



The Master's Thesis Regulation

For Full-Time & Part Time Students

1. During the 5th bimonthly period (July to October) of the MSc, full time students have to carry research and write their thesis. Part time students have to prepare and write their thesis during their 2nd academic year – from October to September of the following year. The thesis is written in pairs of students. Only in exceptional circumstances and following approval by the Interdepartmental Committee of the MSc a student can deviate from this and write the thesis alone. The preparation of the thesis is compulsory for all graduate students.
2. The thesis is written under the guidance of three faculty members, the Supervisor's and the two co-examiners'. The three faculty members consist the Thesis Evaluation Committee.
3. The thesis' Supervisor can be an academic or research faculty member of AUEB or other University. The co-examiners can be an academic or research faculty members in any academic Department of AUEB or other University, and also researchers of recognized research institutions and are holders of a PhD degree. The thesis Supervisor and Co-examiners are appointed by the Special Interdepartmental Committee governing the MSc.
4. Each group of students decides about the general area in shipping, finance or management, that they wish to pursue their thesis on according to their interests, and approaches a professor or professors who are involved in this or related area. Following consultation between the students and the potential supervisor, the final thesis' specific topic is determined by the students in cooperation with their Supervisor.



5. Students should send to the Program's Secretariat a completed document stating the final thesis' topic and their supervisor. This may be sent electronically by email to the Secretary of the MSc program, copying all students and their Supervisor in the email.

6. 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.

7. The thesis must be written in English.

8. Full time students are expected to submit their thesis by October 31st. This deadline can be extended by an additional month, upon approval by the MSc' Program Committee. Part time students are expected to submit their thesis by September 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 Committee. In case a group of students fails their thesis, they 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 January 31st for full time students and by December 31th for part time students, and the thesis' mark will be calculated according to the following formula: $Final\ Grade = (grade - 5) * 0.5 + 5$.



9. The dissertations **do not have to be submitted to the Program's Secretariat in hard copy. Students must send to the MSc Program's Secretariat, electronically by email** the completed final document copying their Supervisor and the two co-examiners in the email. The electronical file must be submitted in a .pdf format. 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 at the online submission process in the following link (<http://www.pyxida.aueb.gr/index.php?lang=el>). Upon completion of the online submission, students receive an email confirming the publication of their work at "Pyxida" which must forward to the Program's Secretariat to apply for their MSc Degree.

10. 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.

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

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

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



Management”

- Date

c) The 3rd page must contain the following text and student’s signature (*Attachment 2*):

“I hereby declare that this particular thesis has been written by me, in order to obtain the Postgraduate Degree (MSc) in International Shipping, Finance and 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.

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 3)*

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

i) Footnotes must be numbered consecutively.



ATTACHMENT 1-SAMPLE TITLE PAGE FOR MASTER'S THESIS

THESIS' TOPIC

by

FULL NAME

A Thesis submitted

to the Secretariat of the MSc in International Shipping, Finance and Management

of the Athens University of Economics and Business

as partial fulfillment of the Requirements for the

Master's Degree

Athens

{Day, Month, Year}



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

.....

[NAME OF ACADEMIC SUPERVISOR]

[SIGNATURE]

.....

.....

[NAME OF CO EXAMINER]

[SIGNATURE]

.....

.....

[NAME OF CO EXAMINER]

[SIGNATURE]

.....

.....



[DATE]

ATTACHMENT 2

CERTIFICATION OF THESIS PREPARATION

“I hereby declare that this particular thesis has been written by me, in order to obtain the Postgraduate Degree in International Shipping, Finance and 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]

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ATTACHMENT 3- 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.