



Please note that this is not your admissions letter.

Welcome to the University of Gävle and the Course Master Thesis in Business Administration, 15 credits!

This course is half time between weeks 35-02. I, **Maria Fregidou-Malama**, am your course coordinator. Contact me on e-mail **mma@hig** or phone +46 26-648687 if you have any questions about this course.

Syllabus and Timetable

- [Syllabus with course literature](#)
- [Course timetable](#)

Get Started with Your Studies!

To get started with your studies please follow these three steps. More information at hig.se/newstudent

- ### 1 Collect Your Computer Account

You can collect your computer account at hig.se/computeraccount two weeks before the semester starts. Your computer account consists of a username and a password and gives you access to the University web services.
- ### 2 Register for your courses

You must be registered on the course to attend lectures and sit exams. You will lose your place on the course if you do not register in time. Please register for your course via the Student Portal: studentportal.hig.se

Period for self-registration: 2017-08-21—2017-08-28
 Are you conditionally admitted? [This is what applies to you](#)
- ### 3 Log in to Blackboard

The Blackboard platform is a web-based learning management system where you find your course material. You can access Blackboard the day after you register for your course. [Log in to Blackboard](#).

Course	Master Thesis in Busienss Administration 15 credits
Course code	FEA800
Application Code	11121
Faculty	Faculty of Education and Business Studies
Faculty secretary	Eva Persson
Contact Information	kurs-ae@hig.se

**Maria Fregidou-Malama,
Faculty of Education and Business Studies
Department of Business and Economic Studies
2017-06-26**

WELCOME TO THE COURSE THESIS WRITING, 15 ECTS credits

Dear student,

You are most welcome to write your thesis under the autumn semester 2017. I see forward cooperating with you!

Enroll your selves on blackboard in the course: Master Thesis in Business Administration HT 17, week 35, 2017 – week 03-2018. 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 in our projects. To write a thesis you need a partner you can cooperate with. Our first meeting is on the 30th of August at 13:00. Discuss already now with other students and it is good to possibly 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 get in contact with them and ask them.

To do the research work you will be assigned a supervisor and an examiner. We start the course work already in August and your research will be presented in a seminar in January. The most important issue is to use the time effectively by developing a project plan. 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 and you must participate in them.

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, the cover page of the thesis, scientific articles on methodological issues 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:

The University of Gävle is human-centred and develops the understanding of a sustainable living environment.

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 the syllabus and ask questions about them in the first meeting. In the course 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. In the syllabus you can read and follow the whole process of the writing.

You are most welcome to the course and good luck!

Maria Fregidou-Malama, mma@hig.se

Registration for Written Exams

Registration for exams, including retakes, via KronoX is mandatory. You can register no earlier than five weeks before and no later than ten days before the exam. Please note that registrations will not be accepted beyond this time frame. If you are a distance study student and are unable to sit the exam on campus you can apply to sit the exam at another location. Applications must be submitted no later than three weeks prior to the exam. Contact your faculty for more information.

Course Evaluation

After completion of your course a web-based course evaluation questionnaire will be sent to your e-mail address. Your answers in the course evaluation are very valuable and your comments will help us improve and develop the course for the future. All students registered on the course will receive a course evaluation report with all answers compiled.

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General Information

Library

The library is located in the middle of the campus and is open to everybody. Welcome to the library to activate your entrance card as a library card. You can reach all digital resources such as e-books and e-journals after logging in with your computer account. You can read more about the library services at hig.se/biblioteket

Campus

A map of the campus area is available at hig.se/newstudent

HIG Card

This card works as an entrance card and gives you access to doors and computer rooms. The card also works as a library card as well as a copy card. You can get the card at the reception desk at the Student Centre.

IT Support

This is where you turn if you encounter any problems regarding your computer account or any other IT related problems. The IT support is open for visits 09.00-15.00 in building 22, Monday to Friday. You can also contact them by telephone +46 (0)26 64 88 00 or email itsupport@hig.se

Course syllabus and Reading List

Find your syllabus at hig.se/syllabuses

Course Timetable

Registered students at the University of Gävle can find the course timetables in the Student Portal. If you are not registered, you may find course timetables through our online timetable search service at schema.hig.se

Student Accommodation

You need to apply for accommodation yourself. Please remember to do so in good time before your arrival. You can find information about how to apply for student accommodation at hig.se/newstudent

The Student Centre

At the Student Centre you will meet knowledgeable staff who can assist you in just about anything regarding your studies at the University of Gävle. The Student Centre is located in building 22. You can also find a café in the area and a TV display showing the daily timetabling. You can contact the Student Centre by email at studentcentrum@hig.se

Student support

Sometimes you need help to manage your studies and student life. At the University of Gävle we have several support functions to help you deal with various study-related situations, such as, for example, student health care and support for disabled students. For more information about student support at the University of Gävle, please visit hig.se/studiestod

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