



Please note that this is not the Notification of selection results.

## Welcome to the University of Gävle and the Faculty of Education and Business Studies

COURSE Master Thesis in Business Administration 15 credits

IDENTIFYER FEA800

APPLICATION CODE 11152

COURSE PERIOD **W. 36-03**

SYLLABUS

SCHEDULE

PERIOD FOR SELF REGISTRATION THROUGH THE STUDENT PORTAL

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If you are registered and choose to discontinue your studies you have to report it in the Student Portal within three weeks from the course start. If you choose to discontinue your studies later than three weeks into the course you need to contact your faculty secretary.

### GET STARTED WITH YOUR STUDIES!

More information at [www.hig.se/newstudent](http://www.hig.se/newstudent)

#### 1 COMPUTER ACCOUNT

You can collect your computer account at [webkonto.student.hig.se](http://webkonto.student.hig.se) two weeks before the semester starts. Your computer account gives you access to the University web services.

#### 2 THE STUDENT PORTAL

Please register for your course through the Student Portal at [studentportal.hig.se](http://studentportal.hig.se)

#### 3 BLACKBOARD

The Blackboard platform is a web-based learning management system where you can find course material. Log in via the Student Portal, find your course and enrol.

Course ID in Bb HT\_11152

Access code If needed an access code will be sent to you in a separate email.

Period for enrolling

### Registration for exam

Registration for ordinary exams as well as re-examinations via the Student Portal is mandatory. You can register for exams five weeks before the exam date at the earliest and no later than ten days before the exam date. Please note that no post-registrations will be accepted. If you for some reason are unable to write the exam at campus, you can apply to write the exam at another location. The application must be submitted no later than three weeks prior to the exam date. Contact your faculty for more information.



**Maria Fregidou-Malama,**  
**University of Gävle**  
**Faculty of Education and Business Studies**  
**Department of Business and Economic Studies**  
**2015-07-04**

## **WELCOME TO THE COURSE THESIS WRITING**

Dear student,

You are most welcome to write your thesis under the Autumn semester 2015. I see forward cooperating with you! Enrol on blackboard in the course: Master and Bachelor Thesis in Business Administration HT 15, week 36-03. Both Bachelor and Master students will be enrolled there.

To write a thesis means you have to conduct independent research in a subject you like and want to contribute to with new knowledge. We at the department do research in different subjects and you are welcome to cooperate with us. To write a thesis you need a partner you can cooperate with. Already the 31<sup>st</sup> of January at 8:30 you will participate in a seminar where students from the spring semester will present and discuss their theses. Already the 31<sup>st</sup> of August it is good to know whom you want/can cooperate with. It is also very important to think about a company you want to investigate and if it is possible to get in contact with them already now.

To do the research work you will be assigned a supervisor and an examiner. We start the course work already the 31<sup>st</sup> of August 2015 at 8:30, in EMBLA and your research will be presented in a seminar in January 2016. The most important issue is to use the time effectively. Cooperate with your supervisors and send to them the parts you write/finish before meeting him/her to get feedback. Be prepared for the meetings so you know what to ask and to discuss with the supervisor. To write a thesis is totally different than to study a course, you need really to do the work by yourself but the supervisor is there to discuss with you.

Each supervisor organizes seminars where you the students have to contribute and where your writing will be discussed. The seminars will be organized with opponent groups.

On blackboard we upload documents you need to consult i.e. the syllabus, an abstract form you have to follow, a suggested structure of a thesis, a document with the Harvard referencing system, a document with the abstract form you must use, the cover page of the thesis and many others. You can also find lectures my colleagues will have/had about Thesis writing. Please print and use the documents.

The course plan describes the outcome of this work as follows:

Upon completion of the course students should be able to the following:

### **Knowledge and understanding**

Demonstrate knowledge and understanding in the field of business studies

Demonstrate specialized knowledge in certain areas of the field of business studies

Demonstrate knowledge in the current research and development in the field of business studies

Demonstrate specialized methodological knowledge in the field of business studies.

### **Competence and skills**

Autonomously identify and formulate research problems in the field of business studies

Demonstrate the ability to integrate knowledge and analyse and deal with complex issues even with limited information

Demonstrate skills required to choose, plan and use scientific methods in collecting and analyzing research data in predetermined time frame

Demonstrate the ability in critical thinking, independent work, teamwork and research work

Demonstrate oral and written communication skills to report and discuss research conclusions and the knowledge and arguments on which they are based in dialogue with different audiences

Demonstrate creativity and learning ability required for participation in doctoral studies, in research and development work or employment and other qualified intellectual work.

### **Judgment and approach**

Demonstrate the ability to make assessments in the field of research in business studies

Demonstrate awareness of ethical aspects of research and development work

Demonstrate insight into the contribution and limitation of research for the society, the management and the individual

Demonstrate the ability to identify personal needs for further knowledge and take responsibility for the own learning.

**By summarizing,** Please read the course plan and ask questions about it in the first meeting. In this plan you can see what is required of you and also what you will learn during the course period and how you will demonstrate your knowledge.

You are most welcome to the course and good luck!

Maria Fregidou-Malama,

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