

## INSTRUCTIONS FOR A WRITTEN COMPOSITION/THESIS FOCUSING ON SOCIAL SCIENCES

### Introduction

In the field of business administration / economics, a written composition i.e. a thesis is written at Bachelor and Masters (one-year and two-year) level. The economics programmes leading to the Bachelor's degree are required to have a thesis worth 15 higher education credits. The Master's one-year and two-year programmes conclude with a written composition worth 15 credits (one-year programme) and 30 credits (two-year programme).

### Written compositions size

Each written composition / thesis group should consist of two people, regardless of the level at which the composition is written. The students choose themselves with whom they want with.

### Choice of subject

The subject area for the work is chosen by the students within the framework of the course. What falls inside and outside is determined by the supervisor. Composition writing can often involve collaboration with companies and organisations. The main rule is that the university's essays are public documents. The companies the students are working with must be aware of this.

### Knowledge goals for the written composition/thesis

The overall aim of the thesis is to develop the student's ability to independently carry out scientific work. Each composition requires scientific requirements, i.e. the practical pursuit of a scientific approach.

Through the thesis work, the student will demonstrate the ability to apply and integrate knowledge obtained in previous courses. The thesis also provides the opportunity for in-depth knowledge within the subject area chosen. The student will also show the appliance of methodological knowledge in order to be able to conduct a survey

The student shall be able to:

- find suitable literature
- define a suitable subject area.
- critically process previous research and develop a theoretical frame of reference.
- identify and formulate a problem.
- show ethical awareness in all phases of the written composition i.e. thesis.

- use relevant methods for data collection and data analysis.
- critically analyse and interpret the collected empirical data / results.
- structure and present the composition's material in a clear manner
- orally present, discuss and argue for the decisions made as well as points of view.
- critically review and assess other written compositions

## Thesis process

The thesis consists of seminars, supervision as well as the writing and defence of a thesis. These different aspects give a joint grade, which is set after the defence of the thesis has been undertaken.

At each seminar the written compositions are presented and discussed. The seminars are based on the fact that the thesis groups actively participate, and together keep the process moving. Before the first seminar the thesis group will present a written planning document of their own thesis. At the seminars, the thesis group will present areas of the completed thesis in accordance to what the seminars leaders decide. At the seminars, the thesis group will also present shorter written and oral oppositions of other groups' written work. For the final seminar, the thesis group prepares its own thesis and prepares an oral and written opposition of another group's thesis.

Each thesis group is offered a number of supervising opportunities. The thesis group must provide written documentation before each supervision as well as specific questions that they wish to discuss with the supervisor. Before these meetings, it should be clearly stated what the group wants to discuss and needs support and help with. The student group is entitled to four such sessions. Unless otherwise agreed with the supervisor, you cannot "save" these supervising opportunities.

The series of seminars should have the following format:

- Seminar 1: Planning seminar concerning problems and purpose
- Seminar 2: Planning seminar concerning theoretical frame of reference and method
- Seminar 3: Planning seminar concerning results and analysis
- Seminar 4: Final seminar

Times for supervising (tutoring) and seminars are determined and booked in consultation between the relevant thesis groups and supervisors.

The thesis process is planned for the spring term. The final seminar is normally held during one of the last weeks of the spring term. The completed written composition must be submitted to the examiner, supervisor and opponents, Tuesday in week 21 at 12:00, in digital format (via email). This submission date applies to all students regardless of when the final oral seminar is to be held.

## Supervision

The supervisor's role is to act as support in the thesis work. The supervisor can give the group suggestions concerning the setup / focus as well as discuss the appropriate topic area, appropriate problem formulation, purpose, literature, method, empiricism, analysis and presentation. The supervisor can, for example, give his / her opinion on whether the group's proposal is possible to implement in the limited time as well as naming other restrictions. The supervisor can also determine if there is a suitable degree of difficulty for the chosen assignment, for the essay group in question (depending on the type of composition they write). Furthermore, the supervisor may mention to the

students a need to reflect upon any possible consequences that may occur through their work. However, it is never the supervisor who is responsible for the final choices made.

## Final report and seminar

Each thesis must be discussed at a final seminar. The final seminar always takes place on campus. For the final seminar, the thesis group shall print the correct number of copies of the thesis determined by the supervisor. The number varies depending on the size of the seminar group and the structure of the examination.

Approximately one hour is allocated for each essay. The final seminar begins with the authors being given the opportunity to correct any errors. Then the opposition takes over. Opponents are selected for each essay from the participants in the seminar group. A written summary of the opposition is provided at the seminar to the seminar leader and to the thesis group to which they oppose.

During the seminar, the opponents and / or the authors will begin by briefly summarising the thesis. The presentation should be at the level that a person who has not read the composition should have possibility to follow the ongoing discussion, but at the same time not in depth. Therefore, it has to be well prepared. After the presentation, the opponents discuss the thesis regarding the scope of the topic, problem analysis, purpose, method choice, results, analysis, conclusions etc. and, in connection with the discussion, question the authors, who are given the opportunity to argue their case. After this overall discussion, opponents can take up special details, such as formal views, layout, etc. The opponents should finally summarise their impression of the essay and give a final judgment.

Everyone who is part of the seminar group must have read all the essays in the group and participate actively in the discussions of all the written compositions.

## Examination

At the undergraduate level (bachelor's thesis) and the advanced level (master's one-year and two-year) the supervisors and examiner are different people. The examiner at the advanced level will have a doctorate degree (PhD).

## Grading

Assessment criteria for the thesis process and the final product (thesis) are specified in the document "Assessment criteria for social science theses".

The thesis will be given the grades Fail, Pass or Pass with distinction. If a final version submitted for examination Tuesday, week 21 at 12:00 noon does not meet the requirements to pass; the thesis group has the opportunity to submit a new version for a new examination on the Monday, week 33 at 12:00 noon and a second opportunity Monday, week 44 at 12:00 noon. If a thesis still does not fulfil the requirements, the grade Fail is given and the students must start a new essay course when a new course takes place.

## Cheating

Cheating is not common; however, it does occur, which is of course very serious. The student is responsible for quotations and references being written correctly, otherwise there is a risk that the student / students will be suspected of plagiarism. See the university's website ([www.hh.se](http://www.hh.se)) for information on guidelines regarding cheating and disciplinary measures. Written compositions in the

field of economics are reviewed with the help of a plagiarism control tool. Being reported to the Disciplinary Board will occur in cases when suspicion of cheating arises.

## Requirements

The thesis must be printed in A4 format. Fonts can be selected based on the standards available. Times New Roman, size 12, easy spacing, is a font that can be used. There should be sufficient margins for notes, (25 mm in top, bottom, left, right). The scope of the thesis cannot be specified in a specified number of pages. Furthermore, it is important to remember not to write excess pages or to change fonts, increase the line spacing or such like just to fill content. The thesis must be characterized by concentration, which means that the presentation stays true to the matter and uses the most effective way of expressing claims, hypotheses, etc. At the beginning of the thesis there should be a summary on an unnumbered page. This is followed by a table of contents, which refers to headings and subheadings in the text, with page listing.

### Front and back cover pages

Front and back cover pages for approved essays / thesis are available at the library homepage <http://www.hh.se/uppsats>.

## After the thesis has been approved

When the thesis is approved, the student must follow the instructions in the document " Info Thesis Students " while the examiners must follow the instructions in the document "Info Examiner". These documents can be found at the following link:

<https://www.hh.se/akademinforekonomiteknikochnaturvetenskap/utbildning/informationtillstudenter/uppsatsinformation.364.html>

The (written composition) thesis is a module that must be compared in cost with other courses. The student must, therefore, take responsibility for financing the thesis, including costs for empirical work and for printing the thesis. In certain situations, companies may be interested in contributing to cover the costs of the thesis work and it may also be possible to apply for funding through associations, industry and such like. However, the interest of the financier must not be governing and does not interfere with the academic interest. If the financier requires something more, then this must be fulfilled in addition to and alongside the academically oriented work.