

**M.SC THESIS WRITING GUIDE**  
DEPARTMENT OF BANKING AND FINANCIAL MANAGEMENT  
SCHOOL OF FINANCE AND STATISTICS  
UNIVERSITY OF PIRAEUS

**Article 1**

*Subject matter and purpose*

This document aims to help the postgraduate students prepare the form of their thesis. The Master's thesis is an important and integral part of the Postgraduate Studies Program – Master of Science (M.Sc.) and a lot of emphasis should be placed on the choice of topic, its preparation, writing and presentation. The aim of the M.Sc. thesis is to present the results of the study conducted by the postgraduate student on a topic related to the scientific interest of the M.Sc..

**Article 2**

*Procedures for the preparation of the thesis*

For the M.Sc. in the 3rd semester the preparation of a Master thesis is foreseen. The postgraduate student must submit a signed application stating the proposed title of the Master's thesis and the proposed supervising professor. The topic of the Master's thesis is defined by the graduate student in collaboration with the proposed supervisor. The title should be short, concise and state the relationship between the topics to be studied. In case of modification/change of subject, the postgraduate student must submit a signed application stating the new title of the Master's thesis and which will be signed by the supervising professor and the Director of the M.Sc..

The Master thesis is delivered in the 3rd semester. Postgraduate students must send their Master's thesis electronically to the three-member committee. The determination for the exact dates of e.g. delivery and presentation of the Master's thesis and all stages is determined by the Director of the M.Sc..

### **Article 3**

#### ***Supervision***

The supervisor is appointed in accordance with the provisions of the applicable legislation. The Master thesis is the culmination of the postgraduate student's efforts, under the advisory guidance of the supervising professor, and it is his responsibility to complete it on time and adhere to the timetable for its preparation.

### **Article 4**

#### ***Thesis structure***

The Master's thesis aims to transfer specific knowledge, ideas or opinions with logical accuracy and coherence. For this purpose, it usually has the following sections.

#### **1. Introduction**

- The introduction summarizes the Master thesis – it aims to connect together the chapters that follow the introduction
- It is usually the hardest part and is written last
- Highlights briefly
  - o the study done
  - o How is the study done (econometrically) and why?
  - o How does the study relate to the existing literature?
  - o Why the study is done/why it is interesting
  - o What new conclusion emerges from the study – whether the empirical results help with this – compared to the existing literature
- The introduction poses the question to which the Master thesis will try to give a documented answer.

#### **2. Bibliography research**

- Prepares the reader for the empirical work that will follow.
  - o presents the empirical/econometric techniques and the data of the main articles
  - o synthesizes their results

o predisposes the reader to:

- the question to be examined
- the innovation of this research
- There are many scopes of analysis for each article. The choice should be made in such a way as to demonstrate the understanding of the subject to study by the graduate student.
- Convinces the reader that in-depth research has been done

### **3. Empirical study proposal**

- What study will the postgraduate student do?
  - o Hypothesis/question to be examined
  - o Why is it interesting?
  - o What answers have been given so far in the existing literature?
- How will the study be done?
  - o Data
  - o Econometric technique
  - o Possible econometric problems and ways to deal with them
  - o How do the above relate to those of the existing bibliography?
  - o Expected results based on
    - literature research
    - the composition of the student

The guide for writing this section is the following criterion: By studying it, a reader can repeat the empirical analysis and confirm its results, without having to ask for clarification.

### **4. Empirical analysis**

- Results of econometric analysis
  - Discussion of results – guided by the proposal in #3
    - o Statistical and economic significance
    - o Are the results consistent with what was expected? If not, what is the possible cause?
    - o Do the results agree with those in the literature? If not, what is the possible cause?

## **5. Conclusions**

- Answer to the question of the Master's thesis
  - Possible weaknesses, logical and technical, in its documentation
  - What's new and why it's interesting
  - Possible lessons learned for business/banks/governments/institutions and supervisors
  - Suggestions for further research

Depending on the subject, some sections may correspond to more than one chapter.

If the Master's thesis is bibliographical, and does not include an empirical part, 3 & 4 are summarized in a section titled "**Synthesis**".

## **Article 5**

### *Text Format of the Document*

#### **Language**

The language of writing of the Master's thesis is English.

#### **Size**

Although the size of the thesis always depends on the topic of the Master's thesis and the type of analysis contained, no Master's thesis will be accepted if it is less than 50 pages long (without the Appendices of empirical results).

#### **Spacing and margins**

The space between lines (line spacing) of the text should be one and fifteen (1.15).

After headings, subsections and at the beginning of each paragraph a blank line should be left.

The margins of the page should be left-right 3 and up-down 2.

#### **Pagination**

The pages should appear on each page of the Master's thesis (including pages containing tables and diagrams) at the top and right. The letters must be Times Roman size 12 (with exceptions where necessary). Each piece will be differentiated by numbers (1, 2, etc.) and not by Latin characters (I, II, etc.).

### **Cover and title page**

The Master thesis begins with the so-called cover which states: The title of the Master's thesis, the registration number of the postgraduate student, the name of the postgraduate student, the name of the supervising professor and the rank, the names and rank of the 2 other members of the examination committee, the date (month and year) and of course the logo of the Department and the University.

### **Dedications**

Any dedications appear on the next page following the cover.

### **Thanks**

Any thanks appear on the next page following the dedications page.

### **The second page**

The second page of the Master's thesis must contain the abstract of the Master's thesis in English, which should not exceed 200 words each, as well as the 10 keywords that will characterize the content of the Master's thesis.

### **The Third Page**

On the third page (or in more pages, if necessary) the contents of the Master's thesis will be presented.

### **Main part of the diploma thesis**

The main part of the Master's thesis is analyzed described in pieces. If there are mathematical (or econometric) formulas in the Master's thesis, they must have been produced with the Equation Editor of the Word program and their numbering must be continuous and presented to the right of this formula. The conclusions should be followed by footnotes (if necessary) with numerical presentation. Footnotes should not appear at the end of each page. The footnotes are followed by the Appendices (if any) and then the Bibliographic Citations/References. Finally, the Tables are presented in numerical order and the Diagrams, numbered again numerically.

### **Tables**

The title of each table should be placed at the top of the table, centered. If there are comments (footnotes) for the table, they are placed directly below it.

The tables must have been reproduced in writing by the students and must not be copies or screenshots from computers.

### **Charts**

Diagrams must necessarily bear a title and (if necessary) comments. The two axes must clearly describe the sizes of the table so that the audience can understand the content of the diagram.

### **Format of Bibliographic References**

#### ***Articles***

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.

#### ***Tracks in Volume***

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**

### ***Information Ethics***

Postgraduate students should be particularly attentive to plagiarism and intellectual property issues and should carefully study the information listed on the website of the University of Piraeus Library regarding the section on "[Ethics of Information](#)". The Assembly of the Department may decide to expel a postgraduate student if he commits a misconduct that falls under copyright law property (Law 2121/1993) at the time of writing the Master thesis.

## Article 7

### *Admission criteria for a Master's thesis*

The criteria for the acceptance of postgraduate theses are adequate methodology, reliable results and bibliography research.

## Article 8

### *Completion of Master's thesis*

In order for the Master thesis to be approved, the postgraduate student must defend it before the examination committee. The examination committee then draws up a report of the evaluation of the work, marks it and informs the Secretariat in writing.

In case the Master thesis is not delivered within the specified date or in case its presentation proves unsuccessful, the postgraduate student is obliged to enroll one (1) additional semester by paying an amount as a re-registration fee, the amount of which is determined by decision of the Assembly. In any case, the extension and re-registration of the postgraduate student may not exceed two (2) semesters.

The Master thesis, if approved by the examination committee, are posted on the website of the Department and postgraduate students must

1. Submit them electronically to the [DIONI](#) Institutional Repository of the University of Piraeus Library, according to a decision of the Senate
2. Send the solemn declaration for the writing of the thesis (through <https://www.gov.gr/ipiresies/polites-kai-kathemerinoteta/upeuthune-delose-kai-exousiodotese> service or with a certificate of authenticity of the signature to a KEP in Greece)
3. Send the abstract in English

The Master thesis that has not complied with the above instructions will be returned for adjustment.

In order to obtain a M.Sc. Diploma, each postgraduate student must prepare and be successfully examined in a Master thesis.



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

MASTER OF SCIENCE (M.Sc.) IN FINANCIAL TECHNOLOGY

M.Sc. Thesis

**TITLE OF THE MASTER'S THESIS IN CAPITAL AND CENTRAL  
ADJUSTMENT**

of

LAST NAME AND FIRST NAME IN CAPITAL  
REGISTRATION NUMBER

SUPERVISOR: .....  
EXAMINATION COMMITTEE: .....  
.....

(Place, Month and Year of the thesis' completion)