

This document outlines practices for the MSc thesis (20 or 30 cr) supervision process. The document applies to the supervisory relationship with individual students (in the case of a pair thesis, with student pairs); the eventual Thesis Seminar is parallel but separate. When necessary (e.g., if a supervisor has established group supervision, or if the thesis is part of a research project) these practices can be modified as appropriate. Only the description of general practices applies to Master’s Theses in the Global Management programme, not the table on supervision meetings.

General practices

Basic approach: Students are first supervised towards a research plan and thereafter towards implementing that research plan into a final thesis.

Form of supervision: The supervision takes place through supervision meetings. The process consists of five supervision meetings as outlined below. The meetings match key milestones in the student’s thesis process. When judged more useful, a meeting may be replaced by giving written feedback. Supervision meetings shall be arranged during teaching and evaluation periods unless otherwise agreed with the supervisor.

Preparing for a meeting: For each meeting, the student shall send the supervisor material to read as well as any specific questions they want to discuss in the meeting. The material shall be sent one week before the meeting unless otherwise agreed with the supervisor. The material shall be sent in Word format so that the supervisor can run a comparison document against the previous version. The supervisor shall read the new or revised parts of the material, be prepared to give constructive feedback on them, and prepare to discuss the questions the student has raised.

Agreeing on next meeting: At the end of each supervision meeting, it shall be jointly agreed when the next meeting will take place and what the student will produce for that meeting. How soon the next meeting will take place depends on the schedules of the student. If the student is not able to send the agreed material in time for a supervision meeting, they must contact the supervisor as soon as this becomes apparent to reschedule the meeting.

After a meeting: Soon after each supervision meeting (the next day at the latest) the student shall write a short e-mail memo to the supervisor, summarizing what was discussed, what was agreed, and how the student will proceed next. The supervisor shall respond to the e-mail as soon as possible with an “ok” or, in the case of any critical misunderstandings, correct them. These e-mail memos will create a written trail about the process for both parties and help correct misunderstandings immediately.

Supervision meetings

Thesis process phase for student	Meeting	Meeting topic
Settling on a basic idea and letting it mature	1 ^a	Discussing research topic, scope, and research approach with supervisor
Finalising the idea into a detailed research plan	2	Supervisor gives feedback on the written research plan
Research plan ready; will be turned into thesis draft and expanded from there		
Writing literature review, setting up data collection	3	Supervisor gives feedback on the thesis draft where the introduction and literature review have now been elaborated, as well as on the data collection instrument (questionnaire / interview guide / etc.)
Collecting and analysing data	4 ^b	Supervisor gives feedback on the revised thesis draft where also the data and methods section has now been elaborated and initial findings added
Finalising thesis write-up	5	Supervisor gives feedback on the revised, finalised thesis which now also contains full findings, discussion, and conclusions
Making last corrections, submitting for grading	-	-
Master’s Thesis ready		

^a sometimes another meeting is needed here, e.g. if the student’s first idea turns out not to be feasible

^b sometimes students can skip this meeting and go directly from meeting 3 to meeting 5