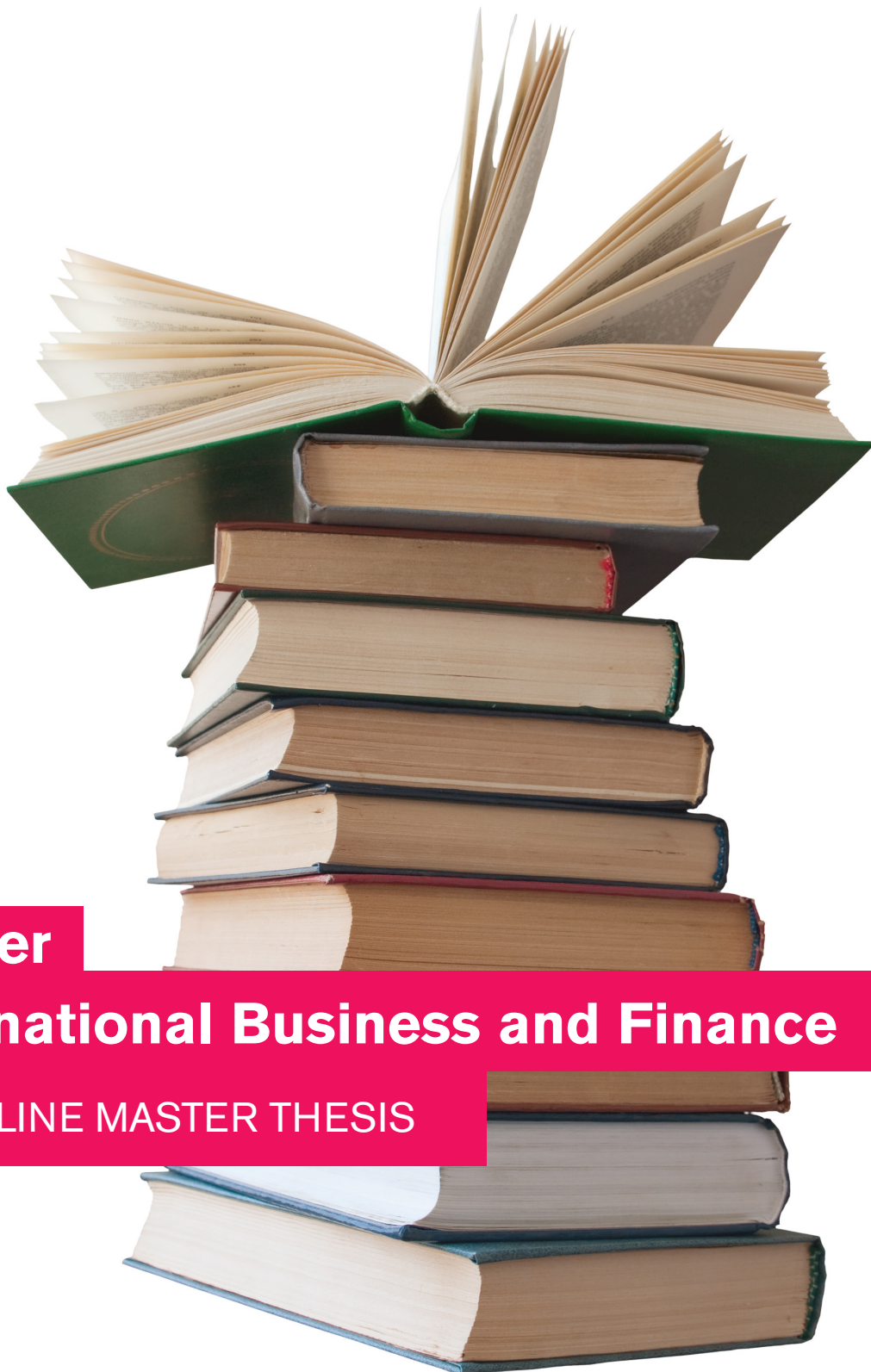




**Hochschule  
Augsburg** University of  
Applied Sciences



**Master**

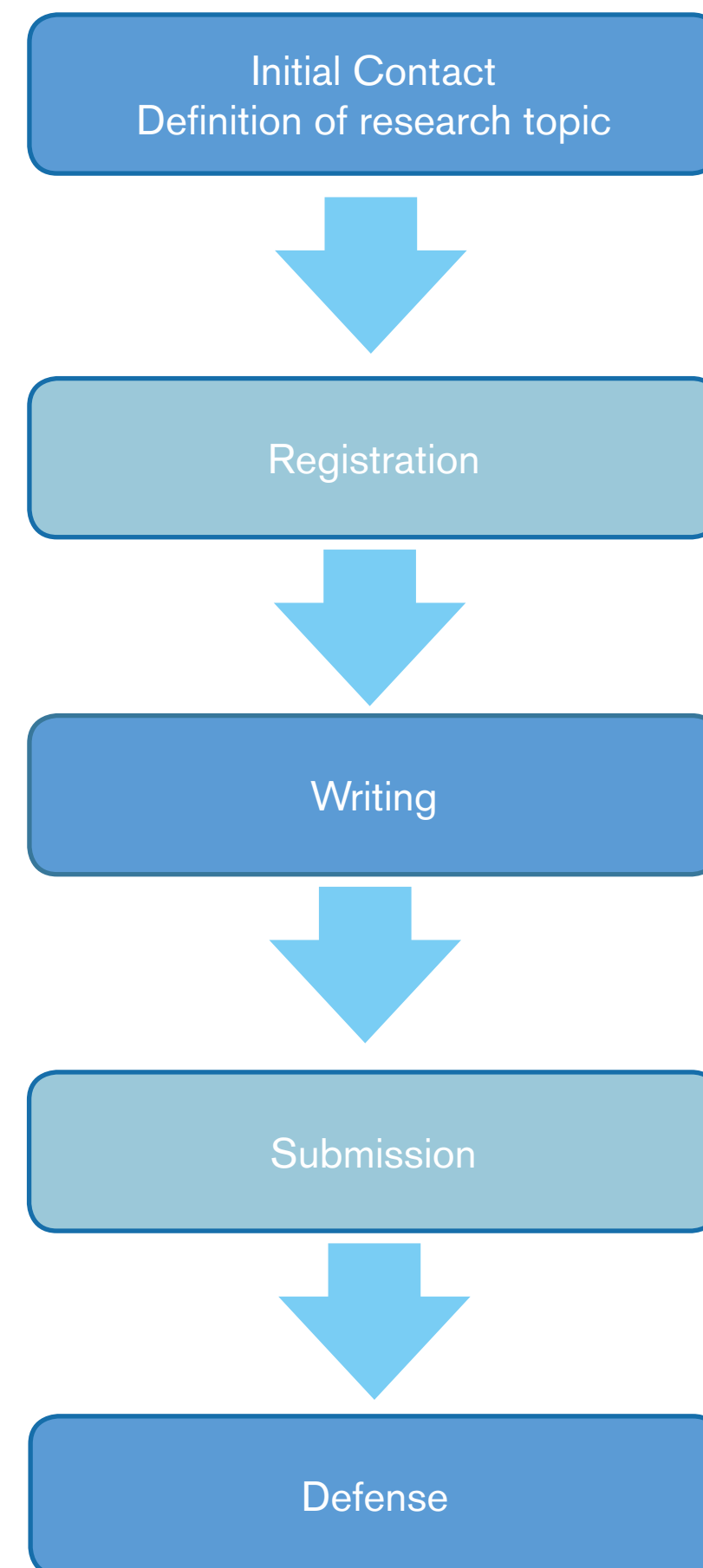
**International Business and Finance**

**GUIDELINE MASTER THESIS**

## Table of Contents

1. MT Objectives	4
2. Schedule	4
3. Preparation	4
3.1. MT Coordinator/Lecturer	4
3.2. Double Degree	4
3.3. MT Research Topic	4
4. Registration	4
5. Writing	5
5.1. Research Method	5
5.2. Language	5
5.3. MT Structure	5
5.4. Formal Requirements	6
6. Submission	6
7. Defense of Master Thesis	6
8. Literature	7
9. Re-enrollment	7

## Procedure for Master Thesis



## 1. MT Objectives

The student must demonstrate his or her ability to deal with complex theories and problems based on independent scientific research. For the Master Thesis 18 credits will be awarded.

## 2. Schedule

The Master Thesis is an integral part of the third semester curriculum. Special permission must be obtained from the program director if the Master Thesis will be postponed to the fourth semester or if the time frame for the write up extends beyond the third semester. Time frame for the write up of the Master Thesis is four months (i.e. the time period from the date of issue to the date on which the Master Thesis is submitted).

## 3. Preparation

### 3.1. MT Coordinator / Lecturer

Students must choose a research coordinator from the professors and lecturers of the Faculty of Business.

### 3.2. Double Degree

For double degrees, the master thesis will be framed by a „4 eyes principle“, i.e. it will be agreed upon with the partner university who will be the lead supervisor and which will be the supplementary (second) supervision institution. If a paper is written at the partner university, the latter will have the lead in supervising the Master Thesis. The HSA receives the topic and will provide feedback. Once the master thesis is finished, it is mandatory to submit it also to HSA. HSA translates the final score into the German grading system.

### 3.3. MT Research Topic

The Master Thesis topic should be research-based including a fundamental theoretical section which comprises a significant portion of the paper. However, in order to promote the student's practical abilities, it is appreciated if the Master Thesis will be written in cooperation with a company. The student is responsible for discussing the legal issues of working with a company with the research coordinator. The theoretical and practical sections of the Master Thesis should relate to each other in a meaningful manner.

## 4. Registration

Once the student has chosen a topic and found an appropriate supervisor and second examiner, it is the student's obligation to submit the thesis registration form to the Examination Office where it will be

approved. The appropriate form can be downloaded from our website:

<https://www.hs-augsburg.de/Formular-und-Infocenter.html>

The registration form must be signed by the student and the supervisor and must show the name of the second examiner.

**!** Due to the pandemic induced social distancing measures, the registration form must be submitted via email to: [Koch.Julia@hs-augsburg.de](mailto:Koch.Julia@hs-augsburg.de) and [Halima.Kocyigit@hs-augsburg.de](mailto:Halima.Kocyigit@hs-augsburg.de)

Please note that the document, duly completed and signed, can only be submitted within certain periods. You will find the dates on our website:

<https://www.hs-augsburg.de/Wirtschaft/Semestertermine.html>

The Examination Office verifies that all registration requirements (according to the examination regulations) are met. The Examination Board will set the submission date. The time span allowed for completion of the Master Thesis is four months. Once the Examination Board has approved the thesis registration, the Examination Office will send a confirmation letter indicating the exact submission date of the thesis.

## 5. Writing

### 5.1. Research Method

Independent scientific research involving quantitative or qualitative methods and theories, and a formal defense of the paper and results before a committee.

### 5.2. Language

The Master Thesis is to be written in English.

### 5.3. MT Structure

- Scientific paper and presentation
- The originality of the Master Thesis will be verified by using anti-plagiarism software.
- 70-80 pages of text (not including Title Page, List of Abbreviations, Table of Contents, List of Works Used and Appendix). Any deviation from the number of pages must be agreed upon by the research coordinator.

#### 5.4. Formal Requirements

Formal parameters for the paper:

- Font: Arial 11 pt. with 1.5 Line Spacing
- Harvard citation or APA methodology, Citavi recommended
- The line spacing and font size for footnotes should be smaller.
- Left Margin should be 3 cm, the rest of the margins may be max. 2.5 cm.

#### 6. Submission

The Master Thesis must be delivered as two printed and bound copies at the Faculty of Business, Augsburg University of Applied Sciences. You can hand in the copies of the thesis in person at the secretary's office at Friedbergerstr. 4 or send them by postal mail (as a package and registered mail, so that you will have a proof that it was handed in on time). In addition, the Master Thesis must be turned in as a PDF file on a CD. If citations or references come from websites, students must also store a list of the links and copies of the website in a separate folder on the CD.

**! Submission of the MT within the context of COVID-19:** As long as there are restricted operations due to the pandemic, the MT must be submitted via email to:

Julia Koch (Koch.Julia@hs-augsburg.de ) and the supervisor.

In addition, the MT must be uploaded in Moodle. For this purpose, a special area has been set up:

<https://moodle.hs-augsburg.de/course/view.php?id=3501>

The submission deadline is met by uploading the thesis to Moodle on time! The sources, appendices or other required data are to be handed over to the supervisor upon request.

When submitting the Master Thesis, you have to confirm in writing that the thesis was written independently (declaration of authorship) and that no other than the specified sources and aids were used and that any citations have been marked. You will find the title and last page for download on our website:

<https://www.hs-augsburg.de/Wirtschaft/International-Business-and-Finance-Master.html>

#### 7. Defense of Master Thesis

The Master Thesis must be presented in person and defended before a committee of professors. The defense will take place during a time which will be set by the Faculty of Business and may be found in the faculty's semester calendar:

<https://www.hs-augsburg.de/Wirtschaft/Semestertermine.html>

The final grade will be based on both the written paper as well as the presentation.

#### 8. Literature

Academic literature based on research topic.

#### 9. Re-enrollment

For the semester in which the Master Thesis is written and graded, the student must be regularly enrolled, i.e. re-registration and enrollment is still required as long as the MT is not graded by the end of the respective semester.

Prof. Dr. Feix

Academic Advisor



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