

Formal Guidelines for Master Theses

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1. General information

The 2 tables below give practical information about Master's work. For more information, please consult the faculty website.

1.1. 18 ECTS Master's thesis

Topic proposal	Either the student submits a research proposal, which must be linked to the Chair's teaching and research. Or the student chooses a research topic from among those proposed by the Chair.
Evaluation time	Evaluation of the final work takes up to 3 months, in accordance with the Dean's regulations.
Number of pages	50 - 60 pages (excluding appendices)
Number of copies	Submit 2 copies to the Dean's Office and a PDF version to the Chair For more information, please visit the faculty website https://www.unifr.ch/ses/fr/etudes/infos.html

1.2. 27 ECTS Master's thesis

Topic proposal	Either the student submits a research proposal, which must be linked to the Chair's teaching and research. Or the student chooses a research topic from among those proposed by the Chair.
Evaluation time	Evaluation of the final work takes up to 3 months, in accordance with the Dean's regulations.
Number of pages	60 - 80 pages (excluding appendices)
Number of copies	Submit 2 copies to the Dean's Office and a PDF version to the Chair For more information, please visit the faculty website https://www.unifr.ch/ses/fr/etudes/infos.html

1.3. Drafting stages

There are 3 compulsory interviews when writing the master's thesis:

1. Validation of the proposal
2. Validation of the plan and data
3. Intermediate correction

2. Formal requirements

2.1. Front page

The front page has to contain the following information:

1. "Master Thesis"
2. Title of the thesis (no full title in capital letters)
3. Name of the author
4. Student ID
5. Prof. Dr. Stephan Nüesch
Chair for International Management
6. City, date of submission
7. If the thesis is confidential, please include the note "Confidential."

The figure shows a template for a Master's thesis title page. It is enclosed in a rectangular border. In the top left corner, the logo of the University of Freiburg is displayed, consisting of the letters 'UNI' above 'FR' with a small square below 'FR', followed by the text 'UNIVERSITÉ DE FRIBOURG' and 'UNIVERSITÄT FREIBURG' on two lines. The main content is centered. It starts with 'Master Thesis' in a standard font, followed by the title '*Title of the Master Thesis*' in a bold, italicized font. Below this, the text 'presented by' is written in a smaller, italicized font, followed by 'Fist Name Name' in a standard font. Underneath is 'Student No.: 01-111-111'. Further down, 'supervised by' is written in a smaller, italicized font, followed by 'Prof. Dr. Stephan Nüesch' and 'Chair of Technology and Innovation Management' on two lines. At the bottom, the text 'Fribourg, Month Year' is centered.

Figure 1 : Example of a title page for a Master's thesis

2.2. Layout

- 1.5 line spacing
- Times new roman or Arial 12
- Justified mode
- 2.5 cm margins
- Systematic page numbering

For the rest of the layout you are free.

3. Structure of the master's thesis

3.1. Table of contents

Figure 2 shows an example of a table of contents for a Master's thesis.

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Figure 2 : Example of a table of contents

3.2. Tables, figures, and graphics

The information contained in the list of figures is the figure numbers, the title, and the pages on which the figures can be found. **Figure 3** shows an example of a list of figures. The term "figure" is also used to name tables or graphs. This facilitates the overview, avoids numbering errors and reduces the number of lists.

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Figure 3 : Example of a table of illustrations

3.3. Appendices

Appendices do not count towards the size of the work. They contain information that is complementary to the understanding of the work or information that is not freely available to the public. The following items may be included:

- Questionnaires
- Interview guide
- Interview summaries
- Internal company documents
- etc.

References to appendices should be highlighted in the main text. They should be mentioned in the table of contents. The sources included in the appendix must be mentioned in the bibliography.

3.4. Plagiarism

Any copying of texts or parts of texts written by another author, without mentioning the source or without inverted commas, is plagiarism. This practice is punished by the immediate and definitive rejection of a written work, or by the withdrawal of the title conferred based on the written work if the plagiarism is discovered later (decision of the Faculty Council of 9.11.2004). Systematic checks are conducted using specialised IT tools.

3.5. Declaration on honor

The dean's office will only accept master theses if they include a signed declaration on honor. By signing the declaration on honor, students declare that they have indicated all sources used in their work. Students must include the signed declaration as the final page of their bound thesis. You can find the pdf at this address : <https://www.unifr.ch/ses/en/studies/info.html>.

4. Quotations and references

Any information taken from the literature must be documented with quotations! Quotations and references must comply with APA standards. You can find all the information about the bibliography on this website : <https://apastyle.apa.org/style-grammar-guidelines/references/examples> or by downloading the document entitled "**References**".