

EBU MBA Thesis Guidelines

The MBA thesis is written after Term III and following completion of all required courses.

The candidate will prepare the thesis under the direction of a supervisor who usually is a professor at EBU. The thesis can be done in cooperation with a company or institution. It is advisable to contact the potential supervisor as soon as possible. If you need advice or help when looking for a possible supervisor, please contact your Program Coordinator or the Administration Office. The subject of the thesis is defined in consultation with the supervisor (and, if applicable, in line with the company's requirements).

1. Supervisor

A professor of EBU. Guest professors from partner universities can also supervise a thesis, however, only upon the formal permission by the MBA examinations committee. The candidate has to file a request to: Program Coordinator or the Administration Office

2. Thesis Registration

The thesis must be officially registered. The thesis registration form can be obtained online. Please refer to the Student Area – MBA Thesis

The form has to be signed by:

- 1) student
- 2) supervisor and
- 3) the program Coordinator.

Please hand in the completed form either to the Program Coordinator or the Administration Office for further processing. The examination committee will receive the filled-in and signed registration form from the Program Coordinator or the Administration Office.

After the registration has been made official by the Administration Office, the candidate receives his/her copy by e-mail. In case of cooperation with a company, please inform the Program Coordinator or the Administration Office about the contact person in the company or institution (name and contact details).

3. Thesis Duration

- a) The thesis duration is 6 months from the date of the official registration. After registering you receive an email containing the binding deadline.
- b) The registration date does not necessarily have to correspond with the start of a project in a company or any other organization.
- b) Request for an extension to the deadline: due to personal, medical or academic circumstances, the submission deadline can be extended by a maximum of two

months. The supervisor has to receive a mitigating circumstance form (available in Student Area) from the student prior to the current deadline. Both supervisor and MBA program director have to agree. A medical certificate or any other document may be required. Please note: an extension of the thesis duration may require another re-enrollment and payment of tuition fees

4. Format and Content

- a) The thesis must be written in either English.
- b) The number of pages is to be defined in accordance with the supervisor. The standard is 60-80 pages.
- c) The thesis has to be bound (adhesive binding).
- d) Theses that are written in cooperation with an organization and contain confidential information will be marked accordingly. This means that the content will not be made public.

5. Statutory Declaration

On the final page, the author of the thesis has to state and sign the following declaration:

Statutory Declaration: I hereby declare that this Master's Thesis is all my own work. I have only used the sources or resources I have explicitly referenced. I have attributed all direct and indirect quotations. [place & date] [signature]

6. Thesis Submission

- a) The thesis has to be submitted to the Supervisor.
- b) Theses that do not meet the deadline (i.e. without prior extension) will be graded as "Fail".

7. Defense and Grading

In May or June, the student defends his/her Master's thesis before an examination committee consisting of the Supervisor, a reader and a chair. The latter two are selected by the Supervisor.

At the start of the defense, the student is given the opportunity to briefly present the Master's thesis (max. 5-10 mins). Next, the members of the examination committee comment on the thesis and ask critical questions, to which the student responds. (max. 15-20 mins). The examination committee then determines the grade for the thesis. The grade is on a Pass/Fail/Pass with Distinction basis.

The student is not expected to present the entire thesis. It is also not possible for him/her to use projection software.

The Master's thesis is assessed by the supervisor and the reader in close consultation. If necessary, the chair strives to achieve consensus. If the members of the examination committee are unable to achieve consensus, the final mark is the average of the separate marks awarded by the three examiners.

These three marks carry equal weight in the final grade awarded to the Master's thesis, Pass/Fail/Pass with Distinction basis. The assessment criteria serve as a guideline in assessing the thesis.

Thesis Guidelines are subject to change