic Approach

Library catalogue / reference books / data bases / bibliographies / legislature / academic journals, magazines, newspaper

Pragmatic Approach

Reputation of author, editor (actuality, one-sidedness)
(use original material only)

Selection of Material

Relevance / quality / actuality / diversity of opinions



(5) Writing the Thesis and Formal Requirements

Technical Aspects (completeness, correctness, professionalism)

- spelling, grammar, punctuation
- writing style, sentence structure

- citations, bibliography

- formatting, margins

- copy quality



(6) Time Planning

- 15.03. – 01.04. Finding a topic, finding a thesis mentor, thesis enrollment
- 15.04. Thesis proposal, problem statement, outline – literature / data research, analysis
- 15.05. Thesis writing / 1. Draft / literature, data analysis / theory, findings, discussion
- 15.06. Thesis Writing / 2. Draft / introduction, findings, discussion, summary, appendices
- 15.06. – 30.06. Final corrections / thesis binding, 2 copies paper plus CD-ROM
- 01.07. Thesis Due

Attention: Stay in contact with your thesis advisor for every details!!!



(7) Handing in the Master Thesis

Number of copies required: 2 + a copy on CD-ROM

Paper binding required

Declaration Document

Master Thesis Due: 01. 07.2011

