

# 22170 Research Seminar in Management and Organisation

## Course Syllabus Spring 2021

### Course description

The course aims to support the writing of the master's thesis in the major subject. During the course you receive support and individual counselling from your thesis supervisor for producing a thesis. You also get feedback from your co-students when presenting your own master thesis project in your seminar group. The course contains individual counselling and group discussions. During the course you will partly work on your own thesis, partly review and comment your co-student's thesis projects. Please note the pre-requisites (below) to take this course. Be prepared to work a lot in this course as the thesis project requires effort and time.

Read more about the master's thesis on the [web](#).

Students in the integrated Swedish-speaking programme can write their thesis in Swedish, although the seminar course is in English. If you are studying in the integrated Swedish-speaking programme, but would like to write your thesis in English, please see further instructions [here](#).

### Learning goal

You have the skills to independently plan, complete, present and evaluate scientific research projects.

### After completing the course, you will be able to

- identify and formulate a suitable research problem and purpose
- identify, assess and present relevant literature/research within the chosen field of research
- argue for the chosen scientific approach, research method and data
- orally and in writing conduct a scientific argumentation
- analyze, discuss and provide constructive feedback on others' research plans and ongoing research projects

### Pre-requisites

Please note, you will not be allowed to take this course unless you fulfil **ALL** the below pre-requisites.

1. Completed bachelor's degree,
2. 10 credits in your major subject (advanced level studies)
3. 5 credits (advanced level) method's courses (eg. 22043 Research Design)

### Course examiner

Linda Tallberg, Assistant Professor  
Department of Management and Organisation  
Email: [linda.tallberg@hanken.fi](mailto:linda.tallberg@hanken.fi)

### Total student workload

134 hours divided into

- Scheduled (contact) hours: 15-35 h
- Non-scheduled work: 99-119 h

### **Instruction and course setup**

The seminar course is tailored to assist your thesis writing with focus on managing the thesis-process and writing of the manuscript.

There is an introduction to the course virtually through **TEAMS on 19.1.2021 at 12.15**. You will get the session-link in an email (to the email address you registered to this course in WebOodi) before the scheduled session.

There are **two mandatory seminars** which are scheduled during the course. The exact time & dates will be set later according to supervisor availability but please preliminarily reserve the two full weeks as per the below timetable.

There are also **small group meetings** throughout the course (see the timetable) which have mandatory attendance. You will be assigned to a group at the start of the course.

### **Assessment**

- Work in relation to own project (seminar paper, presentation, process) 40 %
- Work in relation to co-student's projects (opponence, discussion, activity) 60 %

### **Recommended time of performance**

The seminar course is to be started in the Autumn semester during the second year of your master's studies.

The courses "Academic Writing Apprentice Level" (51003, 2 ECTS) and "Mastering Academic Writing" (51004, 3 ECTS) support the thesis writing and are recommended to be taken simultaneously with the seminar course if you write your thesis in English. If you write your thesis in Swedish, we recommend "Vetenskaplig kommunikation för ekonomer" (5655-E, 5 ECTS).

If the major subject studies include more than 5 credits method courses, the additional 5 credits (i.e. 22044 Research methods) can be taken simultaneously with the seminar course. At least 5 credits method courses (i.e. 22043 Research design) need to be completed before taking the seminar course.

### **Registration to the course**

You must register to the course through completing **all three registrations**:

- 1) Register in WebOodi.
- 2) Register to the course homepage in Moodle. The course-key will be sent to your email at the start of the course.
- 3) Fill out the **Thesis topic form** and submit a **Academic Transcript** (showing you meet the pre-requirements above). Hand these in latest by **20.1.2021 at 9 am** through the correct Moodle submission points. Supervisors are assigned based on the Topic-form, so if you don't hand this in, you will not be assigned a supervisor. **Note:** You will not be allowed to take the course if you don't meet the pre-requirements or hand in a transcript!

### **Suggested literature**

Bryman, A., & Bell, E. (2011). *Business research methods*. Oxford: Oxford University Press (or later edition).

Creswell, J.W. (2009). *Research design: qualitative, quantitative, and mixed method approaches*. Thousand Oaks, CA: Sage (or later edition).

Hart, C. (2005.) *Doing your Masters Dissertation*. SAGE Publications.

Patton, M. Q. (2002). *Qualitative Research & Evaluation Methods*. 3<sup>rd</sup> edition.

Saldaña, J. (2013.) *The Coding Manual for Qualitative Researchers* (2<sup>nd</sup> ed.). SAGE Publications.

### Actors and division of work

The division of work in the course is as follows; The *examiner* handles the introduction and coordinates the two seminars of the semi-course, is responsible for the semi-group's joint activities and answers all questions that have to do with the dissertation process, formalities and practicalities (such as the maturity test). In addition, each semi-course participant / degree writer has a *supervisor* who helps with the content of the dissertation - structure, theories, sources, the structure of the empirical study, etc. You will get feedback on your thesis by your supervisor throughout the process, but please contact her/him if/when you need support. Both examiner and supervisor are contacted primarily by email. You need to get a final 'green light' from your supervisor to formally submit the thesis. Please allow 2 weeks for your supervisor to read and comment on your thesis before making final changes and submitting. Discuss with your supervisor your time-frame and how you will work together in detail, as this can slightly differ between supervisors.

The course consists of the sub-achievements listed in the timetable below. All partial performances are mandatory, i.e. all the written work should be submitted and attendance at small group meetings is a requirement to pass the course. The purpose of the small group meetings is to give all course participants the opportunity to discuss the dissertation work informally with others in the same situation, as well as exchange experiences and tips that facilitate the writing process. Experience from previous years shows that small groups are an important support for writing, so take them seriously and feel free to arrange meetings on your own initiative in addition to what is outlined below.

### **Timetable: 22170 Research Seminar (January 2021 – December 2021)**

<b>Activity</b>	<b>Time &amp; place</b>	<b>NOTE</b>
Introduction lecture (through TEAMS)	19.01.2021 At 12.15-14.00	Virtually online through Microsoft TEAMS. You will get a link to the session to the email address you used when registering to the course in WebOodi.
<b>DEADLINE, course registration with form</b>	<b>20.01.2021 at 9 am</b>	Hand in your <b>Thesis Topic Form</b> and your <b>Student Transcript</b> (that shows you have completed all the pre-requisites) through Moodle to the examiner
Allocation of supervisors and small groups	25.1.2021	Posted in Moodle.
First meeting with your supervisor	By 5.2.2021	See instructions below.
Small group meeting 1	Latest by 12.2.2021	Your group meets, discusses and hands in the group-report (see instructions below)
<b>DEADLINE, researchplan</b>	<b>19.02.2021 at noon</b>	<b>Submission of your Research Plan (see below)</b>
Small group meeting 2	Latest by 15.3.2021	Your group meets, discusses and hands in the group-report (see instructions below)
<b>DEADLINE, Semi 1</b>	<b>9.4.2021 at noon</b>	<b>Submission of your Semi 1 manuscript (see below)</b>
<b>Seminar 1 presentations</b>	19.4-23.4.2021	Exact times and places will be allocated later. Please reserve <b>this week</b> for seminar presentations. You will present your work and peer-review and discuss other students' work. These will be assigned later.
Small group meeting 3	Latest by 10.9.2021	Your group meets, discusses and hands in the group-report (see instructions below)

<b>DEADLINE, data collection report</b>	<b>17.09.2021 at noon</b>	<b>Submission of data collection report (see below)</b>
Small group meeting 4	Latest by 08.10.2021	Your group meets, discusses and hands in the group-report (see instructions below)
<b>DEADLINE, Semi 2</b>	<b>29.10.2021 at noon</b>	<b>Submission of your Semi 2 manuscript (see below)</b>
<b>Seminar 2 presentations</b>	8.11.-10.11.2021	Exact times and places will be allocated later. Please reserve this week for seminar presentations. You will present your work and peer-review and discuss other students' work. These will be assigned later.
<b>Submission of Thesis</b>	<b>December 2021</b>	Follow instructions online on Hanken homepages <b>Remember the Maturity Test</b> (contact Tanja)  Please check the official submission dates here to plan your submission: <a href="https://www.hanken.fi/en/students/study-practicalities/completion-studies-and-graduation/timetable-graduation">https://www.hanken.fi/en/students/study-practicalities/completion-studies-and-graduation/timetable-graduation</a>
Application for degree	<b>TBA</b>	Follow instructions online on Hanken homepages: <a href="https://www.hanken.fi/en/students/study-practicalities/completion-studies-and-graduation/degree-certificate">https://www.hanken.fi/en/students/study-practicalities/completion-studies-and-graduation/degree-certificate</a>
Degree ceremony	<b>TBA</b>	Party! Check the information here: <a href="https://www.hanken.fi/en/students/study-practicalities/completion-studies-and-graduation/graduation-festivities">https://www.hanken.fi/en/students/study-practicalities/completion-studies-and-graduation/graduation-festivities</a>

### Detailed instructions from the points above:

#### Discussion with your supervisor - read before the first meeting

- "Master's Thesis Framework", "Master's Thesis Assessment criteria" and "Final Steps Checklist" (all available on the semi-course website in Moodle)
- The following web-page:  
<https://www.hanken.fi/en/students/study-programmes/masters-degree-studies/masters-thesis>
- **NOTE!** Before you start writing in English (and you are a Swedish degree student) you must check that you fulfil the requirements to write in English here:  
<https://www.hanken.fi/sv/studerande/program-och-studier/magisterstudier/magisteravhandling/magisteravhandling-pa-engelska-0>
- Guidelines on how to find literature and the formatting and reference guides and templates (ask the library for help if needed): <https://www.hanken.fi/en/library/service/formatting-and-reference-guides>  
There are usually workshops held early September on research skills, writing and finding literature by the library. Check their pages! You can also book individual consultations with the library on the webpages which can help you in the research process.
- Literature and notes from your past methods-courses and your Bachelor thesis seminar course 22001.
- **NOTE!** Before collecting empirical data you must fill out the GDPR form at <https://forma.hanken.fi/lomakkeet/1435/lomake.html> If you are unsure about how to fill out

the form, you should talk to your supervisor who can help. This must have been filled out in order for your thesis to pass.

**Small group reports:**

The group members self-organize and gather at a chosen time within the framework of the timetable given above. **Everyone should update the others about their projects** (make sure you allow for equal amounts of time for each member – use meeting-skills to have effective meetings, such as nominating a timekeeper, note-keeper, chairperson etc) **and the members give each other feedback and support.**

The group needs to submit a group report after each meeting according to the themes below and **will be marked on quality as a group (out of 5 marks)**. Your marks are based on content of reporting your discussions around the themes below; language and layout (include all students names who attended the meeting and note that this has mandatory attendance); and any questions/issues that arose from the meeting which you cannot find answers for in your guidelines. Note that this should NOT just be an extensive list of questions/challenges (2-4 questions are fine), rather focus your 1-1.5 pages as an update of your groups progress that shows reflective ability on moving forward together and helping each other out with support/feedback in this process. Please, make sure that you formulate the questions/issues clearly so that it's possible to answer them and give you answers in an effective way.

Only one group member should submit the report. The course examiner will respond to any issues/questions from your reports and post the answers in Moodle.

At each meeting, the groups should pay special attention to certain parts of the thesis as follows (and report on them):

- Small group meeting 1: choice of thesis topic, aim and problem/purpose formulation and literature search
- Small group meeting 2: structing the theoretical framework and choice of method
- Small group meeting 3: data analysis and connections between results and theoretical framework
- Small group meeting 4: the thesis discussion section and conclusions

**The research plan:** must be prepared according to the following outline and should include the following sections:

- Chapter 1: introduction to the research area and the topic of the thesis (including references to key sources), purpose/problem of the thesis, definitions and most important delimitations
- Chapter 2: a preliminary theoretical framework (thesis “theory chapter”)
- Chapter 3: a preliminary description of the intended method(s)
- a timetable for the thesis project, including data collection and analysis, and
- complete references of all the sources referred to in the text (according to correct APA v6 or Harvard referencing style in-text and in the reference list).

The research plan is submitted to Moodle for the examiner and via email to your supervisor so s/he can comment/give feedback on it.

**The Semi-1 manuscript:** must follow the same outline and include the same sections as the research plan, but should have been developed so that it takes into account feedback on previous parts/versions of the manuscript by the supervisor (eg. research plan) as well as the feedback/comments from the small group meetings; in addition, the theoretical framework and the

method sections must have developed to their final form, the current situation of the data collection is reported and the timetable for the thesis project is updated at the end. For further details, see the section "Instructions for Semi 1" below. The manuscript is submitted by e-mail to your supervisor for feedback no later than the deadline in the timetable above, and the work is also submitted to Moodle for plagiarism control and for the examiner by the deadline.

***The data collection report*** must be 1-2 pages long and must describe the current situation in regard to the data collection. It can be built around e.g. the following questions:

- Reflect on your original data collection plan. To what extent have you been able to realize this?
- What aspects of data collection have you experienced as particularly easy / difficult so far?
- What type of data have you collected? (eg number of interviews, their length and quality)
- How did you handle this data? (eg with regard to having a proper backup of recorded interviews, transcription of interviews, preliminary analysis ...)
- What parts of the data collection do you still have undone?
- Exactly when do you plan to perform these parts?
- Open questions that you intend to bring up for discussion at the next meeting with your group/supervisor?

The data collection report is submitted to the examiner in Moodle by the deadline, and by e-mail to your supervisor for feedback/comments.

***The Semi-2 manuscript*** will be based on the Semi 1, but should have been developed so that it takes into account feedback from your supervisor, opponents/discussants in Semi-1 presentations and small group meetings. In addition, the manuscript should include a final description of the data collection, at least preliminary versions of the data analysis and the discussion, as well as an updated timetable for the remaining part of the thesis. The manuscript is submitted to Moodle by the deadline for the examiner and by e-mail to your supervisor.

***NOTE:*** All written work within the course should follow the format rules in Hanken's instructions for reports and exercises. It is especially important that complete references to all sources in the text are included. All work should also be submitted on time; delays will lead to point deductions.

### **Submitting your thesis:**

Read the updated and most current instructions always here <https://www.hanken.fi/en/students/study-programmes/masters-degree-studies/masters-thesis/submitting-your-thesis>

### **Early submission of the thesis:**

If you submit your thesis early (before Semi 2), you will be awarded 10 extra points for early submission. You do not need to stay in the 22170 course after thesis submission, however, you need to inform the 22170 course examiner via email so that a final course grade can be finalised for you (this is updated by Hanken administration centrally so please factor in at least 2 weeks for it to show in your records). Please also cc your supervisor in on the email regarding this request as you need to have **formally** submitted your thesis for early completion of the 22170-course. Your 22170-course grade will be a weighted total of the assessments completed up to the date of your thesis submission (in addition to the extra 10 bonus points).

### **Plagiarism check of the master's thesis**

All master's thesis must, before they are assessed by the Education Council, be approved in a plagiarism check that is done with the help of plagiarism detection software. The study agency submits your master's thesis for a plagiarism check into the correct software after you have submitted your thesis. Also read the IT-centre's information on plagiarism check.

The analysis report that the plagiarism detection software create serves as an aid for the first examiner (your supervisor) when he or she decides whether a thesis contains cheating or not. The plagiarism detection software cannot independently perform a plagiarism check but can only be considered as a tool to facilitate teachers' work in detecting plagiarism.

If you wrote the master's thesis in Swedish, it will be plagiarism checked using the program Urkund or Turnitin. (Read more: <https://www.hanken.fi/en/students/study-programmes/masters-degree-studies/masters-thesis/submitting-your-thesis/plagiarism>)

### **Marks in the Course**

As stated above, all parts in the course are mandatory, ie. all the written work should be submitted (even if late) and attendance at small group meetings is a requirement to pass the course. Possible absence for compelling reasons should be discussed in advance with the examiner.

The marked parts are:

- individual written performance at Semi 1 and 2,
- opposition activity, and contribution to the group's learning in the two Semi-sessions,
- the quality of the work in the small groups; and
- individual work outside the two Semi-sessions - submission of written assignments according to given instructions and by deadline.

**The maximum points for these parts are as follows:**

#### **Individual parts**

##### **Max 40 points**

Thesis Topic Form Max 2 p.

Research plan Max 4 p.

Data collection report Max 4 p.

Own oral and written work in Seminar 1 Max 15 p.

Own oral and written work in Seminar 2 Max 15 p.

#### **Seminar**

##### **Max 60 points**

The work of the small groups: in time and high-quality reporting of the meetings Max 5 p. per meeting, total 20 p.

The group receives a joint grade

Peer response on collaboration in small group meetings: Max 6 p.

Opponent's activity, contribution to the group's learning at Seminar 1 Max 17 p.

Opponent's activity, contribution to the group's learning at Seminar 2 Max 17 p.

#### **Extra points**

##### **10 points**

Submission of the thesis before Semi-2 will be awarded 10 extra points.

#### **TOTAL POINTS**

##### **MAX 100**

To pass the course, you should achieve at least **50 points**.





## Instructions for Semi 1 and Semi 2

The deadline for submitting the Semi 1 and 2 manuscripts are found in the Course Syllabus Timetable. The manuscripts are to be sent by e-mail (as pdf files) to your supervisor by the deadline and a copy uploaded to Moodle for the course examiner.

The manuscript can be said to constitute a plan for the thesis as a whole. It should be at least 20 pages long and contain at least the following parts:

- Introduction / Research topic discussion
- Research Purpose/Aims (eg divided into descriptive and explanatory sub-purposes/aims)
- Any restrictions/limitations
- Literature overview / theoretical framework: a review and discussion of theories / models / empirical studies that are relevant with regard to the purpose of the thesis
- A final method description
- A preliminary discussion on how the empirical work will be carried out, including reporting on the current situation of the data collection. **NOTE!** The GDPR form needs to be filled out **BEFORE** you start collecting data: <https://forma.hanken.fi/lomakkeet/1435/lomake.html>
- An updated timetable for the thesis project

The Semi 2 should contain the same components as the Semi 1, but should have been developed so that it takes into account feedback from your supervisor, opponents/discussants in Semi-1 presentations and small group meetings. In addition, the manuscript should include a final description of the data collection, at least preliminary versions of the data analysis and the discussion, as well as an updated timetable for the remaining part of the thesis. The manuscript is submitted by the deadline e-mail to your supervisor and a copy to Moodle for the course examiner.

During the semi-sessions themselves, all participants present their work (approx. 10 min.) and receive feedback from the group (approx. 20 min.). Since the starting point is that everyone has read everyone's work, the presentation should not just be about repeating what has already been written. A short repetition of the content of the work is OK, but the focus of the presentation should be on issues / problems you have not yet managed to solve. The semi-opportunities are there to support your writing process. Your oral presentation will be assessed according to the Assurance of Learning (AoL) evaluation (see the course homepage for the rubric under the Seminar 1 section "Oral Presentation Evaluation Criteria"). The presentation should be supported by visual aids (such as a Powerpoint presentation).

Each semi-participant opposes another participant's work according to a list that is sent out separately. The opposition involves writing and orally presenting in detail (approx. 2 pages) comments on the speaker's semi-work. These comments should contain constructive advice regarding development / improvement of the work. The comments are submitted to

the referee - with a copy to the teacher responsible for the semi-session - at the end of the session.

In addition to the actual opposition, each seminar participant should also read the other work presented in the same group, and submit written comments on these (approx. 1 page) to the respective speaker and the responsible teacher.

Both semi-sessions thus presuppose a) submission of an own written seminar paper (i.e. the Semi 1 manuscript), b) oral presentation of this work in Swedish or English, c) detailed written and oral opposition to another semi-participant's written work, and d) shorter written opposition to and oral comments to the work of the other participants. Remember to keep the given timetable and follow the given instructions regarding the submission of work, etc. Negligence on these points entails a point deduction.

### **Instructions for the opposition**

A thesis manuscript is read like any other scientific work. Some key questions you should consider are the following:

- Is the aim/research problem relevant and does the writer have sensible arguments for why it is worth studying?
- Is the purpose clearly and unambiguously formulated, and does it follow logically from the aim/research problem?
- Does the writer explain the limitations of the work and possible other limitations?
- Is the theoretical framework relevant in view of the manuscripts aim/problem area and purpose?
- Is the theoretical framework coherent, does it (given the delimitations made) seem to cover the aim/problem area satisfactorily, and does it provide suitable starting points for achieving the purposes of the research?
- Does the method fit the specified aim/problem, purpose and the theoretical framework presented by the author?
- Are the methods used in the thesis relevant with a view of achieving the purpose?
- Are they practically feasible?
- Does the writer reveal an understanding of her/his own role as a researcher and her/his possible understanding of the phenomenon studied?
- Is the thesis well written and arranged?
- Has the writer observed the rules for scientific writing with regard to references, source references, and the avoidance of voluntary / involuntary plagiarism?

And last but not least: if the answer to any of the above questions is anything other than "YES", what should / could the writer do to improve her/his work?

This list of course continues in a similar way with empirical data, analysis and conclusions, but these are rarely relevant to the opposition of semi-1 works because very few writers have made it this far.

Finally, it should be emphasized that the semi 1 is a job opportunity to go through half-finished work in a constructive spirit and support a group of writers at approximately the same stage of the thesis process with the goal of producing the best possible thesis in about six months. All manuscripts must therefore be read and opposed against the background that they are half-finished. Criticism is OK when it is justified, but it must be constructive.

Detailed critique such as "a comma is missing on page 13" are also unnecessary to address at the semi-event due to lack of time, but feel free to give the respondent a copy of the work with possible language errors marked!