MASTER IN GENERAL MANAGEMENT

RESEARCH MASTER THESIS

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–   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[6]   [1]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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[3]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 August 31st	1	**Choose** a topic of interest **Find** a supervisor for this topic (a professor teaching at the Faculty of Economics and Business) **Submit the Application Form** to the Program Coordinator: msc.gem@unine.ch. **Wait** for approval
Registration in IS-Academia as any other course. Refer to the Faculty Calendar	2	**Register in IS-Academia** for the course "Master Thesis (5GM2002)" (18 ECTS)
	3	**Write your thesis** according to the guidelines provided by your supervisor
As defined by your supervisor	4	**Send the first draft** of your thesis, by email, to your supervisor
Latest two weeks before the exam session. See Faculty Calendar	5	**Send the final version**, by email and in pdf format, to your supervisor and to the Program Coordinator - msc.gem@unine.ch
Latest two weeks before the exam session. See Faculty Calendar	6	**Hand in the following documents** to the Program Coordinator: - One printed paper copy of the report - Pledge of honor, completed and signed

INTERNSHIP: STEP BY STEP

Deadline(*) to validate in Semester 3	Step	Action
Registration in IS-Academia as any other course. Refer to the Faculty Calendar	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 msc.gem@unine.ch needs to be notified
Latest two weeks before the exam session (spring or retake session). See Faculty Calendar	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 msc.gem@unine.ch one printed paper copy of the revised report

*Deadlines are indicative and can be modified by the supervisor

– 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 sara.wenger@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 research methods
>
> ➢ analysis
>
> ➢ discussion of results, e.g.
>> ➢ identification of alternative solutions
>>
>> ➢ assessment of alternative solutions with a set of evaluation criteria, recommending one solution

SOME BASIC FORMATTING

– Total length – around 20 pages excluding cover page, table of contents, bibliography and (eventually) annexes

– Include a title page, template available at https://www.unine.ch/seco/formations/mscgem/research-master-thesis/

– Font size: 11 or 12 –point.

– Text alignment – left and right justified with normal margins of 2.5 cm.

– Line spacing –1.5.

– Every chapter begins with a first-order heading

– All pages are numbered, except the title page.

– Use a simple, neutral, academic tone.

– Tables and figures should be integrated into the paper (not provided at the end) and cited in the text, be 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).

PREVENTING PLAGIARISM AND THE ABUSE OF GENERATIVE AI

– Before any submission (draft or final version), we strongly recommend to analyze your document using compilatio (see more details on SITEL, tab "Compilatio.net")

– Upon submission of your thesis, you will need to sign a "Pledge of Honor"

– It is very important that you make sure your thesis is the result of your own work and research and that every source of information is cited properly

– The University of Neuchatel fights against plagiarism or the abusive use of generative AI and it is possible that your document is checked to make sure that the work is your own

– In case of plagiarism, the student fails the report and administrative penalties and disciplinary consequences may apply.

– We encourage you to read and visit the website: https://www.unine.ch/luniversite/portrait/valeurs/