UNIVERSITY OF HOHENHEIM

Guideline for a Master's Thesis in Innovation Management

Chair of Innovation Management

Prof. Dr. Bernd Ebersberger

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Table of Contents

1 General Information

This document contains important information about the process of writing a master's thesis at the chair for innovation management and helps you to understand what we expect. Please read this guideline carefully.

1.1 What You Can Expect

- Support of research interests related to the field of Innovation Management
- Guidance in meetings with your supervisor
- Transparency in our requirements and grading

1.2 What We Expect

- Conformity with international **academic standards** (no plagiarism – see below)
- Good preparation (check ILIAS, including the thesis template, and our website)
- Proper and timely **communication**
- Use everything you learned in your studies about qualitative or quantitative work
- Prove your ability to **work independently** on a specific research project by correctly applying principles of academic work and by choosing an appropriate methodological approach
- Show that you are able to **solve problems in the field of innovation management** according to scientific state-of-the-art (mostly) with application in mind
- **Taking responsibility** for your work and **stick to agreed deadlines**

1.3 Plagiarism

Academic papers must be written with a high degree of clarity in terms of both identification and presentation of the literature used and the distinction between your own arguments and the opinions or information of third parties. It is **your duty and responsibility to ensure that all content of the paper is transparent and verifiable**.

Plagiarism in academic work is considered to have occurred if you present third-party intellectual property or a third-party work as your own work without acknowledging the third-party literature used or you present part of a work or use text taken from a work written by you and already used for a different purpose, without appropriate acknowledging the prior use. This applies to all media, i.e., books, scientific journals, magazines, newspapers, and other print media as well as digital sources. Plagiarism is defined as such regardless of whether the incorrect impression of authorship is the result of a deliberate act or mere negligence. Under copyright law authors are forbidden to present third-party intellectual property as if it were their own, i.e., without identifying it as third-party intellectual property and clearly distinguishing it from their own work.

All written work submitted to the Chair for Innovation Management (e.g., seminar papers,

presentations, master theses) **will be checked for plagiarism and the usage of AI tools** by using a state-of-the-art plagiarism and AI detection tool. In cases of misconduct, we will follow the guidelines and procedures of the Faculty and the University of Hohenheim.

1.4 Guidelines for Academic Writing

Please use the template provided in our ILIAS Folder ([LINK](#)). Please cite and format your reference list according to APA7. We strongly recommend using a reference manager such as Citavi, Mendely or EndNote and doing so from day one. This will save you a lot of time! If you have never used a reference manager before, you could, for example, search for videos on YouTube.

1.5 Language

We prefer that the master's thesis (including appendix, etc.) is written in English. We know that most of you are not native speakers (neither are we). Therefore, please check your spelling, grammar, and clarity using, e.g., the built-in option in Microsoft Word or Grammarly. If you do not know how to use them correctly, you could, for example, search for videos on YouTube.

Regarding the language of interview transcripts, see Section 2.11.

2 Information on the Master's Thesis

2.1 Process

We offer two fixed dates per semester on which you can start writing your Master's Thesis.

- Winter semester: 15. November and 15. January
- Summer semester: 15. April and 15. June

If a date falls on the weekend or public holiday, the start will be the weekday before. In the following paragraphs, we describe in detail what the process – from the application for supervision to handing in your thesis – looks like.

2.1.1 Application for the Supervision

As a **first step**, you need to apply for the supervision of a Master's Thesis by our Chair. It is advisable (but not mandatory) to participate in at least one of our courses. Please note that if we cannot accept all applicants, due to capacity constraints, we select students based on the courses they have taken at our Chair.

The application process differs depending on the study program you are enrolled in:
- If you are an **IBE student (regular or double degree)**, please apply via the form on our website (https://innovation.uni-hohenheim.de/). The form is available during the

respective application periods:
- o Application period for a Master's Thesis in the winter term: 15. Jun. – 15. Jul.
- o Application period for a Master's Thesis in the summer term: 15. Jan. – 15. Feb.

In this form, you have to indicate the courses you attended at our Chair, your grades (if already obtained), and which topics you are interested in (very general!). There is no need to prepare anything or to define a concrete topic.

Please note that this procedure is specific to our Chair. Other Chairs may have a different process.

- If you are a student of the **Management** program (regular or double degree) **or of any program other than IBE**, please use the centralized registration for the Master's Thesis at the Chair for Corporate Management (https://unternehmensfuehrung.uni-hohenheim.de/).

By the end of July (for the winter term) / end of February (for the summer term), we will notify you whether you were accepted via e-mail. In this e-mail we will also inform you about who will be your supervisor[1] and about the next step. Please be patient!

2.1.2 After notification of acceptance

In this Chapter, we briefly explain the procedure. Detailed information are provided in the next Chapters. In a **second step**, once you were accepted, you and your supervisor schedule a first kick-off meeting. This **kick-off meeting** should take place **around 6 weeks before your actual start date** (i.e., 15. November, 15. January 15. April, or 15. June). In this meeting, you and your supervisor discuss your topic *ideas.* You do not have to come up with a perfectly defined topic, yet. Still, you should have thought about the fields you are interested in. In general, there are two options:

- You can suggest a topic by yourself. Ideally, the topic is taken from one of the research areas of our team (please check our website: https://innovation.uni-hohenheim.de/en/ma).
  Note: You are welcome to write the Master's Thesis in cooperation with a company, but that does not guarantee your topic suggestion to be accepted.
- You can write about a topic that you are assigned to by your supervisor in case you do not have any ideas.

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[1] To be formally correct: The term ‚supervisor' refers to Prof. Ebersberger or any other member of the innovation management team advising and mentoring you during your master's thesis .

Once you have agreed with your supervisor on a broad topic, you have to prepare a **research proposal** that you submit to your supervisor. Only research proposals which have been handed in at least **7 days before the planned start date** (i.e., 15. November, 15. January 15. April, or 15. June) can be considered for approval.
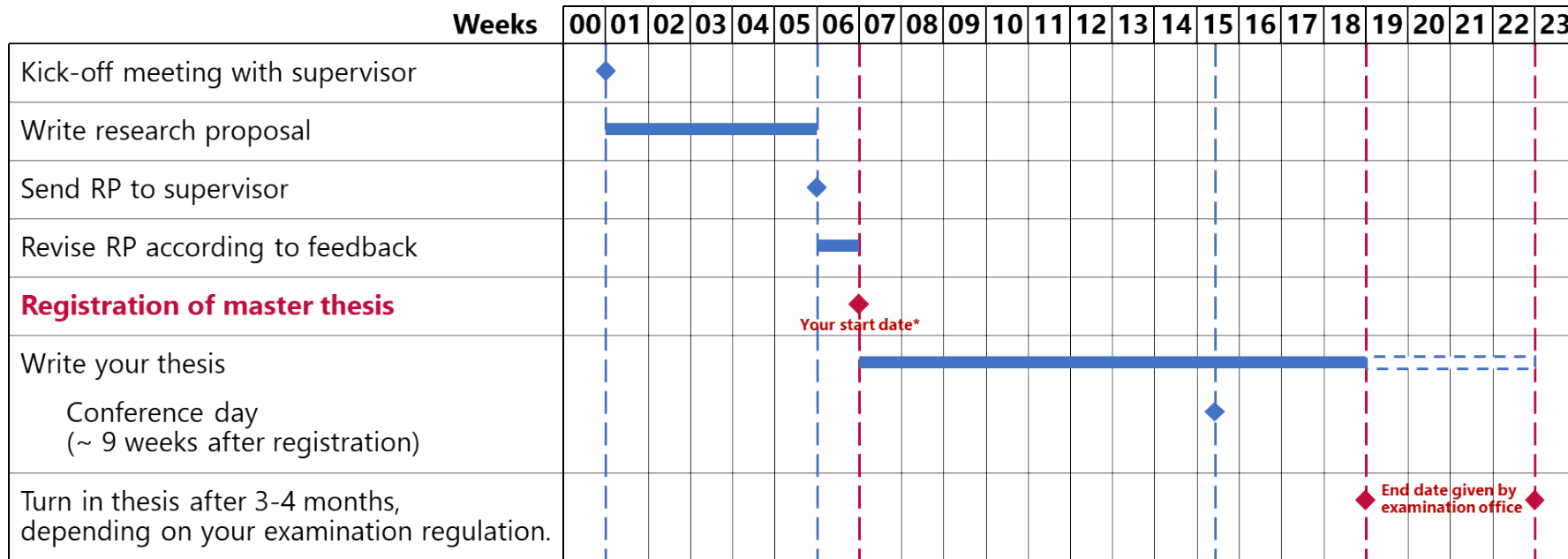
When the research proposal is approved, we will formally register the Master's Thesis with the examination office. Please complete [this form](#) (but do <u>not</u> indicate the submission date) and send it to your supervisor. We will then forward the form to your second assessor (will be discussed in the kick-off meeting) and the examination office. After a few days, you can see the registration status and the submission date on HohCampus.

Please be aware that writing a Master's Thesis is a full-time job. We strongly recommend avoiding any distractions such as exams or work. Please keep in mind that you will need some time for your research proposal, too.

The **third step** is then to prepare your thesis under the regular supervision of your supervisor. You take the initiative to interact with your supervisor regularly. About 9 weeks after the official start date, there will be a conference day, where each student has to present their current state of research. You have to submit your Master's Thesis after three or four months, depending on your examination regulations. As mentioned above, the exact end date is determined by the examination office.

The illustration on the next page shows you an overview of the process of writing a Master's Thesis at our Chair.

Time schedule:

Weeks	00	01	02	03	04	05	06	07	08	09	10	11	12	13	14	15	16	17	18	19	20	21	22	23
Kick-off meeting with supervisor		◆																						
Write research proposal			▬▬▬▬▬▬▬▬																					
Send RP to supervisor						◆																		
Revise RP according to feedback						▬																		
Registration of master thesis							◆																	
Write your thesis							▬▬▬▬▬▬▬▬▬▬▬▬▬▬▬▬										┄┄┄				
Conference day (~ 9 weeks after registration)															◆								
Turn in thesis after 3-4 months, depending on your examination regulation.																			◆				◆

Your start date* (at week 06)

End date given by examination office (at week 19 and week 23)

* Start dates: 15.11 / 15.01 (winter term); 15.04 / 15.06 (summer term)

2.2 Preparation for Writing Your Research Proposal and Master's Thesis

Before you start writing your master's thesis, you should prepare yourself accordingly in advance. This includes identifying a suitable research topic, familiarizing yourself with the chosen methodology, and knowing the rules and framework of a scientific thesis. To facilitate this process, we provide you with some helpful tips and tools. You can apply some of them already PRIOR to registering for a thesis spot at our Chair.

2.2.1 How to Find a Thesis Topic / Research Gap

Your research topic and question should be derived from existing academic literature and based on an identified research gap. The gap you are addressing with your research does not have to be large. You can also contribute to academic knowledge by researching a slight variation of existing research (and knowledge). These variations can be for instance geographical, sectoral, temporal, methodological, or topical. Please note that we can support you best if you choose a topic within the research areas of our team.

Here are some tips on how to find inspiration and ideas for a topic:
- Consider the type of thesis you are most interested in (quantitative, qualitative, or conceptual) and what investigation is suitable in the respective case.
- Browse journals on/related to innovation management for "*calls for papers*" (the [Academic Journal Guide](#)provides an overview of journals:).
- Read thematically appropriate papers (via SCPOUS database) and pay special attention to the future research directions and implications mentioned.
- Think of current debates and events that are highlighted in the news, media, etc., and somewhat related to innovation management.

2.2.2 How to Become an Expert in Your Methodological Approach

Whether you are conducting a systematic literature review, interviews, or multivariate regression analysis, each methodological procedure has its own specificities and rules. It is important to know these in advance to ensure accurate execution.

You can use the following resources as a starting point:
- Systematic literature review:
  - Snyder, H. (2019). Literature review as a research methodology: An overview and guidelines. Journal of Business Research, 104, 333–339. https://doi.org/10.1016/j.jbusres.2019.07.039
  - Tranfield, D., Denyer, D., & Smart, P. (2003). Towards a methodology for developing evidence-informed management knowledge by means of systematic review. British Journal of Management, 14(3), 207–222. https://doi.org/10.1111/1467-8551.00375

- Qualitative Data Analysis (Check our [QMBR ILIAS course](#))
  - Gioia, D. A., Corley, K. G., & Hamilton, A. L. (2013). Seeking qualitative rigor in inductive research. Organizational Research Methods, 16(1), 15–31. https://doi.org/10.1177/1094428112452151
  - Kuckartz, U., & Rädiker, S. (2022). Qualitative Inhaltsanalyse: Methoden, Praxis, Computerunterstützung: Grundlagentexte Methoden (Fifth edition). Beltz Juventa.
  - Mayring, P. (2022). Qualitative Inhaltsanalyse: Grundlagen und Techniken (13th edition). Beltz.
- Interviews:
  - Flick, U. (2022). Doing interview research: the essential how to guide. Sage Publications.
  - Kallio, H., Pietilä, A. M., Johnson, M., & Kangasniemi, M. (2016). Systematic methodological review: Developing a framework for a qualitative semi-structured interview guide. Journal of Advanced Nursing, 72(12), 2954–2965. https://doi.org/10.1111/jan.13031
- Case Studies:
  - Yin, R. K. (2018). Case study research and applications: design and methods (Sixth edition). SAGE.
- Regression analysis:
  - Cameron, A. C., & Trivedi, P. K. (2005). Microeconometrics: methods and applications. Cambridge University Press. https://ipcig.org/evaluation/apoio/Microeconometrics%20-%20Methods%20and%20Applications.pdf
  - Learn the basics of econometrics with R: https://www.econometrics-with-r.org/

It always makes sense to invest some time to familiarize yourself with scientific methods (e.g., via YouTube tutorials, related papers, etc.). Please note, the literature above are just some examples of how you could get started and constitutes by no means an exhaustive list.

2.2.3 How to Level Up Your Scientific Reading and Writing Skills

Working considerate with literature and the results of other researchers is a central subject in scientific research. It is therefore crucial to indicate statements that originate from external sources as such. This applies to literature-based sources as well as any internet, image, or related sources you might use to create tables and figures. While reading and writing, keep the following in mind:
- Read important sections (introduction, results, and discussion) first to see if the content is relevant to your research.
- To avoid (unintended) plagiarism, it makes sense to write down only keywords for a summary of certain passages instead of entire sentences. This will facilitate paraphrasing.

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Thesis Toolbox

1. Format
   - Thesis Template ([Link](#))
   - Thesis Outline (see Chapter 2.4)
   - Reference Manager (Citavi, EndNote, Zotero, Mendeley, …) for organizing your papers and proper citation (APA7)
   - APA7 Citation Quick Guide ([Link](#))

2. Methodology
   - SCOPUS ([Link](#)) for literature search (sign in via institutional access or VPN)
   - MAXQDA ([Download via ILIAS](#)) for qualitative content analysis and coding
   - R & RStudio ([Download via ILIAS](#)) for quantitative analysis
   - PRISMA for reporting systematic literature reviews: http://prisma-statement.org/

3. Content & Language
   - Academic Journal Guide 2021 ([Link](#)) OR VHB Journal Ranking ([Link](#)) for journal quality assessment
   - Grammarly for spelling checks
   - P2Go videos ([Link](#) – search for 'scientific') to refresh your scientific knowledge

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2.3   Research Proposal

You have to submit a research proposal for your master's thesis before we sign off on a topic and before it will be registered with the administration.

The research proposal should clearly show how the research you are planning relates to innovation management. You can rest assured that we maintain a rather broad definition of innovation management.

The research proposal has to have the following structure (6-8 pages; excluding cover page, lists, figures, etc.):

Suggested Title of the Master's Thesis

1. **Introduction (~ 1 page)**

   Critically introduce what the study is about. Provide a motivation for the thesis and indicate why the work improves existing knowledge. Your arguments should be supported by existing literature.

2. **Literature Review (~ 3 pages)**

   Present the current status of research. Outline existing research gap(s) and how your study is relevant. The identified gap can be derived from a literature review, or it can be based on a practical problem, which has to be linked to theory as well. Try to identify key theories or models that are relevant to your topic.

   Based on the identified research gap – what is the research question you want to investigate? Outline concrete, clear, and measurable objectives for your master's thesis.

3. **Methods and Data (~ 2 pages)**

   Outline how the research question(s) should be answered. Sketch out your research design and method, indicate why you chose those. Explain what data you use, how you collect your data and why this data is suitable to answer your research question. If you conduct quantitative research, indicate the main variables and if possible, provide some descriptive statistics.

   References
   - **Content Overview:** Display a preliminary structure of the master's thesis (at least to the 2nd level of headings).
   - **Time Plan:** Provide a short overview on how you plan to work on your master's thesis.
   - **Ethics Assessment:** If you collect primary data, your research proposal has to be accompanied by the Ethics Assessment sheet (see below).

2.4   Suggested Outline

1. **Introduction**

Critically introduce what the study is about.

Research Problem Definition / Research Objectives: Outline the existing research gap(s) and define concrete, clear, and measurable objectives.

Importance of the Study: Indicate why the work improves existing knowledge and why it is important for management/business practice. Reasons should be supported by existing literature.

Structure of the work: Show how the following chapters are organized and what they include.

2. **Theoretical / Conceptual Framework and Hypothesis**

Literature Review: Identify key theories or models etc. which help to determine relevant variables for your study. Highlight similarities and differences of past studies. At the end of this chapter, based on the literature review the research gaps should be identified and you should demonstrate how your research contributes towards these gaps.

For quantitative research: Based on the literature review and identified research gaps, formulate your research question and develop hypotheses addressing the identified gaps. The hypothesis should match the research objectives.

For qualitative research: Formulate your research question and discuss how it helps to close the identified research gaps. In case this has been done at the end of the literature review, this chapter is not required. In qualitative research you should not formulate any hypotheses.

3. **Methods and Data**

Provide a short summary of your research design and methodology in the body of your master's thesis. A detailed description should follow in the appendix.

Research Design and Method: Explain which research design you have chosen and why (i.e., exploratory, descriptive, or causal). Indicate which research method you have used and why (i.e., qualitative or quantitative). Consider the merits and demerits of the method(s) in your explanation.

Data: Explain which data you use and how you collected your data (e.g., focus group, in-depth interview, survey, observation). Indicate why you chose this kind of data. Include issues such as sample design and sample method. In case you conducted interviews, indicate what areas you covered within your questionnaire / interview guide and what type of questions you asked (Please attach the questionnaire / interview guide in the appendix).

Data Analysis: Explain which data analyzing method you have followed and why (What kind of statistical analysis? How do you analyze your content?). Again, focus on the merits and demerits of different data **analyzing** methods.

➔ Depending on the topic of the master's thesis further methodological choices might be discussed.

4. Research **Findings**

Illustrate your findings with the help of appropriate charts or tables. Report what you have found and not what you hoped to find (be objective). For qualitative research you may use direct interview quotes to **visualize** your answers.

For quantitative research: Provide descriptive statistics (Mean, Standard Deviation, Percentages, Correlation) to show what is behind your data, then present your regression results.
For qualitative analysis: It might make sense to structure your findings according to the codes you defined for the content analysis.

5. Discussion

Discussion: Discuss your findings and compare them against existing research which was illustrated in the literature review (chapter 2). Explain similarities and differences regarding existing research. In case you have different findings, please indicate why they might be different (e.g., sample type).

6. Conclusion

Conclusion: Summarize your research findings regarding your research questions.
Implications / Management Recommendations: Provide implications of your study for managers or policymakers.
Limitations: Explain any limitations regarding your study (e.g., generalization of study, small sample size).
Proposed Future Research: Show how future research can enhance your study. Proposed future research is mainly derived from the determined limitations.

2.5   Length

The length of the master's thesis should be approximately **18.000 words (+/- 10%)** with some flexibility for empirical work that can have about 15.000 words (+/- 10%).

The credit value of the master's thesis is 18 or 24 ECTS depending on your examination regulations. Please expect a workload of 540 hours for 18 ECTS and 720 hours for 24 ECTS. To support your planning, you are asked to supply a time plan with your research proposal.

2.6   Conference Day

In order to foster the exchange of ideas between students and to provide students with topic- and/or method-related coaching, a conference day will be organized.

Each student has to participate in the conference day during the preparation of the master's thesis. It is part of the supervision process.

On the conference day, every student **presents the status quo of his/her master's thesis** to their fellow students and to the team of supervisors (e.g., problem statement, research question(s), planned methods, potential limitations, next steps, etc.). This offers you the opportunity to discuss the thesis with and get feedback from peers as well as members of the chair including Professor Ebersberger. Take this opportunity seriously and participate actively.

Dates for the conference day will be announced in advance, usually about nine weeks into process.

2.7   Minutes of Coaching Meetings

There is no fixed number of meetings. However, we expect you to work independently. Nonetheless, you should take the initiative and approach your supervisor if you have any questions. Please make sure you have thought about potential solutions yourself before sending an e-mail. If you meet with your supervisor in person or via zoom, **you must prepare minutes of the coaching meetings** (by means of a Google-docs document) to provide a summary of the main points of the meeting. The minutes should help prevent any misunderstandings.

2.8   Submission

The submission modalities are determined by the **examination office.** You can find general information for the submission of your master's thesis here. You can find more specific information as an IBE student here and as a HMM student here. A digital version (pdf) has to be submitted to your supervisor. The name of the document has to be as follows: **Surname_Name_MT.pdf.** Supervisors might request a doc/docx version of the thesis. Data that is used for statistical or qualitative analysis in the thesis must be submitted with the thesis as well. Please send your statistical (e.g., raw data and R files) or qualitative analysis (e.g., MAXQDA project file) to your supervisor.

2.9 General Requirements for "very good" Master's theses

Each methodological approach has its unique requirements that must be taken into account when working on the Master's thesis (see Section 2.2.2). The following **checklist** shows which criteria theses and their respective methodologies must contain to be classified as "very good" (Note: the checklist mainly refers to the "Method" section of the thesis - the final grade is made up of several assessment blocks; see Section 2.10):

1. Systematic literature reviews
   - ✓ Your sample must consist of 40-50 articles (for "no access" articles, here is the link to the Inter-Library Loan at the library: https://kim.uni-hohenheim.de/en/98846)
   - ✓ Transparently guide through your selection process (written part) including the search string used to identify the articles
   - ✓ Use the Prisma Flow Chart to illustrate the selection process (graphical representation)
   - ✓ Explain how the analysis part took place (e.g., qualitative content analysis; Software: MAXQDA)
   - ✓ Provide descriptive and thematic results
   - ✓ Provide a visualization of your findings (diagram, table, etc.)
   - ✓ Provide a table containing all articles of your sample and their characteristics in the appendix
2. Qualitative research
   - ✓ Total minutes of interviews must be approx. 300 minutes
   - ✓ Transparently guide through your interviewee/data selection and content analysis process
   - ✓ In case of interviews: Provide a table with information regarding each of your interview partners and the respective interview minutes
   - ✓ In case of document analysis: Provide a descriptive table with information regarding each data source and its characteristics
   - ✓ Provide the interview guideline in the appendix
   - ✓ Provide the transcripts of your interviews in the appendix
   - ✓ In case of document analysis: Provide the coding scheme in the appendix
3. Quantitative research (using secondary data)
   - ✓ Provide information on the database/data sample
   - ✓ Transparently guide through your data selection and analysis process
   - ✓ Elaborate on the chosen regression model
   - ✓ Include the variable description and descriptive statistics
   - ✓ Flawless econometrics and interpretation
   - ✓ Go beyond standard OLS models

Regardless of the method of your Master's thesis, your **discussion goes beyond merely summarizing your findings**. You effectively place them within the context of your theoretical framework and can explain and discuss why certain effects may deviate from or support existing theories.

2.10 Evaluation

The master's thesis is evaluated according to the following evaluation criteria. Use this list as a checklist for yourself before you submit the thesis.

EVALUATION CRITERIA	Points*
Conception and Definition of Topic	
- The topic chosen is relevant, up-to-date and contributes to the current state of research - Topic is clearly defined and delimitated from other subject areas; the purpose of the thesis is clear - The problem statement is formulated precisely and deduced from theory and practice - The aims of the thesis are clearly defined; significant and challenging claim - Research question(s) is narrowed down with a clear focus; link to problem definition is clearly comprehensible	15
Theoretical Approach	
- A relevant theoretical framework is demonstrated; the current state of research in the respective research area is presented (theoretical background, empirical studies etc.) - An appropriate number of sources has been used to present the theoretical background; the sources meet the quality criteria for scientific references - Clear link between the theoretical discourse presented and the underlying research question - Argumentation is given in a structured and logical way; meaningful connections between and among ideas are made - Analysis/synthesis/evaluation/interpretation of theoretical input is effective and consistent - Independent thinking is evident; content of literature sources is not only summed up	15
Method/Approach	
- The chosen method(s) is/are adequate for answering the underlying research question - The chosen method(s) (with reference to data collection and analysis) is/are correctly applied - Documentation of the method(s) applied is profound and transparent	20

Results	
• The results are completely, accurately and appropriately reported • The analysis is objective / respectively intersubjective and transparent • The argumentation is consistent and of high quality	20
Discussion	
• The results are discussed and interpreted with reference to the problem statement, with reference to the framework or literature. The discussion also addresses the research question(s)) • The method/approach is critically reflected (limitations) • Implications for theory and practice are carefully considered and presented (think about: future research and managerial implications)	20
Formal Aspects and Language	
• Overall layout is appropriate (type face, lists, tables, figures etc.) • The overall structure of the thesis is clear and appropriate; meaningful paragraphing; good use of cross references in the thesis, complete directories/appendices • Correct application of APA standards throughout thesis (text, figures, tables) • Reference list and additional relevant lists are complete and formulated according to APA standards • Vocabulary/Grammar: Wide range of vocabulary; accurate form and usage, hardly any errors, typos or spelling mistakes; clear meaning; accurate use of grammar and structure	10
OVERALL ASSESSMENT	**100**

*Passing the master's thesis requires a positive evaluation (60%) where the formal aspects may not fall below 5 percentage points.

2.11   Non-Disclosure

Non-disclosure is only possible in exceptional cases and **cannot exceed 5 years**. For non-disclosure, an informal request has to be handed in together with the research proposal (cf. Section 2.3). In case a master's thesis has a blocking note there are two options:

- **Option A:** All firm- and competition-relevant data is given in the appendix which is not accessible to the public. The non-disclosure is only valid for the appendix. The prerequisite is that the master's thesis must lead to meaningful results without the appendix.
- **Option B:** There is a "secret version" of the master's thesis including the relevant data, which is not disclosed. Consequently, in the "public version" only the introduction and theoretical part of the thesis have to be provided in order to allow public access.

Public access means that that the thesis is available for inspection and certain content may inform lectures, courses and seminars taught by members of the Chair of Innovation Management.

In case a master's thesis has a blocking note the thesis needs to contain a non-disclosure statement at the beginning of the thesis. The non-disclosure statement must be signed by the student himself/herself in person.

2.12   Transcription

Students who conduct interviews as part of their data collection must hand in the transcriptions of those interviews with the submission of their thesis. Please make use of the transcribing tools of Microsoft365.

Interviews can be transcribed in English or in German. For interviews in any other language, an English or German version of the transcription must be provided in addition to the transcription of the interview in the original language.

Please include your transcription in the appendix of your master's thesis (see template).

3 Documents for the Appendix

3.1 Declaration of Originality

Please copy and paste the declaration of originality of your respective course of study from the official university examination office website. Do not forget to sign the declaration!

3.2 Declaration on the Use of Generative AI

Please copy and paste the declaration on the use of generative AI systems of your respective course of study from the official university examination office website. Do not forget to sign the declaration!

In case your master's thesis must remain undisclosed, use the following template:

3.3 Non-Disclosure

This master's thesis contains competition-relevant data and must therefore remain undisclosed.

Approval for disclosure: Day / Month / Year

Place, Day / Month / Year   Signature   (First name and surname)

In case you select primary data, please fill out the following Ethics Assessment sheet and attach it to your research proposal.

3.4 Ethics Assessment

Research Project / Thesis: . . . .

Researcher / Student: . . . .

If any one of the following questions is ticked the research needs ethical approval through the University of Hohenheim.

Please tick the following boxes, if the answer is "yes".	YES
Has this research application or any application of a similar nature connected to this research project/thesis been refused ethical approval/clearance by another review committee?	☐
Will your research project/thesis deliberately involve misleading participants in any way?	☐
Is there a risk of participants experiencing either physical or psychological distress or discomfort? *If yes, give details on the following page and state what you will tell them to do if they should experience any such problems (e.g. who they can contact for help).*	☐
Will your research project/thesis involve access to health records of personal or confidential information, including genetic or other biological information?	☐
Does your study involve any of the following?	
• (under 18 years of age)	☐
• People with intellectual or communication difficulties	☐
• Vulnerable groups (e.g. children and adults with a physical or psychological disability; ethnic minorities; individuals with a learning disability or cognitive impairment; individuals in a dependent or unequal relationship; pregnant women)	☐
• …………	☐
Has this research application or any application of a similar nature connected to this research project/thesis already received external ethical clearance?	☐

Comments:

I confirm that I will:
- Provide participants with an information sheet that describes the main procedures of the research.
- Tell participants that their participation is voluntary.
- Obtain informed consent for participation.
- Should the research be observational, ask participants for their consent to be observed.
- Tell participants that they can withdraw at any time and for any reason without penalty.
- Give participants the option of omitting questions they do not wish to answer if a questionnaire is used.
- Tell participants that their data will be treated with full confidentiality and that, if

published, it will not be identified as theirs.
- Tell participants that all recordings will not be identifiable unless prior written permission has been given.
- On request, debrief participants at the end of their participation (e.g. give them a brief explanation of the study).

Date: …………………………………………… Signed: ……………………………………………