

MASTERS

PART I (SHARED CLASSES)

MASTER'S FINAL WORK (MFW)

Project

Internship

SYLLABUS

Main Topics

- **Choices for MFW**
 - **Project**
 - **Internship**
- **Explaining each type**
- **Choosing a Topic**
- **Types of Supervision**
- **Additional Topics**

Types of MFW

- **Choices for MFW**
 - Dissertation
 - Project
 - Internship
- **Quantitative final grade assessment**
- **Accounts for 42 credits (sums up to 7 u.c.)**
- **High Impact on final A.G.P.**
- **Higher comparability on final grade**

Requirements for MFW

- **Must have a framing from a specific field of research**
- **Must have its own terminology, that is, its body of concepts**
- **Must use a Scientific Method of Research**
- **Must use knowledge acquired during the Master's coursework**
- **Feasible within the defined time window**
- **Relevant for the field of research (adds value)**

Project

- **Fieldwork (applied to a specific situation) that integrates knowledge and abilities acquired during the coursework.**
- **Aims to provide solutions or recommendations on real field questions related to topics covered during classes.**
- **Should stress multidisciplinary and experimental nature of research.**
- **Must be framed under a theoretical background and extant literature and also, show justification for the methodology.**

Project Report structure

(available reports at Library)

- Abstract (1/2 pages)
- Introduction (5% to 10%)
- Framing the problem within its real context (5% to 10%)
- Literature Review(15% to 20%)
- Gathering Data (sampling) (5 to 10%)
- Methodology (5 to 10%)
- Empirical Analysis (40 to 50%)
- Conclusions (5% to 10%)

SOME EXAMPLES OF PROJECT WORKS

- **Analyzing the introduction/ adaptation of new standards in one company/ organization.** Ex: “Estudo e análise das International Public Sector accounting Standards (IPSASs): uma adaptação ao Plano Oficial de Contabilidade Pública (POCP)” by Rui Ferreira
- **Applying a new instrument/ technique/ technology to a company/ organization** Ex: “O Balanced Scorecard para a Administração Pública Portuguesa – Aplicação Prática a um Organismo” by Rui Guerreiro (2006).
- **Solving a specific problem of a company/ organization** (Ex “Optimizing FX stocks on a Bank’s brunches/ tellers”; “Inditex and Anderson (UCLA) – Logistics flows”; “Solving a consignment problem in books industry” .

OTHER ADMISSABLE PROJECT WORKS

- **Study of a Business Sector** (Ex: Comparing Portuguese Banks Performance to European Banks)
- **A Literature Review, thorough; detailed and; compared, showing future venues for research** (Ex: Working-paper n^o 3 do Centro ADVANCE do ISEG – Banking in Brazil)
- **Exploratory/ auxiliary work for future research** (Ex: Gathering and organizing painel data on Portuguese market; Developing an expectations painel survey)

OTHER ADMISSABLE PROJECT WORKS (exceptionally)

- **A book chapter that includes literature review and data empirical analysis (with graphs, tables, ...)** Ex: Chapter on International diversification on Elton, E., Gruber, M., Brown, S. and Goetzmann, W. (2003) *Modern Portfolio Theory and Investment Analysis*, John Wiley & Sons, Inc, New York.
- **Financial analysis of Research reports on companies**
- **Comparative studies of economic and financial performance of different groups of companies**

Internship (Report)

- **Seize the Internship experience to:**
 - Solidify knowledge acquired during coursework
 - Develop capabilities within the relevant expertise of the Masters programme
 - Help the Organization finding solutions for specific dilemmas (NOTE: potencial project work)
 - Includes self-assessment of all work carried out during internship
 - Includes also a comparison between normative/ extant practices and actual practices (some sort of literature review)
 - Requires a theory frame of analysis

Internship Report

- Descriptive and critical report of all tasks carried out during the internship
- Organization where internship takes place must be approved by the Masters committee
- Must include all job descriptions as well as all tasks you were involved in, framed within a theoretical and methodological background
- Must reflect all knowledge acquired during the coursework and how it applies to the internship

Internship Report

- Agreement Letter between host organization and ISEG showing the objectives of the internship
- No Job Links between the host and the internee
- Internship plan detailing everything related (beginning and ending; duration in hours, ...)
- Supervisor assigned by host organization
- Supervisor assigned by ISEG
- Internship minimum hours: 400 hours
- Plan must be approved by Masters Committee

SOME ADVICES BEFORE YOU START

- **It takes time:** to read; ask; listen; observe; analyse; criticize; choose; organize; write; sum up and; present
- **But it's interesting and fulfilling (should be!)**
- **By principle, no boundaries on what to research**
- **And, the conclusions might be what was expected or total surprises (EX. GM and Icecream)**
- **It's crucial to be organized and objective**

CHOOSING THE TOPIC

Motivation

- personal
- professional
- expertises

Reality

- Available Time
- Available Data
- Supervisor

What about the ifs and the choices?

Ask for advices from your supervisor

CHOOSING THE TOPIC

- Replicate previous literature with different data (usefull when there's litle work donne so far)
- Use a new model/ technology in an old problem or improve previous model/ technology
- Update previous work with new data
- Improve or apply new methodologies in an organization's work
- Improve previous work by asking new research questions or including other (relevant) explanatory variables

MORE ADVICES ON YOUR MFW

- **TOPIC:** interesting; relevant; and usefull (the hype might change all the time, Ex: oil prices)
- **DEPTH:** be focused; be specific!
- Go from extant literature to find a new question or go from a specific dilema in a company and ask the relevant research question
- Read the previous Literature before you start your solution and empirical analysis
- Research questions should be: simple; clear and; objectives (measureable)

SUPERVISION

- **SUPERVISION BY INSTRUCTORS (internal ou external)**
- **CO-SUPERVISION BY teaching assistants and professors**
- **SUPERVISION BY guest instructors**
- **CO-SUPERVISION BY external supervisor and professors**
- **SUPERVISION BY experts in the field**
- **(Establish partnerships with companies for focused research and problem solving)**

ADDITIONAL POINTS

- Check your Writing!
- Check plagiarism!
- Evaluation committee composition
- Criteria to grade MFW

FORMALITIES RELATED TO MFW

- **THE WRITING:**
 - Must be original, in an academic format (check guidelines)
 - Maximum 35 pages (with annexes 50 pages).
- **USE ALL AUTOMATIONS YOU CAN GRAB HANDS ON:** Contents; pictures; tables and; formulae.
- **PAGE FORMATING:** Sequential and homogeneous.
- **BIBLIOGRAPHY AND CITATIONS:** you saying it doesn't make it true! Show evidence, cite others!
- **ORGANIZATION:** Chapters, then sections, then bullets.

BIBLIOGRAPHY

- Eco, Humberto, “Como se Faz uma Tese em Ciências Humanas”, Editorial Presença
- Pereira, Alexandre e Poupa, Carlos, “Como Escrever uma Tese Usando o Word”, 1ª Edição, Edições Sílabo
- Blaxter, L., Hughes, C. e Tight, M., “How to Research”, Open University Press
- Cooper, Harris, “Integrating Research – a Guide for Literature Reviews, Sage Publications
- Ryan, Scapers & Theobald, “Research Methods and methodology in Finance and Accounting”, 2ND Edition, Academic Press
- Sekaran, U., “Research Methods for Business – a Skill Building Approach”, John Wiley & Sons, Inc.
- Winkler, A. e McCuen, R., “Writing the Research Paper - A Handbook”, Harcourt Brace College Publishers