

**ΟΙΚΟΝΟΜΙΚΟ
ΠΑΝΕΠΙΣΤΗΜΙΟ
ΑΘΗΝΩΝ**



**ATHENS UNIVERSITY
OF ECONOMICS
AND BUSINESS**

**ΣΧΟΛΗ
ΔΙΟΙΚΗΣΗΣ
ΕΠΙΧΕΙΡΗΣΕΩΝ
SCHOOL OF
BUSINESS**

**MSc IN
BUSINESS ANALYTICS**

47A, Evelpidon Street, Athens 113 62 Greece. Tel.: (+30) 210 8203 676
E-mail: ms-ba@aub.gr / <http://analytics.aueb.gr/>

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**ATHENS UNIVERSITY
OF ECONOMICS
AND BUSINESS**

SCHOOL OF BUSINESS

DEPARTMENT OF MANAGEMENT SCIENCE AND TECHNOLOGY



**MSc in
Business Analytics**

**ATHENS UNIVERSITY OF
ECONOMICS & BUSINESS**

Dissertation/Field Study Project/Internship Guide

ATHENS, DECEMBER 2022



Guidelines

The dissertation or field study project or internship is compulsory and performed for full and part-time students upon completion of the course, i.e. the semester from August 1st to January 31st of the next year.

The students of the program may choose to pursue a field study project instead of a dissertation, with a few hours of weekly meetings of the student in the company, or b) Internship, lasting at least 3 months and working up to 40 hours per week, in a company-provider with the scope of solving real-life problems related to the subject of the dissertation, field study project or internship. The above options will have the same impact and the same Credit Units as the dissertation, as mentioned in the studies regulation. Internship is practically a full-time or part-time paid job. In order this job to be considered as internship, an internship contract must be signed with the company.

Regarding the elaboration of the dissertation or field study project or internship, the following are defined:

- Each student shall submit an application form to the Coordinating Committee stating the proposed title of the dissertation or field study project or internship, the proposed supervisor and a brief description (of one paragraph) of the proposed work. This application form must be signed by the supervising professor, thereby validating the correctness of the dissertation's subject or field study project or internship and the approval of the supervisor.
- The dissertation or field study project or internship must be qualified by the extent and quality of postgraduate level. This means that through this work the student proves that s/he has full knowledge of the scientific field of the work.
- The dissertation or field study project or internship should be delivered by January 31st, by the full and part-time students.
- The dissertation or field study project or internship shall be graded by the three-member Examination Committee and the student may optionally support it before the examination committee.
- If the student does not complete his/her dissertation or field study project or internship until the above deadline, s/he is entitled to an extension after a reasoned recommendation of the supervising professor and within a time limit set by him/her.
- Supervision of dissertation or field study project or internship is done only by professors of the Department of Management Science and Technology and the MSc.
- The report should be written in Times New Roman, Font Size 12, with 1.5 line spacing and 0.5 characters spacing. The text should be justified.

The presentation of the dissertation or field study project or internship shall take place before the examination committee. Its evaluation is based on the technical content, the quality of the text and the oral presentation. After the presentation, a report shall be drawn up and signed by the examination committee. For the registration of the dissertation's or field study project's or internship's, grade the



presentation report shall be submitted to the Secretariat of Postgraduate and Doctoral Studies of the Business School.

The postgraduate dissertation or field study project or internship, if approved by the evaluation committee and if it does not contain data which is prohibited by law to be published, is posted on the website of the School and submitted electronically to the Secretariat of Postgraduate and Doctoral Studies of the School and the Library of AUEB with a view to making it available to relevant repository systems (PYXIDA).

The procedure is the following:

Dissertation

1. Fill out the details in the "TOPIC.doc", have it signed by your supervisor and submit it to the secretariat electronically at ms-ba@aueb.gr, by the end of July the latest. If you need to start working on the thesis earlier, please submit the document signed beforehand.
2. Please use the attached cover sheet: "COVER_SHEET_THESIS"

Field Study Project

1. Fill out the details in the "TOPIC", have it signed by your supervisor and submit it to the secretariat electronically at ms-ba@aueb.gr, by the end of July the latest. If you need to start working on the FSP
2. Regarding content, please use the attached files (cover sheet included): "TEMPLATE_1ST_REPORT", "TEMPLATE_2ND_REPORT", "TEMPLATE_FINAL_REPORT" Your university supervisor will need to receive by e-mail the 1st report upon initiation of the FSP, the 2nd report half way through, and the FINAL REPORT in the end. Finally, your company supervisor will also be asked to fill out an evaluation form for you, which will be taken into consideration on the final grade of the FSP.
4. The duration of the FSP is decided by the company, but it cannot exceed an academic semester.
5. Some meetings may be required at the company offices. Remuneration may be offered by the company or not.
6. Nothing will be submitted to the central library for confidentiality reasons.

Internship

1. Fill out the details in the "TOPIC.doc", have it signed by your supervisor and submit it to the secretariat electronically at ms-ba@aueb.gr, by the end of July the latest. If you need to start working earlier, please submit the document signed beforehand.
2. In the case of the internship, a topic on your report may be decided together with your company supervisor at a later stage, so you can just fill out the company name and that it refers to an internship.
3. Regarding format, please use the guidelines attached (REPORT_GUIDELINES.doc).
4. Regarding content, please use the TEMPLATE_FINAL_REPORT.doc. It is highly recommended that your internship report has the structure of a project.
5. The duration of an internship is typically between 3 and 6 months, paid full-time work, up to 40hours/week.



6. Finally, your company supervisor will also be asked to fill out an evaluation form for you, which will be taken into consideration on the final grade of the internship report.
7. Nothing will be submitted to the central library for confidentiality reasons.

In all the above cases, you need to have a supervisor from the University Faculty (on top of any other supervisor at work or FSP industry partner). The grade is decided by the University faculty member in cooperation with two other faculty members. These three faculty members consist the three-member examination committee that approve the student's work.

Timetable

By end of July: you should submit the Topic form with the title of your report and the signature of your academic supervisor ("Topic").

Early in September: you should submit to your supervisor the "Template_1st_report" which is the description and planning of what you will do.

By the end of November, it is suggested that you submit a first draft of your report to your academic supervisors, for potential corrections ("Template_2nd_report")

By 31st January, you must all submit the final version of your report ("Template_final_report"), which is actually identical to the second report in terms of format and structure). It is strongly recommended that you submit the final a little earlier to the supervisor for corrections, e.g. early January. The final version is to be submitted by e-mail to the academic supervisor and to the secretariat, you don't need to submit any printed material. If it is a bibliographical thesis, it is necessary that you upload your thesis at the electronic repository of AUEB, Pyxida (http://www.pyxida.aueb.gr/components/manuals/pyxida_manual_postgraduate.pdf). If it is an FSP or an internship, your company supervisor should complete an evaluation and e-mail it to ms-ba@aub.gr.

In the event of failure in the examination of the dissertation or field study project or internship, the student may be re-examined once again, not earlier than three months, nor later than six months from the previous examination. In case of a second failure, the student is deleted from the Program following a decision of the Assembly.



“TOPIC”

Ref. No.:

DECLARATION

Student ID:

Last Name:

First Name:

I hereby declare that during the last semester of my postgraduate studies leading to an MSc in Business Analytics, I will conduct a Thesis/FSP/Internship report at XYZ company (*delete as appropriate*), with the following title:

My supervisor will be:

The company supervisor will be:

SUPERVISOR
(TEACHING STAFF)

STUDENT

(SIGNATURE)

(SIGNATURE)

approved by:

Director, MSc in Business
Analytics

(SIGNATURE)



Department of Management Science & Technology

MSc in Business Analytics

«Title»

By

First Name Last Name

Student ID Number:

Name of Supervisor:.....

Month Year

Athens, Greece



INITIAL REPORT

TITLE:.....

DATE:

STUDENT'S NAME

STUDENT ID NUMBER

SUPERVISOR'S NAME (AUEB):

SUPERVISOR'S NAME (COMPANY):



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1. Introduction

A few words about the company and MS Business Analytics in which you do your Field Study Project.

2. Description of the project

Description of the project / activities you have undertaken :

- Purpose
- Objectives
- Activities
- Expected results



3. Time planning of the project

Report of the activities you have undertaken for the project and scheduling .

| Activities | Duration |
|------------|----------|
| | |
| | |
| | |
| | |
| | |
| | |

4. Contact Details

Student's contact details:

| | |
|-------------------|--|
| Last Name/ Name | |
| Student ID Number | |
| Tel. number | |
| e-mail | |

Company's contact details:

| | |
|---------------------------|--|
| Company's name | |
| Department | |
| Supervisor's Name & Title | |
| Tel. number | |
| e-mail | |



2ND REPORT

TITLE:

DATE.....

STUDENT'S NAME

STUDENT ID NUMBER

SUPERVISOR'S NAME (AUEB):

SUPERVISOR'S NAME (COMPANY):



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5. INTRODUCTION

Company Description (basic characteristics and main activities). Field Study Project goal .

6. KEY FEATURES OF THE PROJECT

Section : Description of the department in which you worked and the specific tasks .

- Objective
- Role in Company
- Organizational Structure
- Basic Procedures

Description of your position in the segment

- Skills required
- Expected results of your project

7. PROJECTS/ ACTIVITIES

Description of all the activities you have undertaken during your Field Study Project .

8. RESULTS

Focus on 2-3 key activities (or projects) that you took during your Practice and show :

- Detailed Description of activity
- Overview Best Practices and / or Basic Methods / Tools
- Description Deliverables
- Total number of hours worked in the activity
- Delays in relation to the initial programming



- Issues arising from the implementation of the activity and affected the implementation
- Impact Assessment activity in running the business
- Problems encountered during implementation of the activity

It is important at the description of the above activities to focus on your participation and your role.

9. TIME PLANNING OF THE PROJECT (UPDATED)

Report of the activities undertaken in the context of the project and scheduling.

.

| ACTIVITIES | DURATION |
|------------|----------|
| | |
| | |
| | |
| | |
| | |
| | |

10. SKILLS

Describe the knowledge and skills acquired in the MS Business Analytics curriculum and implemented within the Field Study Project .

Management & Defining Business Goals



Design and Implementation of Business Processes

Data management related activities - Data Preparation/Integration/Querying

Analysis Tasks

Visualization

11. COMMENTS

In this section, you should mention your remarks information about :

- 1) Your work environment
- 2) The operation of the department in which you worked
- 3) The agents who created your obstacles / difficulties in your work
- 4) Factors that facilitate you in carrying out the activities entrusted you
- 5) Knowledge / Experiences acquired
- 6) Proposals to improve the operations of the department that you worked

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Annexes

Deliverables of the project or activities (eg written reports , software) which had a significant contribution (under the condition that has not been a matter of confidentiality)



FINAL REPORT

TITLE:

DATE.....

STUDENT'S NAME

STUDENT ID NUMBER

SUPERVISOR'S NAME (AUEB):

SUPERVISOR'S NAME (COMPANY):



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| 7. | COMMENTS | 15 |



12. INTRODUCTION

Company Description (basic characteristics and main activities). Field Study Project goal .

13. KEY FEATURES OF THE PROJECT

Section : Description of the department in which you worked and the specific tasks .

- Objective
- Role in Company
- Organizational Structure
- Basic Procedures

Description of your position in the segment

- Skills required
- Expected results of your project

14. PROJECTS/ ACTIVITIES

Description of all the activities you have undertaken during your Field Study Project .

15. RESULTS

Focus on 2-3 key activities (or projects) that you took during your Practice and show :

- Detailed Description of activity
- Overview Best Practices and / or Basic Methods / Tools
- Description Deliverables
- Total number of hours worked in the activity
- Delays in relation to the initial programming



- Issues arising from the implementation of the activity and affected the implementation
- Impact Assessment activity in running the business
- Problems encountered during implementation of the activity

It is important at the description of the above activities to focus on your participation and your role.

16. TIME PLANNING OF THE PROJECT (UPDATED)

Report of the activities undertaken in the context of the project and scheduling.

.

| ACTIVITIES | DURATION |
|------------|----------|
| | |
| | |
| | |
| | |
| | |
| | |

17. SKILLS

Describe the knowledge and skills acquired in the MS Business Analytics curriculum and implemented within the Field Study Project .

Management & Defining Business Goals



Design and Implementation of Business Processes

Data management related activities - Data Preparation/Integration/Querying

Analysis Tasks

Visualization

18. COMMENTS

In this section, you should mention your remarks information about :

- 1) Your work environment
- 2) The operation of the department in which you worked
- 3) The agents who created your obstacles / difficulties in your work
- 4) Factors that facilitate you in carrying out the activities entrusted you
- 5) Knowledge / Experiences acquired
- 6) Proposals to improve the operations of the department that you worked

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Annexes

Deliverables of the project or activities (eg written reports , software) which had a significant contribution (under the condition that has not been a matter of confidentiality)



Internship/ Field Study Project Evaluation Form

Thank you for your participation in our internship program. Your evaluation plays a crucial role in assessing and grading student's performance. Internships or field study projects is a prerequisite for the graduate program and accounts for one third of a student's final grade.

Upon completion of the internship, we kindly ask you to complete and return this form, both electronically and signed by surface mail, to ms-ba@aub.gr. The student will not receive credit for this internship until this form has been received and processed within our information system.

We appreciate your effort in providing this important information.

Sincerely,

Damianos Chatziantoniou
Director of MS Business Analytics
School of Business

Athens University of Economics & Business
47A Evelpidon Str., GR-113 62 Athens, Greece
Tel.: (+30) 210 8203 676
<http://analytics.aueb.gr/>

Student Name:

Company's Name:

Supervisor's Name:

Supervisor's Title:

E-mail:

Phone number:

Date:

Signature: _____



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Please evaluate the student's performance according to the following criteria:

| | Excellent | Very Good | Good | Average | Fair | I don't know/I don't answer |
|---------------------------------------|-----------|-----------|------|---------|------|-----------------------------|
| Analytical Thinking | | | | | | |
| Creative Thinking | | | | | | |
| Problem Solving Skills | | | | | | |
| Organisational Effectiveness | | | | | | |
| Leadership Skills | | | | | | |
| Interpersonal and Team Working Skills | | | | | | |
| Ability to Learn | | | | | | |
| Oral Communication Skills | | | | | | |
| Written Communication Skills | | | | | | |

Please consider the following questions in your evaluation:

How would you describe the student's professional progress during the internship/ Field Study Project?



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What do you consider the student's primary strengths and weaknesses?

How could the student improve his/her performance?

If your organisation had an opening for a person with the background of this student, would you hire him/her?

Yes _____ No _____

Briefly state why or why not?

Was this internship/field study project beneficial to your organization?

Yes _____ No _____



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Would you accept another student from the MS in Business Analytics of the Athens University of Economics & Business?

Yes _____ No _____

Do you have any suggestions for improving our internship/ field study project program?

Thank you for your contribution!