

- The research master thesis, allowing you to validate 18 ECTS, is an important component in the program.
- Generally, a research master thesis can be **validated** earliest during the second semester of the MGM program, but it is recommended to validate it during the third semester
- You can submit the application form as soon as you have acquired at least 30 ECTS (see *Regulations*)

Mémoire

**Art. 21<sup>6)</sup>** <sup>1</sup>Lorsqu'il est prévu dans le plan d'études, le mémoire, dont le sujet aura préalablement été approuvé par un-e professeur-e enseignant dans le Master, doit être déposé au plus tard six semaines avant le début de la dernière session d'examens.

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<sup>3</sup>Ne sont autorisé-e-s à rédiger un mémoire que les étudiant-e-s ayant préalablement acquis 30 crédits ECTS dans le cadre du Master.

- Visit <https://www.unine.ch/seco/formations/mscgem/research-master-thesis/> to consult other information and download documents

# MASTER THESIS: STEP BY STEP

Deadline(*) to validate in Semester 3	Step	Action
Latest by <b>August 31<sup>st</sup></b>	1	<ul style="list-style-type: none"><li>➤ <b>Choose</b> a topic of interest</li><li>➤ <b>Find</b> a supervisor for this topic (a professor teaching at the Faculty of Economics and Business)</li><li>➤ <b>Submit the <u>Application Form</u></b> to the Program Coordinator: <a href="mailto:msc.gem@unine.ch">msc.gem@unine.ch</a>.</li><li>➤ <b>Wait</b> for approval</li></ul>
Refer to the <b>Faculty Academic Calendar</b>	2	<b>Register in IS-Academia</b> for the course “Master Thesis (5GM2002)” (18 ECTS)
	3	<b>Write your thesis</b> according to the guidelines provided by your supervisor
As defined by your supervisor	4	<b>Send the first draft</b> of your thesis, by email, to your supervisor
Latest two weeks before the exam session. See <b>Faculty Calendar</b>	5	<b>Send the final version</b> , by email and in pdf format, to your supervisor and to the Program Coordinator - <a href="mailto:msc.gem@unine.ch">msc.gem@unine.ch</a>
Latest one weeks before the exam session. See <b>Faculty Calendar</b>	6	<b>Hand in the following documents</b> to the Program Coordinator: <ul style="list-style-type: none"><li>➤ One printed paper copy of the report</li><li>➤ <u>Pledge of honor</u>, completed and signed</li></ul>

## MASTER THESIS: STEP BY STEP

Deadline(*) to validate in Semester 3	Step	Action
Registration in IS-Academia as any other course. Refer to the <b>Faculty Calendar</b>	7	If the master thesis is not turned in or if grade is under 4, register in IS-Academia for a following exam session (spring or retake session). In any case the supervisor needs to validate a thesis deferral and the Program Coordinator <a href="mailto:msc.gem@unine.ch">msc.gem@unine.ch</a> needs to be notified
Latest two weeks before the exam session (spring or retake session). See <b>Faculty Calendar</b>	8	Revise your thesis following the indications of your supervisor and return, by email and in pdf format to your supervisor. Give to the Program Coordinator <a href="mailto:msc.gem@unine.ch">msc.gem@unine.ch</a> one printed paper copy of the revised report

\*Deadlines are indicative and can be modified by the supervisor

See also <https://www.unine.ch/seco/formations/mscgem/registration-deadlines/>

## HOW TO FIND A SUPERVISOR FOR MASTER THESIS

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- Generally, it's your responsibility to contact a supervisor appropriate to the topic interesting you. You may also ask a faculty professor, from a domain of interest for you, if research subjects are available
- If you don't know which supervisor is more appropriate, you may contact [msc.gem@unine.ch](mailto:msc.gem@unine.ch) In your request you need to indicate the topic of interest, and eventually the main domain (management, marketing, strategy, information systems, human resources, innovation, startups, finance, accounting, economics, etc).
- **You are responsible** to contact your supervisor early enough to discuss and define **the content and format** of the master thesis.

- Discuss the **content and format** of the master thesis with your supervisor as soon as possible (ideally in the first two weeks after approval). With that in mind, you can then collect the relevant data and information.
  
- Accordingly, the Master Thesis should include the following elements:
  - definition of the research problem
  - literature review of pertinent papers on the topic
  - choice and description of the research design and data collection procedures
  - analysis methods
  - discussion of results, e.g.
    - identification of alternative solutions
    - theoretical and/or managerial implications
  
- Consult the document «**Guidelines for Master Thesis**»

## SOME BASIC FORMATTING

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- Total length – up to 20 pages excluding cover page, abstract, table of contents, bibliography and (eventually) annexes. **The quality of analysis and clarity of argumentation are more important than the number of pages.**
- Include a title page (templates available for [Internship Report](#) and for [Master Thesis](#))
- Font size: 11 point.
- Text alignment – left and right justified with normal margins of 2.5 cm.
- Line spacing –1.5.
- Page numbered
- Use a simple, neutral, academic tone.
- Tables and figures should be numbered, titled, referred to in the text, self-explanatory, with axes clearly labeled.
- Numbers in tables and figures should be rounded to a sensible number of digits (e.g. 1.23 instead of 1.2346746).

- Depending on the requirements of the company, the report may be **publishable** or **confidential**
  - A master thesis may be considered **confidential** if it is based on confidential data or concern a confidential case study
- If permitted, it can be uploaded, consulted, distributed or used by the company/external users.
- Therefore, the report/master thesis must have publication quality, meaning that it does not have language, format or conceptual mistakes.

- Before any submission (draft or final version), we strongly recommend to analyze your document using **Compilatio** (see more details on [SITE](#)L, tab “Compilatio.net”)
- Upon submission of your report/master thesis, you will need to sign a “**Pledge of Honor**”
- It is very important that you make sure your document is the result of your own work and research, and that every source of information (including tables and figures) is cited properly
- The University of Neuchâtel actively combats plagiarism and the abusive use of generative AI. Your document may be subject to verification to ensure that the work is entirely your own.
- In case of plagiarism, the student fails the internship/master thesis; administrative penalties and disciplinary consequences may apply.
- We encourage you to read and visit the website: <https://www.unine.ch/luniversite/portrait/valeurs/>