

Master's Thesis Excellence Award Regulations

MSc Business Administration, Major People Management and Organisation

1. The jury exclusively recognizes Master's theses written at the Lucerne School of Business in the MSc Business Administration, Major People Management and Organisation programme.
2. Participants are presumed to be familiar with and consent to these regulations.
3. A minimum mark of 5.5 must have been awarded for the theses submitted.
4. The thesis must be submitted in its original and graded form.
5. The thesis submitted must be accompanied by a concise written statement from the Supervisor and Co-Supervisor of the Master Thesis.
6. All nominations must be made **before Calendar Week 27** (End Date Spring Semester) / **Calendar Week 05** (End Date Autumn Semester), complete with the required appendices, by e-mail in one single pdf-file (master.business@hslu.ch).
7. Submissions must include the following details which must be filled out in a standard form (separate file):
 - Name, phone number, e-mail address
 - Title of the thesis along with the awarded grade
 - Names and titles, telephone numbers, and email addresses of the thesis supervisor and co-supervisor.
8. The submission must include the following appendices:
 - A letter of recommendation, stating why the thesis meets the criteria of academic excellence, originality and practical benefit.
 - A summary of the thesis of max. 2 A4 pages, written by the student and that is comprehensible to a general audience either in German or in English.
 - A curriculum vitae for the nominated candidate of max. 2 A4.
9. Nominations will not be returned to the sender.
10. The nomination must be written in German or in English.
11. The jury may deviate from the above if a substantiated request is submitted to that effect.
12. The jury will review the nominations and shortlist up to four candidates, including the winner.

13. Submissions are evaluated based on their academic excellence, originality, and their understanding of the practical benefit.
14. The winner will receive an award which consists of a certificate and CHF 1,000.
15. The jury's decision is final, and no correspondence will be held regarding it.
16. The results will be announced during the diploma ceremonies in February and September. The results will be published on the HSLU-website.
17. All cases not covered by these regulations will be at the discretion of the jury.
18. By participating in this process, nominees' consent to the following:
 - the submitted theses will be accessible to and read by members of the central administration team, members of the jury and potentially future members of the jury.
 - the details of participants, as entered into the standard form, will be processed by the central administration team to facilitate the selection procedure.
 - submitted theses will be retained for future reference for a maximum of 3 years following the announcement of the award.

February 2024