

Master's degree: instructions for the preliminary assignment

Dear applicant,

you have been employed for some years or even longer. We are interested in your thoughts and ideas that we could begin to further develop together during the studies. Do you have a development idea or a work-based topic that you would like to share with us and draw up a thesis plan for it? Please note that, during your studies, you will not be obliged to complete your thesis on this plan you are preparing at the application phase.

So make a plan and convince us!

Thesis plan

The Master's thesis is a research or development project that aims to renew the world of work and demonstrates the student's readiness for independent work and demanding expert tasks. You may also complete a thesis for a work community, various research and development projects, developing your own business operations or other work-based development targets. For the thesis instructions at HAMK, see [our final thesis web pages](#).

Your thesis plan must include (at least) the following sets of information:

- Name of the topic, the thesis client if applicable
- Reasons for selecting the topic and relevant reference entries (description of the development need/challenge, topicality of the subject and linking the topic to the degree programme you are applying for)
- Objectives of the study and its interfaces with other ongoing studies/reports/development projects etc.
- Central keywords and sources used in the thesis (list of references); and
- A preliminary implementation plan:
 - o task definition and research questions
 - o work stages and research methods
 - o schedule and resourcing
 - o preliminary structure for the content of the thesis (main titles).

Familiarise yourself with the following descriptions and select the topic of the thesis that best suits you:

Option 1: A project to develop your organisation or your own business activities

The topic may arise from your organisation's or work community's need for development or a challenge, or its focus may be on a renewal task at your organisation. You can also select an idea related to developing your own business as the subject of your thesis.

Option 2: HAMK Research Unit projects

Familiarise yourself with HAMK's research and development activities as well as the four Research Units and their respective research areas [at the Research Unit websites](#). Select a research area that suits you and write a thesis plan for it. Pay particular attention to the credibility, novelty appeal, innovativeness and topicality of the plan. Also consider the significance of your development idea in relation to current knowledge or practices, for example how your idea promotes or renews it.

Option 3: Other workplace development targets and developing your own expertise

If you are unable to prepare a thesis plan for options 1 or 2, you can prepare a plan for a topical work-based development target that you want to study. The subject must be suitable for the degree programme you are applying for. The aim is to develop your own expertise in the field.

The **maximum length** of the thesis plan presented in the preliminary assignment **is five (5) pages**. The plan must contain clear answers to the evaluation criteria.

Assessment criteria and scoring of the thesis plan

- 1) Reasons for selecting the topic and its topicality and significance
- 2) Suitability to the content of the degree programme you are applying for (see the curriculum in the [Study Guide](#))
- 3) The logicity and clarity of the plan
- 4) The utilisation of references in the thesis plan.

You can receive a maximum of 100 points for the thesis plan. You must score at least 20 points for your thesis plan to pass.

We process the preliminary assignments confidentially. However, the thesis made during the studies is always public.

PDF and Microsoft Word document settings

- The preliminary assignment is written in English.
- At the beginning of the text document, type your full name and the name of the degree programme to which your preliminary assignment applies.
- The maximum length of the thesis plan is five (5) pages.
- The font used is Times New Roman, size 12 and line spacing 1.
- The marginal width and height is 2.54 cm.
- Storing the document as PDF is recommended.

Note! In addition to these instructions, we will not issue further guidelines for the content of the preliminary assignment.

Submitting the preliminary assignment

Please note that just returning the preliminary assignment is not enough. **You must also fill out the direct application form at <https://opintopolku.fi/konfo/en/> during the application period 1 February – 31 March 2024 at 3 p.m.**

Upload the thesis plan and other required enclosures to your direct application form at Studyinfo **within 7 days after submitting your application.** Please attach the thesis plan to the section Preliminary assignment. Use this format in naming the preliminary assignment:
Lastname_Firstname_preliminary assignment.

In case you have already saved your application, sign in by using the link in the confirmation email or with your Finnish online bank user identifiers.