

Guidelines for Writing a Bachelor and Master Theses at the Center for Human Resource Management (CEHRM)

Are you interested in writing your bachelor or master thesis at the Center for Human Resource Management (CEHRM)? If so, the following guidelines provide information about what you can expect from the thesis supervision process. This document is valid for all students starting their thesis at the CEHRM on or after February 1, 2021.

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1. What do theses examine?

Bachelor and master theses test your independent research abilities. Specifically, your thesis gives you the opportunity to demonstrate the academic and theoretical skills that you have developed in your studies. The thesis also enables you to specialize your knowledge in human resource management.

2. Who can get credit for a thesis at the CEHRM?

It is your responsibility to determine whether you can get credit for theses supervised by the CEHRM in your study programme.

Generally, bachelor theses at the CEHRM are accepted by the “Economics and Management” programme. Master theses at the CEHRM are accepted by the “Economics and Management, core elective (without specialization)” and “Market-oriented Management” programmes.

Students from all other study programmes must present confirmation from the responsible delegate/examination board that CEHRM supervision is accepted.

3. What pre-qualifications should I have?

In order to write a bachelor or master thesis at the CEHRM, you must meet the admission requirements specified in the [“Guidelines for completing bachelor and master theses”](#) from the

Faculty of Economics and Management. Other restrictions may apply to minor-subject students and students in Philosophy, Politics and Economics (PPE).

With a good academic performance in "Human Resource Management" and solid attendance at [CEHRM elective courses](#), you meet the prerequisites for a bachelor thesis at the CEHRM

In order to write your master's thesis at CEHRM, you must have attended or be enrolled in the mandatory course "Strategic Human Resource Management" and either the elective course "HR Lab" and/or "People Analytics" at start of your thesis. By attending other related [CEHRM elective courses](#) you will be optimally prepared for your master's thesis at CEHRM.

4. How do I choose a topic?

You will find our selection of topics on our homepage: ["Topics for bachelor and master theses at the Centre of Human Resource Management"](#). If you are interested in any of the listed topics, please contact the responsible supervisor directly and indicate the following:

- Your choice of topic and a brief explanation of what interests you about it
- Your study major, number of semesters and whether you are writing a bachelor or master thesis
- An overview of your degrees from the UniPortal
- Your desired start and submission dates
- Your previous knowledge in the field of human resource management and your level of experience writing scientific papers and analysing data

If you are not interested in any of the listed topics, you may also suggest your own. In this case, we ask you to write a proposal. Alongside the requested information listed above, this proposal can be submitted in place of a topic choice. A proposal should be a maximum of two A4 pages and contain:

- Thesis title
- Research question(s)
- Actual and/or scientific relevance of the topic
- Theory or literature to be used
- Planned methodology and analysis strategy
- Expected results and implications

Send your proposal directly to the supervisor who you feel would be most suitable for the proposed topic. An overview of supervisors' areas of research and interest can be found on the [homepage of the CEHRM](#). Only those with a doctoral degree (PhD) are allowed to supervise theses. We advise you to contact your supervisor at an early stage.

5. How is a supervising relationship established?

Please note that supervising relationships are only effectively established when you and your supervisor agree on the essential points of the supervising progress. To come to such an agreement, an initial meeting is set up. Your supervisor will not sign your theses form issued by the Faculty of Economics and Management or any other faculty before this meeting has taken place and agreement has been achieved. Furthermore, a completed and signed ["Agreement for bachelor and master theses at the Centre of Human Resource Management"](#) is required for a supervising relationship to be established.

6. How will I be supervised?

The supervision process will be defined by you and your supervisor. Supervision usually consists of three core meetings: an initial meeting, a concept meeting and a feedback meeting. The supervision does not have to take place in person (e.g., can also take place by phone, video chat).

Initial meeting: If your supervisor has accepted your topic request/proposal, you may arrange an initial meeting. The aim of the initial meeting is to agree on the key points of the supervision relationship and, if necessary, further specify the topic. If you and your supervisor come to an agreement, you sign the thesis form provided by the Faculty of Economics and Management (or whichever faculty is responsible). Before you can start your thesis at the CERHM, we also need the completed and signed [“Agreement for bachelor and master theses at the Centre of Human Resource Management”](#) form. Furthermore, to obtain data from the CEHRM, we may ask that you sign a data agreement. Please bring all necessary forms completed and signed to the initial meeting or send them to your supervisor in advance.

Concept meeting: We recommend that you discuss your concept with your supervisor about a third of the way through your work. We advise you to make an appointment for this meeting early on and to send your concept to the supervisor in advance. The more informative your concept is, the more constructive your feedback will be. An informative concept includes:

- A draft of the table of contents, including weighting (estimation of page numbers)
- A draft of the introduction, which should comprise:
 - Relevance of the topic for practice and research
 - Research gap
 - Contribution to the literature
- Methodology description (in particular, a plan for analysis and results presentation)
- Tentative bibliography
- Time plan for writing the thesis

Feedback meeting: After you have been given a grade on your thesis, you are entitled to a feedback meeting in which your supervisor discusses the grade with you.

Further support: We encourage you to contact your supervisor about any questions or uncertainty. However, further support requires your supervisor to recognize the need and can be linked to additional conditions.

7. What are the formal requirements for my thesis?

The thesis can be written in German or English. Both empirical and literature-based theses are acceptable. However, you must stick to your topic; it cannot be updated or modified without the consent of your supervisor.

The formal requirements of the [“Guidelines for completing bachelor and master theses”](#) from the Faculty of Economics and Management generally apply. Permitted deviations from these requirements are explicitly defined in the guidelines, the primary one being that in place of the [Harvard system](#), you can also use the "7th Edition of the Publication Manual of the American Psychological Association" (known as APA) style guide. Please consult the ["APA reference information leaflet"](#) if you choose to do so. You must be consistent with your chosen citation style. DOI numbers are not required when using APA.

8. What are the relevant deadlines?

The deadlines listed in the [“Guidelines for completing bachelor and master theses”](#) from the Faculty of Economy and Management are mandatory. If you are not studying at the Faculty of Economy and Management, please check the deadlines for your faculty.

You alone are responsible for meeting these deadlines. In order to ensure timely support, please inform your supervisor of the deadlines, planned submission date or any changes in your planning in advance.

9. How do I submit my thesis?

Follow the submission regulations of the Faculty of Economics and Management, according to the [“Guidelines for completing bachelor and master theses”](#). If you are not studying at the Faculty of Economy and Management, please check the specific submission regulations for your faculty.

Additionally, your thesis must be sent to your supervisor as a PDF via email by the chosen deadline. Please make sure that your signed declaration of independence is also in the PDF.

If your thesis includes data analysis, your supervisor may also request the cleaned data file and the codes used in the analysis.

10. According to what criteria is my work assessed?

The evaluation criteria applied to theses at the CEHRM are specified in the documents [“Evaluation criteria for empirical bachelor and master theses at the Centre for Human Resource Management”](#) and [“Evaluation criteria for literature-based bachelor and master theses at the Centre for Human Resource Management”](#). Your supervisor is responsible for grading.

11. What if I have more questions?

Dr Manuela Morf is your contact person for theses at the CEHRM: manuela.morf@unilu.ch (Deputy: Laura Schärner, laura.schaerrer@unilu.ch). Until you have established a relationship with a supervisor, please contact her with any open questions.