

## **Information about the submission of a scientific article as master thesis for the master program International Marketing & Sales.**

Instead of a "traditional" master's thesis in the form of a monograph (see separate information sheet), **a master's thesis can also be written in the form of a scientific article** (publication) to be published in a scientific journal.

1. **The processing time for the master's thesis is up to 16 weeks** (§ 7Abs.2 BB MA IMS). In exceptional cases, the chairman of the examination board may grant a prolongation of up to four weeks in accordance with § 19 para. 3 AT PO. On our homepage you will find the form "Request for extension of the time of completion of the thesis". The application must provide evidence that during the processing time the student experienced problems that the student was not responsible for. For example, to justify an exceptional case, it is not enough to point out that the work or data collection takes longer than the planned time. It must be specified in detail, which problems have occurred which no longer make it possible to comply with the processing time. In addition, the supervisor's endorsement of the request for extension must be submitted. In the case of an disease, a medical certificate has to be presented that demonstrates the immediate temporal connection between the disease and the resulting inability to proceed (§ 19 para 4 AT PO) .This must be submitted in the original to the examination office, together with the above mentioned form.
2. A master thesis evaluated as "fail" can be repeated once (§ 10 Abs. 3 AT PO).
3. The topic of the master thesis can be returned within the first two weeks of the processing time once without giving reasons. In the case of repetition of writing a master thesis and in accordance with § 19 para. 6 AT PO, the return is only permitted if the candidate has not made use of this option when preparing his first master's thesis.
4. Other persons in a research project can contribute to the article in addition to the supervisors; **the student must in any case be the first author of the scientific article**.
5. In the first weeks, the student will present a **criteria-based selection of three potentially appropriate scientific journals** for possible publication. A target journal is selected together with the supervising first examiner.
6. In addition to the scientific article, an **accompanying scientific paper** shall be submitted describing the details of the bibliographic analysis, the scientific options, the reflected selection of the research approach (strategy, design, method), the scientific merit of the study and limitations. An appendix must provide data, analysis and results.
7. When preparing the master's thesis, the **generally accepted standards for the preparation of scientific papers** must be observed. Particular attention is drawn to the following points:
  - a. **All used sources** are to be **indicated by citations**. This also applies to sources from the Internet. These must be indicated with the Internet address and the time of use. A snapshot must be made that must be kept until the colloquium. The MSB uses software to detect plagiarism in scientific work. Violations of the affidavit and plagiarism in the submitted work are strictly sanctioned.
  - b. The scope, language and form of the scientific journal article are based on the requirements of the selected journal.
  - c. For the accompanying scientific paper should apply: Line spacing 1.5 lines,

max. 20 pages DIN A4 with about 2000 characters per page, left margin about 6 cm

- d. Cover sheet, affidavit, scientific article, accompanying scientific paper and appendices should be bound or stapled in a thesis.
  - e. On the last sheet of the work the following affidavit has to be submitted and signed (§20 Abs. 3 AT PO): "I assure that I have prepared this Master Thesis independently, indicated all aids and all or literally from publications or other sources, in particular the content taken from the Internet."
  - f. The title page of the thesis should contain the information displayed on the sample. It must be ensured in relation to the topic that there are no changes to the theme. The sample cover sheet can also be found on our website.
8. It is compulsory to submit three signed written copies of the master's thesis at the Examination Office (two copies for the first examiner, one copy for the second examiner) and a version written on CD with the exception of the affidavit (bibliography as a separate file) until the deadline set:
- a. as pdf-file (max size 20 MB) or
  - b. as a word file,

where all images are removed from the text and stored in a separate file (maximum size 5 MB). Even if the second examiner of the master's thesis is an external examiner, all three copies of the master's thesis still have to be submitted to the examination office. The student then has the opportunity to take back the copy for the second examiner and hand it over in person. Alternatively, the student can provide the address of the second examiner for forwarding.

10. The master thesis can be handed in personally during the opening hours of the examination office or by post. For a task by post, it is sufficient if the thesis carries a postmark that corresponds to the last day of the processing period. It is strongly recommended to have evidence of the time of delivery and to keep it for evidence (§20 Abs. 2 AT PO). Postal address: Münster University of Applied Sciences, Examination Office for the degree programs in the field of economics, Corrensstraße 25, 48149 Münster