BACHELOR'S THESIS 2022-2023

INFO SESSION 6

Last steps of the thesis process

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Format guidelines etc.

- All theses completed by School of Business students are public and available in the library (in electronic form). The Bachelor's Thesis must also:
  - ❖ be written within the general field of international business,
  - ❖ be written in English,
  - ❖ have a theoretical foundation or perspective, and
  - ❖ use a recognized methodological approach.
- Specific format requirements for the thesis are listed in the Thesis Instructions and Citation and Reference Guide must be used. More general style recommendations are provided in the Aalto Mikkeli Style Guide.

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Final thesis submission

- The deadline for submitting the final thesis in one document (in PDF/A format) to
    1) your supervisor via the **Turnitin** submission box and
    2) Aalto library via the eAge link

  on MyCourses is **April 3, 2023 at 9.00.** Please submit early enough to avoid the last minute rush!

- In this case you may submit the final thesis only once.

How to get a similarity report of your final thesis?
Independent Turnitin Originality Check for Academic Year 2022-2023
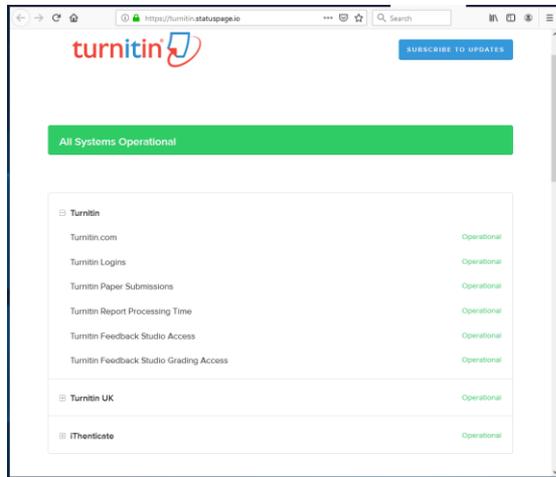
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PDF/A format

- All theses will be stored in PDF/A format in an electronic archive maintained by the Aalto University Library.

- <mark>Check compliance beforehand and early enough!</mark>

- See the instructions on how to save in PDF/A format: https://www.aalto.fi/en/services/converting-a-file-to-pdfa-compliant-version

- PDF/A compliance can be checked here: https://www.pdf-online.com/osa/validate.aspx

- PDF-XChange Pro software for home computers: https://download.aalto.fi
  - Alternatively, use the virtual desktop environment:
    vdi.aalto.fi - How to use Aalto Virtual Desktop Infrastructure | Aalto University, to use PDF-XChange

- <mark>Any questions -> please contact IT Support early enough (we are not working during the weekend)!</mark>
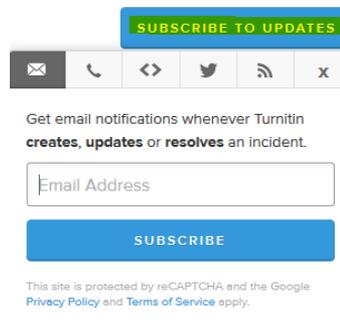
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Turnitin submissions (reminder slide)

If you have problems with Turnitin submissions, please check the following first!

- **System status***

  https://www.turnitin.com/self-service/system-status

Get email notifications whenever Turnitin **creates**, **updates** or **resolves** an incident.

* All Turnitin services and related websites (Turnitin, OriginalityCheck, GradeMark, PeerMark etc.) may be unavailable for use during **scheduled maintenance times**. Times for these scheduled maintenance windows are the first and third Saturdays of each month, 7:00 AM to 11:00 AM Pacific Time (9 hrs behind Finnish time).

- **System requirements and browser settings**

  https://www.turnitin.com/self-service/system-requirements

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Library copy of the thesis

- Please note the following issues related to electronic archiving of the thesis:
  - Your thesis will be public so pay special attention to format requirements.
  - If you give permission to publish only the metadata of your thesis, you will also yourself be able to read your thesis only in Aalto Learning Center or Mikkeli library.
  - Name the title of document by your name (lastname_firstname)

  - When you are filling in the Thesis Information Form, please note these:
    - ❖ upload the whole abstract
    - ❖ for the number of pages, please note that the cover pages, the table of contents or abstract page are not counted in number of pages
    - ❖ appendices are counted separately, e.g. 35 + 5 (number of pages + number of pages of appendices)
    - ❖ the list of references is not an appendix

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Library copy -> eAge

- Link to eAge-submission is on MyCourses
- Log in
- Read "Instructions for…"

- Enter "Thesis information" and "Save form"

- Add "Thesis (only one PDF/A attachment)"
  Name the file by your name (lastname_firstname).
- "Submit" (or "Save and continue later")

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Maturity Test

- Maturity test is to demonstrate 1) that the student is familiar with the field in which the Bachelor's thesis is written and 2) the student's maturity in Finnish or Swedish (not required, if exemption).

- If the student has not studied the secondary level education in Finnish or Swedish, it is possible to apply for an exemption in order to write the Maturity test in English. The student has to have the exemption granted before taking the Maturity test.

- One-page **executive summary** or **press release** based on the Bachelor's thesis. In the text, you should cover the findings and implications/ significance of your research.

- The Maturity test is accepted given that both the content and the linguistic form are accepted. The grading principle is pass/fail.

- You must submit the Maturity test on MyCourses **by April 3, 2023 at 9.00** (detailed instructions on MyCourses how to submit the document).

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Abstract page

- **You must send the abstract page of your thesis by email to the Mikkeli study office (studyoffice-mikkeli@aalto.fi) by April 3, 2023 at 9.00**.

- Each student will receive the thesis abstract pages prepared by the other members of their seminar group before the seminar day by email.

- All participants are expected to engage presenters in dialogue and ask questions about their theses (part of the thesis seminar evaluation).

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Thesis seminar session

- It is required to attend the thesis seminar presentations and defense at the campus on the thesis seminar day **on April 14, 2023 during 12.00-16.00** (detailed schedule will be sent beforehand by email).

- **NOTE. Short info session at 11.30 in the auditorium.**

- The thesis presentations and defense are carried out in English in the thesis seminar groups.

- Each student will have a maximum of 10 minutes for his/her presentation to explain the main issues involved in the thesis, plus 15 minutes for a question and answer session with the audience.

- All participants are expected to engage presenters in dialogue and ask questions about their theses.

- Example structure for the presentation in Thesis Instructions.

Thesis presentations

- **If you are planning to use Power Point for your presentation,**

- you must send your slides by e-mail beforehand - at the latest **by April 12, 2023 at 9.00** to this e-mail address:

  ITSupport-mikkeli@aalto.fi

  (Note! A service request is created in Aalto's eSupport system and you receive an acknowledgment of receipt and solution.)

- You must include your last name in the title of the PowerPoint document (e.g., LastName_Presentation)

- Please note that you cannot use memory sticks or your own laptops. You have to send the presentation beforehand.

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Grading

- You will get 10 credits for the **Bachelor's Thesis**. Bachelor's Thesis will be graded (grading scale: 0-5) with the Bachelor's Thesis Grading Rubric (available on Student Guide).

- You will get 2 credits for the **Bachelor's Thesis Seminar**, which includes evaluation of your:
  - ❖ time management, process management and engagement with the supervision process,
  - ❖ presentation during the thesis seminar day, and
  - ❖ involvement in discussions related to the topics of the other students in the thesis seminar group during the seminar day.
- Your participation in the Bachelor's Thesis Seminar will be graded (grading scale: 0-5) with the Bachelor's Thesis Seminar Grading Rubric (available on Student Guide).

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Grading (cont.)

- Final grades for the Bachelor's Thesis, Bachelor's Thesis Seminar and Maturity Test are sent to each student by email by the Mikkeli study office on April 25, 2023 or as soon as possible after that date (this deadline is for the supervisors to submit the grades to the study office).

Grade appeal process

- Step 1: A student dissatisfied may appeal it in writing to the supervisor in charge of the evaluation within 14 days of the date on which the student has been offered the opportunity to see the results and the evaluation criteria applied to their study attainment.
- The supervisor must give the decision regarding the appeal in writing.
- Step 2: Students dissatisfied with the decision of the supervisor concerning the appeal may appeal against the decision in writing to the Aalto University Academic Appeals Board within 14 days of receiving notification of the decision.
- The student in question should contact the Manager of Academic Operations for more information on (at least for step 2 of) grade appeal process: https://www.aalto.fi/en/applications-instructions-and-guidelines/academic-appeals

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Thesis evaluation form

- Thesis students will receive by email a link to thesis evaluation form after the thesis seminar day.

- Your (anonymous) feedback is important for us to develop the process. Please note that the system will send reminders to those who have not submitted the evaluation form.

- The summary of the feedback will be sent to supervisors only after the grades have been submitted by the supervisors.

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Code of Conduct and Turnitin

- Turnitin is used for checking key thesis documents for potential Code of Conduct violations.

- The main goal for checking the similarity report of the thesis documents is to guide the students to use proper citation methods in order to turn in a final thesis with no suspicion of plagiarism.

- In case the supervisor suspects plagiarism after a student has submitted his/her final thesis, the supervisor will contact Mari Syväoja, the official investigator of the BScBA Program. In cases of plagiarism, the final decision on the actions to be taken will made by the relevant authorities in Aalto.

- Aalto Code of Academic Integrity and Handling Violations Thereof: https://www.aalto.fi/en/applications-instructions-and-guidelines/aalto-university-code-of-academic-integrity-and-handling-violations-thereof

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Mikkeli University Consortium Thesis Award 2023

- Mikkeli University Consortium Thesis Award 2023 will be given to one thesis student during the seminar day <mark>on 14 April in the auditorium at 11.30.</mark>
- The winner is asked to write a short article that can be used in the MUC publications/social media.
- Decision will be done by the BScBA staff based on the recommendations asked from the supervisors after the draft thesis deadline.
- This year the theme for the award is: "Sustainability and/or digitalization in business".
- Mari will inform the student in question.

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Suur-Savo Energy Foundation grants

- Suur-Savo Energy Foundation can give two 1000 euro grants for the Bachelor's thesis completed in the field of Energy Markets. The thesis must get a grade of 4 or 5.
- The student must apply for the grant after the process with the supportive statement from the supervisor.
- The decision is done after the thesis process is completed and the student in question will be contacted by the staff to agree on the arrangements.
- More info will be sent to the relevant students on the process by email.

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Thanks and best of luck for the final steps of the thesis process!

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