

Seminar paper *(as of February 2022)*

Guidelines and general conditions of the seminar at the Department of Management and Entrepreneurship

The seminar is part of the master's program and is worth 6 ECTS.

Aims of the seminar paper

A seminar paper in Management and Entrepreneurship has to be prepared (written) in the masters program and serves as preparation for writing a master's paper. Students should demonstrate their ability to read and structure scientific texts, to recognize the extant knowledge base and to reflect on it. In the seminar paper, students show their ability to deal with a specific topic, to familiarize themselves with scientific procedures or topic-related theories, to generate their own findings and to present them in a structured manner.

Seminar papers at the Department of Management and Entrepreneurship (IMU-U) are usually written as **systematic** literature reviews (SLR).

Supervision of the seminar paper

Within the framework of the seminar paper, students receive support from a supervising research assistant. The supervising assistants take on the role of a guide in the process of scientific work (learning and gaining knowledge) and have the task of supporting the students materially and formally, with a particular focus on preventing serious errors (e.g. topic errors, methodological errors, plagiarism). Meetings with the supervisor will be scheduled upon student request.

Assignment of seminar papers

Registration for the «Seminar in Management and Entrepreneurship» takes place via ILIAS. Registration deadlines, start dates and further information about the seminar can be found on the departments' website.

Requirements

A seminar paper has a clear and comprehensible structure. The entire work should be coherent and complete in terms of content and follow a common thread. Both the starting point, the underlying theories, and the analysis of the findings should be transparently derived and justified. The paper consists of a cover page, table of contents, list of tables, list of figures, and list of abbreviations. The text is divided into an introduction, the main body and a conclusion, with the main body accounting for approximately 65-80% of the paper. At the end of the paper there is a reference list, appendices (if needed) and the statement of authorship.

In order to clearly distinguish other thoughts from your own, it is important to indicate the primary and secondary sources used in your own work. In the continuous text, foreign thoughts must be cited and the references used must be listed in the reference list.

Formal issues

Seminar papers should be 35-40 pages of text. The paper is to be written on A4 in Arial or Times New Roman in format «justification». The font size should be 12 points as standard and 10 points in footnotes and at least 10 points for figures and tables. The text should be documented 1.5-spaced, with a blank line or a space of 6 points before paragraphs.

Seminar papers are usually written in English.

Seminar papers are to be submitted in plain bound form as well as electronically. All parts of the paper must be included in the electronic version.

Further information on the structure and formal requirements as well as templates can be found in the general guidelines of the IMU-U. Further administrative instructions can be found on the website www.management.imu.unibe.ch.