



Master's Thesis Regulation

Full Time and Part Time Students

1. Writing and submitting the Master's Thesis is compulsory for Full Time and Part Time students. Full time students must write their thesis during the 5th bimonthly period of the MSc Program (July to October). Part time must write their thesis during their 2nd academic year of the MSc Program (October to September of the following year). The thesis is written in pairs of two students. Only in rare exceptional circumstances, and following approval by the Programme Committee, a student can deviate from this rule and write the thesis alone.
2. The thesis is written under the guidance of the Supervisor. After its submission to the Secretariat, the thesis is presented to and examined by the Thesis Evaluation Committee, which consists of the Supervisor and two co-examiners. Students must defend (present) their thesis in front of the Thesis Evaluation Committee according to Article 14 of the Regulations for Postgraduate and Doctoral Studies of the Athens University of Economics and Business (Government Gazette 3140/12-5-2023). Following the presentation, minutes are drawn up and signed by the Examination Committee.
3. The Supervisor and the co-examiners can be faculty members or affiliated researchers (PhD degree holders) of AUEB or other recognized Universities. The thesis Supervisor and Co-examiners are appointed by the Interdepartmental Committee governing the MSc Program.
4. Each group of students decides about the general area in shipping, finance or management, that they wish to pursue their thesis according to their interests, and approaches professors who are involved in this or related area. Following consultation between the students and the potential supervisor, the final thesis' topic is determined by the students in cooperation with their Supervisor.



5. Students must send to the MSc Program's Secretariat an email stating their thesis topic and supervisor, 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. The thesis must be the outcome of students' 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 MSc program. On this topic see also paragraph number 9 below.

7. The thesis must be written in the English language.

8. Full-time students must submit their thesis by October 31st. Part-time students must submit their thesis by September 30th, at the end of the second year of their studies. These deadlines may be extended to a maximum of an additional month, upon approval by their supervisor and the Program Committee. If a group of students fails to submit their thesis within the deadlines above then: (i) they must resubmit it by January 31st of the next calendar year for full time students and by January 31st of the next plus one calendar year for part time students, and (ii) the thesis' mark will be calculated according to the following formula: Final Grade = (original grade - 5) * 0.5 + 5.

9. **The dissertations are submitted to the MSc Programs' Secretariat by email in a .pdf format, not in hard copy.** The email should be copied to all students, their Supervisor and the two co-examiners.

Before submitting their dissertation to the Secretariat through email students need to comply with the following steps:



- a. Obtain their Supervisor's approval to submit their dissertation in writing (email) and forward this email to the Program's Secretariat.
- b. Perform a plagiarism check through the software Turnitin by contacting library@aub.gr. The similarity percentages must be <24% overall and <20% AI. Consequently, the email sent from the library to the students, containing the similarity report generated by the software Turnitin, needs to be forwarded to the Supervisor and the Secretariat.

After defending their thesis students need to comply with the following steps:

- a. Students must incorporate into their thesis any corrections suggested by their supervisor and co-examiners during the presentation and send the final version of the thesis to their supervisor for approval and eventually to the secretariat.
- b. Students must submit online the final version of the thesis to AUEB's "Academic Repository" with the name "Pyxida" in the following URL <http://www.pyxida.aueb.gr/index.php?lang=en>. Upon completion of the online submission, students receive an automated confirmation email that must be forwarded to the Program's Secretariat.

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 must 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 with 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) In a **.pdf format** with file name: Thesis title + Students' last names
- b) 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 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 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 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 thesis are mentioned explicitly with references being made either to their authors, or to the URL’s (if found on the internet).”

[STUDENTS’ FULL NAMES]

.....

[SIGNATURE]

.....



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.