

MBA IM Thesis Guidelines

The MBA thesis is written in the fourth semester. The candidate will prepare the thesis under the direction of a supervisor who usually is a professor at Pforzheim University. The thesis can be done in cooperation with a company or institution. It is advisable to contact the potential supervisor as soon as possible. If you need advice or help when looking for a possible supervisor, please contact the MBA office. The subject of the thesis is defined in consultation with the supervisor (and, if applicable, in line with the company's requirements).

1. Supervisor

A professor of Pforzheim University.

Lecturer or Guest professors from partner universities can also supervise a thesis, however, only upon the formal permission by the MBA IM examinations committee. The candidate has to file a request to: harald.strotmann@hs-pforzheim.de

2. Co-Supervisor

A professor of Pforzheim University.

3. Thesis Registration

The thesis must be officially registered. The thesis registration form can be obtained online under the MBA download section:

https://e-campus.hs-pforzheim.de/fileadmin/user_upload/uploads_redakteur/Studentische_Abteilung/Dokumente/Studienverlauf/04_Abschlusssemester/thesis_registration_form.pdf

The form has to be signed by: 1) student 2) supervisor and 3) the program director. Please send the filled in form including your and your first supervisor's signature to Prof. Harald Strtomann for his signature. He will forward the completed form to the examination office for further processing.

After the registration has been made official by the examination office, the candidate receives his/her copy by e-mail (please check your e-mail-address of the Hochschule since the confirmation will be sent there and states the exact deadline). With the help of this copy students can check out books at the library for an extended period of time.

In case of cooperation with a company, please inform us about the contact person in the company or institution (name and contact details).

4. Thesis Duration

- a) The thesis duration is 4 months from the date of the official registration. After registering you receive an email containing the binding deadline.
- b) The registration date does not necessarily have to correspond with the start of a project in a company or any other organization.
- c) Request for an extension to the deadline: due to personal, medical or academic circumstances, the submission deadline can be extended by a maximum of two months. The supervisor has to receive a formal request from the student prior (!) to the current deadline. Both supervisor and MBA program director have to agree. A medical certificate or any other document may be required.
Please contact the MBA office in case you need to extend your thesis duration.

Please note: an extension of the thesis duration may require another re-enrollment and payment of tuition fees. Thus, in the summer semester the thesis has to be submitted until August 31, in the winter semester until February 28.

5. Format and Content

- a) The thesis has to be in compliance with the “The Business School Guidelines for Preparation of Business and Legal Academic Papers”. Please refer to the following link:
https://businesspf.hs-pforzheim.de/fileadmin/user_upload/uploads_redakteur_wirtschaft/VWL/AcademicWritingGuidelines.pdf
- b) The thesis can be written in either English or German.
- c) The number of pages is to be defined in accordance with the supervisor. For an orientation: the standard is 60-80 pages.
- d) The thesis has to be submitted in digital form on Moodle (Thesis Abgabe). There you can also find information on the thesis submission in English.
- e) Theses that are written in cooperation with an organization and contain confidential information will be marked with the note “Sperrvermerk” (non-disclosure note). This means that the content will not be made public.
 - a. Tick the “non-disclosure note” box in the thesis registration
 - b. The “Sperrvermerk” (non-disclosure note) is set for a unlimited time. This has to be stated clearly on the thesis registration form (see above) or by a confidential note issued by the cooperating organization.

Confidentiality notice:

The following work contains confidential, internal data from [name of company]. This may only be used for examination purposes and may not be passed on to third parties or published in any shape or form without express permission from [name of company].
[place & date] [signature]

6. Affidavit

On Moodle (Thesisabgabe) you will find the affidavit that needs to be signed and uploaded together with your thesis.

The affidavit states the following:
I hereby declare that this Masters dissertation is all my own work. I have only used the sources or resources I have explicitly referenced. I have attributed all direct and indirect quotations.
[place & date] [signature]

7. Thesis Submission

- a) The thesis has to be submitted electronically via the Moodle course "Thesisabgabe" (not to the supervisor).
- b) The thesis can be submitted only after fifty percent of the officially registered thesis duration (i.e. at least two months).
- c) Theses that do not meet the deadline (i.e. without prior extension) will be graded as "failed".
- d) Please read the "Important Information" about uploading your thesis in the Moodle course "Thesisabgabe".
- e) Use the "Examination Office" and/or "Library" sample cover pages as a guide.
- f) Submit your thesis via the submit button "Submission of your thesis".
- g) Submit the password via the submit button "Submission of your password".