

INSTRUCTOR'S MANUAL FOR MSc THESIS
DEPARTMENT OF BANKING AND FINANCIAL MANAGEMENT
SCHOOL OF FINANCE AND STATISTICS
UNIVERSITY OF PIRAEUS

Article 1

Goal

This instruction manual is expected to aid postgraduate students with respect to the preparation of their thesis. This thesis is an important part of the Postgraduate Program, with special emphasis given on the selection of the thesis' title, its writings, as well as its presentation. The goal here is the presentation of the results associated with a topic in line with the Program's curriculum.

Article 2

Procedures in writing the thesis

The Postgraduate Program has established that students write their thesis in the 3rd or 4th semester . The postgraduate students submit their application by indicating the title of the thesis, as well as the name of the recommended supervisor. The title of the thesis is selected by both the postgraduate student and the supervisor. The title should be short, specific and to be in line with the topics covered by the Program. The title can be modified upon an application submission by the student who declares the new title, while should be signed by the supervisor, as well as by the Director of the Program.

The thesis submission occurs in the 3rd and 4th semester, in the full-time and part-time program, respectively. It is mandatory for students to electronically submit their thesis to the three members of the examination committee. The dates of submission and presentation are determined by the Director of the Program.

Article 3

Supervision

The supervisor is selected according to the current legal process. The thesis is the top event of postgraduate students' efforts and it is students' responsibility to complete their thesis in time according to the timeline requirements.

Article 4

Thesis' structure

The goal of the thesis is to communicate knowledge, ideas and other views to postgraduate students with accuracy and cohesion. To this end, the structure of the thesis should follow these guidelines:

1. Introduction

- The introductory part defines the goal, the need for this topic, as well as the novelties within the relevant literature.
- More specifically, it emphasizes
 - o the importance of the study
 - o what is the econometric methodology followed and why
 - o the association of the study with the current literature
 - o what are the benefits of the results
 - o the novelties of the study with respect to the new findings
- The introductory part of the thesis specifies the principal question the thesis is called to answer.

2. Literature review

- It is preparatory stage for the empirical part.
 - o It offers the econometric methodological approaches, as well as the needed data the literature reports,
 - o it synthesizes the literature findings,
 - o it also provides:
 - the principal question the empirical analysis is called to answer
 - the novelties of the thesis

- There are many angles through which a paper can be analyzed. The selection of the appropriate angle will make obvious whether the postgraduate students have been familiarized themselves with the relevant literature
- It will also convince the reader of the thesis that students have thoroughly realize the merit of the literature

3. Empirical part

□ This part will determined what type of thesis research postgraduate student will implement with respect to:

- o The study's hypotheses
- o What is the merit of the thesis
- o What the current literature has accomplished so far and what is the gap there
- How the thesis will be implemented
 - o Data
 - o Econometric methodology
 - o Potential econometric failures and how students are expected to cope with them
 - o How these failures are in line with their counterparts in the relevant literature
 - o Expected results based on:
 - literature review
 - the structure of the thesis

The main guideline criterion for the thesis is whether the audience of the thesis can replicate the empirical part and to confirm the results, without asking for any further details.

4. Empirical analysis

- Econometric results
 - Discussion of the results based on recommendations in #3
 - o Statistical and economic interpretation of the results

- o Are the findings in accordance with the expected ones? If not, then what causes this discrepancy?
- o Are the findings in accordance with those offered in the relevant literature? If not, then what causes this discrepancy?

5. Conclusions

- Responses to the principal question under investigation
- Probable weaknesses associated with all parts of the thesis
- What the new findings have to say for a number of stakeholders
- Policy recommendations for firms/banks/government/institutional and regulatory authorities
- Recommendations for future research

In cases where the thesis is solely based on literature review and there is no empirical part, parts 3 & 4 are reported under a single part called «**Composition/Synthesis**».

Article 5

Text

Language

The language of the thesis is either English or Greek.

Size

Although the size of the thesis is primarily determined by the topic under investigation, no thesis can be accepted under 50 pages (without Appendices in relevance to the empirical results).

Spaces and margins

The required space is 1,15.

Following titles and subtitles, there is a space line.

The margins in each page but be on the left – right 3 and at the top and at the bottom 2.

Paging

The number of pages must be on every page (including those on pages that report tables and graphs) and must be on at the top of the page and right. Letters should be in Arial size 12 for text in the Greek language and in Times Roman size 12 for text in the English language (exceptions are allowed where necessary). Each section should be differentiated by numbers (1, 2 etc) and not by Latin characters (I, II, etc).

First and title page

The first page of the thesis contains: The title of the thesis, the student's registration number, his/her full name, the supervisor's full name and his/her ranking, full names and ranking of the remaining two (2) members of the Examination Committee, data (month and year), and the logo of the Department, as well as of the University.

Special dedications

Any dedications appear on the second page.

Thanks

Any thanks appear on the third page.

The next two pages

The next two pages contain the summary of the thesis in both the Greek and the English language (up to 200 words), as well as up to 10 keywords that provide all the details of the thesis.

Next page

The next page (if more if necessary) will provide the contents of the thesis.

Main part of the thesis

The main part of the thesis offers certain sections. If this part contains mathematical or econometric expressions, it is the Equation Editor that will generate them, while their numbering should appear on the right part of them. Following the conclusions, this part will offer any notes (if necessary) classified on a numerical basis. No notes should appear at the bottom of each page. Then the Appendices follow (if necessary) and next the references used. Finally, this part reports the Tables (on a numerical order), as well as the Graphs (on a numerical order again).

Tables

The title in each Table must be at the top of the table and at its center. If there are any comments (or notes), they are placed at the bottom of the table. Tables should not be directly inserted into the text from software, but they must be the production by the students.

Graphs

Graphs must have a title and if necessary) comments. The two axes must clearly describe the measures of the table they are based on, so as the audience can easily comprehend the context of the graph.

Format for References

Papers in journals*Αρθρα*

Griffiths, W. and Judge, G. (1992) 'Testing and Estimating Location Vectors when the Error Covariance Matrix is Unknown', *Journal of Econometrics*, Vol. 54, pp. 121-138

Books

Hawawini, G. and Swary, I. (1990) *Mergers and Acquisitions in the U.S. Banking Industry: Evidence from the Capital Markets*, North-Holland, Amsterdam.

Studies in Volumes

Brunner, K. and Melzer, A. H. (1990) 'Money Supply', in Friedman, B. M. and Hahn, F. H. (eds), *Handbook of Monetary Economics*, Vol.1. North-Holland: Amsterdam.

Article 6

Ethical Issues

The postgraduate students must be extremely cautious in terms of plagiarism issues, as well as in terms of copyright issues and they must carefully study all the information offered by the University Library site with respect to Ethical Issues of Information. The Department's General Assembly can decide on the student's delisting if that student violates the copyright law (L. 2121/1993) while he/she writes his/her thesis.

Article 7

Acceptance of a thesis based on particular criteria

The criteria for the acceptance of a thesis are the sufficient methodology used, the reliable findings and the research associated with the literature review.

Article 8

The completion of the thesis

For the approval of the thesis, the postgraduate student must defend it in front of the Examination Committee. Next, this committee forms the thesis review, it marks it and informs the Secretariat Office by electronically sending it.

In cases where the thesis is not submitted within the determined timeline or in cases it fails to get a pass mark, the postgraduate student is allowed to extend his/her registration for an additional semester while paying a re-registration fee, which is determined by the General Assembly of the Department. The timeline extension cannot go over two (2) semesters.

Upon the acceptance of a thesis, the Program uploads it onto the Department's site and the postgraduate students need:

- To electronically submit their successful theses to the Institutional Depository of DIONI offered by the University Library and it is in accordance with the University Senate
- To send a formal declaration about the thesis writing (through <https://www.gov.gr/ipiresies/polites-kai-kathemerinoteta/upeuthune-delose-kai-exousiodotese> or by declaring the validity of their signature at a Greek KEP station)
- To submit the English title of their thesis by filling out the appropriate form signed by their supervisor
- To send the summary of the thesis in both English and Greek.

The thesis that fails to abide by the above rules is returned to the student to make the necessary adjustments.



UNIVERSITY OF PIRAEUS
SCHOOL OF FINANCE AND STATISTICS
DEPARTMENT OF BANKING AND FINANCIAL MANAGEMENT

MASTER OF SCIENCE (M.Sc.) IN «BANKING AND FINANCE»
SPECIALIZATION IN
«.....»

MSc Thesis

TITLE OF THE THESIS IN CAPITAL AND CENTRAL ADJUSTMENT

of

LAST NAME AND FIRST NAME IN CAPITAL
REGISTRATION NUMBER

SUPERVISOR:
EXAMINATION COMMITTEE:
.....

(Place, Month and Year for the complete thesis)

UNIVERSITY OF PIRAEUS
SCHOOL OF FINANCE AND STATISTICS
DEPARTMENT OF BANKING AND FINANCIAL MANAGEMENT
MASTER OF SCIENCE (M.Sc.) IN «BANKING AND FINANCE»

TITLE IN THE ENGLISH LANGUAGE (FOR THE SUPPLEMENTARY PART OF
THE CERTIFICATE

Postgraduate student

Last name:

First name:

Registration Number:

Title of the Thesis in the English Language (Supplementary Part of the Certificate):

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Supervisor:

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