

The Master's Thesis Regulation For Part-Time Students

1. Part time students have to prepare and write their thesis during their 2nd academic year – from October to September of the following year of their initial registration to the program.
2. The thesis is written under the guidance of three faculty members, the Supervisor and the two co-examiners. The three faculty members consist the Thesis Evaluation Committee.
3. The thesis' Supervisor and the co-examiners are academic faculty members of the Department of Accounting and Finance of AUEB. The thesis Supervisor and Co-examiners are appointed by the Program's Administrative Committee.
4. The Supervisor of the thesis is randomly assigned, following a draw by the MSc Secretariat in the presence of the MSc Director. The number of theses to be undertaken by each faculty member depends on the number of active faculty members and the number of students. This procedure takes place in **October of the 2nd** year of studies.
5. Students who have failed more than one course and have to re-sit the examinations are not involved in the original draw process. In subsequent time, and if the above students pass the failed courses, a supervisor will be appointed at random, following a second draw to be carried out by the MSc Secretariat in the presence of the MSc Director.
6. The field of research is chosen by the students in agreement with the Supervisor.

7. The Supervisor oversees and guides the students throughout the preparation, research and writing of the thesis. Students must note that the thesis must be the outcome of their own research and writing skills. Copying material from other sources must be duly acknowledged and referenced, in order not to lead to plagiarism. The latter is an offense and can lead to expulsion from the program.

8. The thesis must be written in English.

9. Part time students are expected to submit their thesis by **July 30th**, at the end of the second year of their studies. This can be extended by an additional month upon approval by the MSc' Program's Administrative Committee. In this case the student will have to submit a written extension request to the MSc Secretariat, signed by the Supervisor (see Attachment 1). The above written request should be submitted to the Secretariat no later than 26 of July.

10. It is expected that the thesis will be submitted to the Supervisor for final comments within a reasonable time before the deadline for submission. The final draft must be approved by the Supervising Professor before submitting the thesis.

11. The dissertation must be submitted to the Program's Secretariat in hard copy as well as in soft copy (sent in pdf format via email to the Program's Secretariat- the pdf file's name should state the students' full names and the thesis title. In addition, students must submit online their Postgraduate thesis to the AUEB "Academic Repository" following the guidelines described in the following link (<http://www.pyxida.aueb.gr/index.php?lang=el>). Upon completion of the online submission, students receive an automatic confirmation email, which they must forward to the Program's Secretariat in order to be eligible to apply for their MSc Degree.

12. The thesis is presented to the Evaluation Committee. After the presentation, a report shall be drawn up and signed by the Committee. The report is submitted, to the Secretariat of Postgraduate and Doctoral Studies of the School of Business of AUEB.

13. In case a student fails his/ her thesis, he/she are required to rewrite it, taking into consideration the comments of their thesis' Evaluation Committee. In this case, the thesis must then be resubmitted by October 15th of **the third academic year in row from their initial registration (Attachment 1)**, and the thesis' mark will be calculated according to the following formula: *Final Grade* = (grade-5)*0.5+5.

14. The thesis' text length must be approximately 12.000 - 15.000 words, excluding the bibliography, tables and charts. The following page and text settings have to be applied: text font Times New Roman, font size 12, line spacing 1.5 and character spacing normal. The text must be justified. The copies must be printed in duplex (back to back pages), including the table of contents (in a book format). Each chapter should start in a new right-handed page, while the previous page must be numbered even if the page is blank. It is not necessary to begin a new page to start a new section. In general, the student should avoid leaving large blank spaces.

15. The structure of the thesis must be as follows:

a) The 1st page (cover page) (*Attachment 2*) must include the following:

- Athens University of Economics and Business
- MSc in Financial Management
- Thesis title
- Students' full names
- The quotation "Thesis submitted to the Secretariat of the MSc in Financial Management of the Athens University of Economics and Business, in partial fulfillment of the Requirements for the Master's Degree in Financial Management"

▪ Date

b) The 2nd page must be the names of the Supervisor and the Co- Examiners (*Attachment 3*)

c) The 3rd page must contain the following text and student's signature (*Attachment 4*):

“I hereby declare that this particular thesis has been written by me, in order to obtain the Postgraduate Degree (MSc) in Financial Management, and has not been submitted to or approved by any other postgraduate or undergraduate program in Greece or abroad. This thesis presents my personal views on the subject. All the sources I have used for the preparation of this particular thesis are mentioned explicitly with references being made either to their authors, or to the URL's (if found on the internet).”

d) The 4th page must contain the Table of Contents.

e) The 5th page must contain a summary of the thesis (abstract) limited to two (2) pages. One copy of the thesis's abstract should be submitted to the Program's Secretariat.

f) Thesis' main body. Suggested structure: Introduction, Literature Review, Methodology, Data, Results, Conclusions.

g) Bibliography - References, placed at the end of the thesis, must be reported according to the guidelines/specifications of the *Journal of Financial Economics* (*Attachment 5*)

h) Appendix/Appendices – in case any supplementary material needs to be relegated to appendices

i) Footnotes must be numbered consecutively.

ATTACHMENT 1



ΠΛΗΡΟΥΣ ΚΑΙ ΜΕΡΙΚΗΣ ΦΟΙΤΗΣΗΣ: Ευελπίδων 47, 113 62 Αθήνα. Τηλ.: 210 8203 856, 210 8203 633 / Fax: 210 8203627
FULL AND PART TIME: 47, Evelpidon Street, Athens 113 62 Greece. Tel.: (+30) 210 8203856, (+30) 210 8203 630/ Fax: (+30) 2108203627
E-mail: master.fm@aueb.gr / <https://dept.aueb.gr/el/msc-fm/> www.aueb.gr

REQUEST FOR EXTENSION

My name is, I am a student of the Department and I'm doing my thesis on

.....
.....

and my supervisor's name is

I would like to inform you that in this stage of my thesis I have done so far the following

.....
.....(a description of the stage at which the thesis is).

In order to complete my Thesis, please approve me a day extension

Applicant Name

.....

Approved by,

Supervisor

.....



ATTACHMENT 2-SAMPLE TITLE PAGE FOR MASTER'S THESIS

THESIS' TOPIC

by

FULL NAME

A Thesis submitted

to the Secretariat of the MSc in Financial Management

of the Athens University of Economics and Business

as partial fulfillment of the Requirements for the

Master's Degree

Athens

{Day, Month, Year}



ΠΛΗΡΟΥΣ ΚΑΙ ΜΕΡΙΚΗΣ ΦΟΙΤΗΣΗΣ: Ευελπίδων 47, 113 62 Αθήνα. Τηλ.: 210 8203 856, 210 8203 633 / Fax: 210 8203627
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E-mail: master.fm@aueb.gr / <https://dept.aueb.gr/el/msc-fm/> www.aueb.gr

ATTACHMENT 3

**We approve the Thesis of
[FULL NAME]**

.....

[NAME OF ACADEMIC SUPERVISOR]

[SIGNATURE]

.....

.....

[NAME OF CO EXAMINER]

[SIGNATURE]

.....

.....

[NAME OF CO EXAMINER]

[SIGNATURE]

.....

.....



ΠΛΗΡΟΥΣ ΚΑΙ ΜΕΡΙΚΗΣ ΦΟΙΤΗΣΗΣ: Ευελπίδων 47, 113 62 Αθήνα. Τηλ.: 210 8203 856, 210 8203 633 / Fax: 210 8203627
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E-mail: master.fm@aueb.gr / <https://dept.aueb.gr/el/msc-fm/> www.aueb.gr

ATTACHMENT 4

[DATE]

CERTIFICATION OF THESIS PREPARATION

“I hereby declare that this particular thesis has been written by me, in order to obtain the Postgraduate Degree in “Financial Management, and has not been submitted to or approved by any other postgraduate or undergraduate program in Greece or abroad. This thesis presents my personal views on the subject. All the sources I have used for the preparation of this particular thesis are mentioned explicitly with references being made either to their authors, or to the URL’s (if found on the internet).”

[STUDENT’S FULL NAME]

.....

[SIGNATURE]

.....

ATTACHMENT 5- BIBLIOGRAPHY SAMPLE

Monographs – Books

Hawawini, G. And I. Swary, 1990, Mergers and Acquisitions in the U.S. banking industry: Evidence from the capital markets (North – Holland, Amsterdam)

Articles in edited volumes

Brunner, K., Meltzer, A., 1990. Money supply. in: B.M. Friedman and F.H. Hahn, eds., Handbook of monetary economics, Vol. 1 (North- Holland, Amsterdam) 357- 396.

Journals

Griffiths, W. and G. Judge, 1992, Testing and estimating location vectors when the error covariance matrix is unknown, Journal of Econometrics 54, 121- 138.

Please note that journal titles should not be abbreviated.