

Thesis course for Civilekonom Grade (Degree of Master of Science in Business and Economics) in Accounting, Auditing, Corporate finance and Corporate governance

This is a description of the norms and modes of procedure for the thesis work. You are asked to read it and sign the document as an indication that you have understood it. This document is made in order to assure that everyone at the course, students, supervisors and examiners, are acquainted with the norms and procedures, and that everyone will do the utmost in order to observe them.

The duty of the supervisor: Supervision is pursued with the aim of supervising the student in scientific method. The supervisor is expected to be engaged, educated in business administration, well educated in scientific method, and to be a driving force in the project. The ambition of supervision is to realize the student's inherent capacity. The supervisor has to arrange at least 6 meetings of supervision, ranging between 30 and 45 minutes, and to respond, within reasonable limits, on e-mail requests. It has to be stressed that the supervisor is a supervisor, not a decision maker in the thesis work.

The duty of the student: The student works independently, with the aim of learning scientific method, to further develop knowledge in the subject area and to produce a very good thesis, with both practical and theoretical implications. The student is expected to be engaged, to have knowledge in business administration, advanced knowledge in the subject area, have interest in learning scientific method and to be committed to hard work. The student will allocate at least 800 hours for the thesis work. The student is responsible for every choice made in the thesis work.

Staffing: The course is headed by **the course manager** who allocates **supervisors, co-examiner** (medbedömare) and **examiner**, deals with comments made about the course by students and teachers. The course manager and the examiners assume the responsibility of the grading process. The examiner is at least associate professor (Docent), the responsible supervisor and/or the co-examiner has at least a PhD degree (Doktor). This will assure the scientific quality of the supervision and the examination.

The process: The work begins with introductory lectures in method and a 15 minutes exercise termed problematization (PM0), where the student group's problem area of the thesis will be explored and demarcated. The aim is that within one week of the course: 1. The groups are formed 2. The problem area is defined and 3. A supervisor is allocated and the first meeting will be scheduled.

In the next step of the process, the group will independently develop the project, including reviewing the scientific literature, and the supervisor supports their work, including putting up deadlines, if needed and agreed upon.

One middle seminar will be held, where one group will be respondents, i.e., presenting their work, and one group will be opponents, i.e., giving constructive critique. Several groups attend each seminar and everyone is expected to take part the whole time. The co-examiner will organize the seminar. At least three days before the seminar, the draft for the seminar will be distributed through e-mail, using pdf-format, by the authors to everyone who will attend the seminar. The content for the seminar is given by the lecture slides that can be found at the home page. At the seminar, the respondents present their work and stress their present problems and the opponents perform their constructive critique, where all participants are expected to contribute. The co-examiner is present, chairing the session and contributes with comments and evaluation.

The process finishes with the group handing in their thesis in 4 to 5 copies, receiving their two copies from the group that has been assigned to them. They prepare their opposition and submit the structure of the opposition and their main points of criticism one day before the seminar to the supervisor and the co-examiner. At the day of the final seminar, each group defends their thesis with pride, and performs a

critical and strong opposition. This seminar is public. After the final seminar, a grading meeting will be held where the supervisor informs the students about their grade. The course is finalized by II Gran Finale, the student's popular presentation, taking place the day after the last final seminar, where each group is allocated 15 minutes to present their results in a popular way. The time between submitting the thesis and the examination will never exceed 15 working days.

The examination of the thesis: After handing in the final thesis, the supervisor and the co-examiner independently evaluate the thesis and fill in an evaluation form. Before the final seminar, the supervisor, the co-examiner and the examiner meet and make a preliminary evaluation of the thesis. One aim of this meeting is to find those theses that are in-between two grades, which put special emphasis on the final seminar. Another aim is to find those theses that probably cannot be passed, and to find out if they can be revised in order to get a Pass grade in the future. The ambition of the examination is that all groups will receive their grade before their popular presentation.

Grading meeting will be held after the final seminars. The meeting will last about 15 minutes. The supervisor or the co-examiner presents and motivates the grade through referring to the forms written by the supervisor and the co-examiner, and agreed upon by the examiner. If the thesis has to be revised, the supervisor will present the standards that the group has to fulfill in order to be able to achieve a Pass grade. For those that did not pass, examinations will be held in August and October. When re-examined, it is the responsibility of the supervisor to inspect if resubmitted theses reach the level of pass. No thesis can get a revision for a higher grade than Pass/E. A thesis that has been handed in after the dead line fail on the important dead line criteria and can therefore never be given more than Pass/E.

The finale of the thesis work: The popular presentation will be public. It is graduation day, which implies proper clothing, exhausted but proud students, enjoying the educated and interesting presentations that will be made by each group. Each presentation will last 15 minutes, made popular so that an educated public, not only experts, can understand. Time schedule for the presentation will be announced at the same time as the time schedule for the final seminars, which will be one day after the submission of the thesis. All students are expected to participate during all presentations and pay due academic respect to everyone's presentations.

Evaluation of the course. The course will be evaluated by the course manager and presented in a document containing the evaluation of the course manager, the student's evaluations, the supervisor's evaluations, and suggestions for improvement. This evaluation will be published on the home page of the course.

This text has been fully understood and accepted

Växjö date:

Signature -----

Clarification of signature -----