

Master Thesis

Following legal regulations, to receive an official master's degree the *Universitat Autònoma de Barcelona* requires that you successfully complete 50 ECTS credits of course work and write a *Master Thesis* that, in the case of MEBA, accounts for 10 ECTS credits.

A dedicated meeting to discuss the details of the master thesis is scheduled for November 13th, 2023. Please read through the guidelines below to learn about the general requirements involving the thesis-writing process.

General ideas

As the final element in the master's degree, the thesis gives the student an opportunity to demonstrate expertise in the chosen area and to develop the necessary team-work skills.

- The master's thesis is a carefully argued scholarly paper of approximately 6.000 – 7.500 words of main text (excluding tables, figures, and references).
- It should present either an original research well founded and developed on a topic of your interest, or a survey of the state-of-the-art literature over a topic of your interest that is carefully documented from reliable and prestigious sources. In any case, an original contribution is expected.
- In MEBA, the master theses are written in groups of 2-3 people. It is the students' task to propose a group to other classmates or to join an existing group. There will be no intervention on the side of the program coordinators.
- The thesis must have a focus that falls within the topics of the MEBA program, and it must be written under the guidance of an advisor. Any regular faculty member at the UAB Faculty of Economics and Business Studies is entitled, although not required, to become a master thesis supervisor. It is students' responsibility to find an advisor.
- Approval of thesis topic and thesis advisor by the MEBA coordinators is needed.

Process

- After some initial research on the topic chosen, write a 200-250 word abstract followed by some preliminary references. Approach your possible advisor with it and try to convince her or him about the value and interest of your proposal.
- Once your topic has been duly refined and counts with the approval of your supervisor, complete the Application for Approval of Master's Thesis Topic¹, have it signed by your advisor, and submit it to the MEBA coordinators by the announced deadline.
- Agree on a timetable for meetings and submission of drafts with your supervisor. A standard process usually implies three to four meetings: at the beginning, to fix the topic precisely, and to review the first or second drafts. As a general rule, each group is entitled to 3 hours of advisor time. It is students' responsibility to keep advisors apprised of the master thesis progress. Please notice that advisors need time to read and evaluate your work before giving it back to you with comments and anticipate also that you must have time to incorporate those comments. Appropriate time (not one or two days) has to be allowed to your advisor to return your work to you, whether it is at an initial stage or already the final version. It is appropriate to ask your advisor when you can expect comments in order to organize your own calendar, but you are expected not to pressure advisors to respond quickly.
- Students are also responsible for the formal quality of the final copy of their master thesis, which has to be free from spelling and grammatical errors and fulfill standard presentation requirements; advisors do not verify line-by-line editing.

Formatting requirements

The **cover page** must include the thesis title, the names of the members of the group, your advisor's name and approval signature, the month and year the thesis is submitted, and the statement: "*A thesis in the Master in Economics and Business Administration (MEBA) program in partial fulfillment of the requirements for the Master's degree at the Universitat Autònoma de Barcelona*". **Use the template available at the Virtual Campus.**

Document formatting:

- font selection and font size: Times New Roman 12 or Arial 11
- standard page margins
- 1.2 to 1.3 interlining
- clear separation between paragraphs
- numbering of sections
- references quoted academically (see sample at the Virtual Campus)

1 This form is to be downloaded from the Master Thesis Virtual Campus.

Thesis submission

You must first give a clean copy of the finished thesis to your advisor at least five working days prior to the submission deadline.

After your advisor has read and approved the thesis,

- it is your responsibility to submit **four hard copies** of the final version, signed by your advisor on the cover page, to the program coordinators by the announced deadline.
- Also, a **PDF file** of your thesis must be sent **to master.meba@uab.cat**.

Thesis-writing calendar and deadlines

- Master thesis orientation meeting: November 13th, 2023 – 13:15
- Group, topic, and advisor communication: January 31st, 2024 – 14:00
- Intermediate submission to advisor: April 22nd, 2024 – 14:00
- Final version submission to advisor: May 23th, 2024 – 14:00
- Thesis submission: May 30th, 2024 – 14:00
- Thesis defense: June 13th and 14th, 2024

Thesis defense

Master thesis will be defended in a public presentation and evaluated by a defense committee appointed by the master's coordination. All the students that participate in the thesis must also participate in their thesis defense.

The committee will be composed of a panel of three professors that are experts in the topic addressed by the thesis.

The committee will evaluate both the thesis written report and the public defense. Each student will receive an individual grade based on his/her performance.