

REGULATION FOR THE PREPARATION OF THE MASTER'S THESIS

1. INTRODUCTION

Upon completion of the second semester exams and the successful completion of the required courses, students are required to write a master's thesis, which is a prerequisite for the successful completion of all obligations within the master's program. The master's thesis offers numerous benefits to students, providing specialized knowledge in both scientific theory and their academic development.

The master's thesis is, on the one hand, a research project that seeks to synthesize the theoretical knowledge gained from attending the courses in the program, while on the other hand, it involves the use of research methods taught to explore practical issues in the field of study. The writing of the thesis is always done under the close supervision of the supervising professor, who is responsible for guiding the student through every stage of the thesis.

The selection of the thesis topic is always done with the agreement of the supervising professor, who, in cooperation with the student, selects the most appropriate topic for their area of specialization. The choice of topic is made while considering academic criteria, such as the importance of the topic for the academic community, its practical application, and the benefits arising from the research issues addressed in the thesis for both the economy and society.

1. SUBMISSION OF THE MASTER'S THESIS TOPIC

2.1. Thesis Declaration

According to the regulations of the postgraduate studies program, the right to submit the thesis topic is granted only to students who have successfully completed the two academic semesters of the postgraduate program and have settled all financial obligations.

The submission of the master's thesis is done by completing a form that the student must fill out, which is uploaded on the postgraduate program's page. The form includes:

1. Surname, First Name, and Student ID (AE)
2. Thesis topic in Greek
3. Thesis topic in English
4. Start date of the master's thesis
5. End date of the master's thesis
6. Student's signature
7. Supervisor's signature

2.2. Selection of the Topic - Key Characteristics and Assumptions

The selection of the thesis topic is done with the approval of the supervising professor, who suggests topics related to their area of specialization. The student is obliged to contribute all their abilities to the successful completion of the thesis, taking into account:

- a) The originality of the master's thesis,
- b) The academic quality of the master's thesis,
- c) The application of knowledge in a practical context,
- d) The enrichment of science with new techniques, theories, or comparative viewpoints and conclusions,
- e) Academic diligence,
- f) Strict avoidance of plagiarism. The University of Western Macedonia and the Department of

International and European Economic Studies have a zero-tolerance policy towards plagiarism, which may lead to expulsion from the program.

The master's thesis can be classified into one of the following types:

1. Case Study
2. Literature Review
3. Comparative Study
4. Quantitative Application
5. Theory Development
6. Analysis of Economic and Econometric Data

3. WRITING THE MASTER'S THESIS

3.1. Text Formatting

The master's thesis should be prepared by the student with full attention to detail, avoiding spelling errors and ensuring that the general care required for a high-quality academic work is maintained.

Specifically:

1. The length of the master's thesis should range between 15,000 and 20,000 words, excluding appendices, table of contents, and bibliography.
2. The following formatting standards should be used:
 - a) Font: Times New Roman
 - b) Font size for text: 12
 - c) Font size for headings: 14
 - d) Font size for footnotes: 10
 - e) Text alignment: Justified
 - f) Line spacing: 1.5 lines
3. It is required to reference sources briefly within the body of the chapter and in full in the bibliography.
4. Tables and diagrams should be numbered separately.
5. References to books and articles should follow the Harvard Style Bibliography, as in the example below, or any other well-known system, as long as consistency is maintained.

Harvard Style Bibliography

For example, when referencing a book:

Yin, R.K. (1994) *Case Study research: design and methods*. (2nd edn). Thousand Oaks, CA: Sage.

For example, when referencing an article:

Otley, D.T. and Dias, F.J.B. (1982), *Accounting Aggregation and Decision-Making. Performance: an Experimental Investigation*. *Journal of Accounting Research*, pp. 171-178.

3.2. Structure of the Master's Thesis

The master's thesis should include at least five chapters: a) Introduction, b) Literature Review, c) Research Methodology, d) Data Analysis, e) Conclusions. Additionally, there should be Appendices (if any) and a Bibliography.

The thesis must include a Cover Page with the following details:

- At the top, the name of the University, the Department of Study, and the name of the master's program.
- In the middle, the topic of the thesis.
- At the bottom, the student's surname and first name, the name of the supervising professor, and the place and date of writing.

The second page should include a statement of non-plagiarism, the third page may include acknowledgments if any, the fourth page should list the table of contents, the fifth page should include abbreviations if any, and the sixth page should list diagrams and tables (if any). The seventh page should include an abstract of approximately 200 words in both Greek and English. It is recommended that each chapter starts on a new page.

3.3. Responsibilities of the Supervising Professor and the Examination Committee

The responsibilities of the supervising professor are divided into three stages:

- **First Stage:** The selection of the topic in collaboration with the student.
- **Second Stage:** Guidance during the thesis writing process, including providing advice and suggestions, as well as final comments and preparation for the presentation (a PowerPoint presentation with 20-30 slides is recommended).
- **Third Stage:** Final comments during the presentation process and grading in collaboration with the examination committee.

Students must submit their theses as .doc or .docx files. After the examination, the committee will propose:

- A) The final grade based on the average grades of the examiners, following the supervisor's proposal.
- B) Re-submission of the thesis within 15 days for minor corrections.
- C) Re-submission of the thesis within 1 to 2 months for major corrections.
- D) Rejection of the thesis due to plagiarism or significant academic issues, with the opportunity to present it again after one academic year. Failure to pass the second time will result in dismissal from the program.

Before submission to the supervisor, students must check their thesis for plagiarism using the Turnitin program. The non-plagiarism verification certificate must be presented to the committee members.

The final version of the thesis must be submitted to the University of Western Macedonia Library, and a hardbound copy must be submitted to the graduate program's secretariat.

APPENDIX

1. Sample Proposal Submission Request



**UNIVERSITY OF
WESTERN MACEDONIA**

**Department of International and European Economic Studies
Master's Program in
"Economics, Law and Public Administration"**

Date.:

Reg. Num:

LAST NAME:

FIRST NAME:

FATHER'S NAME:

STUDENT ID NUMBER (AEM):

PROPOSED TOPIC (GREEK):

PROPOSED TOPIC (ENGLISH):

DATE OF SUBMISSION:

DATE OF APPROVAL:

SIGNATURE OF THE STUDENT:

SIGNATURE OF THE SUPERVISING PROFESSOR:

2. Sample Cover Page of a Master's Thesis:



Department: International and European Economic Studies

Master's Program
"Economics, Law and Public Administration"

Topic:

Student's Full Name and Student ID (AEM):

Supervisor's Full Name:

Place/Date

3. Sample Responsible Declaration of Non-Plagiarism

I, the undersigned student, [Name]...., hereby declare that I have written in full this Master's thesis, which I am submitting to the Department of International and European Economic Studies of the University of Western Macedonia.

Signature:

Place/Date:

Postgraduate Thesis Monitoring Form

Last Name/First Name and Student ID Number:

Supervisor's Last Name/First Name:

Thesis Topic:

Submission Date **Return Date**

CHAPTER 1

CHAPTER 2

CHAPTER 3

CHAPTER 4

CHAPTER 5

1st Draft

2nd Final Submission