



# **REGULATION**

**For the preparation and defense of the  
Master's Diploma studies**

Pristina 2020

According to the decision of the Scientific-Teaching Council (STC) of International Management College "Globus", held on 23.10.2014, the students *in their final year of studies* will perform a valuable defense of the diploma, with a topic, hereinafter called "*Diploma Thesis*".

The final decision is taken by a special Council created by STC, for thesis acceptance, mentor assignment, the formation of defense committees and drafting of preliminary calendar for the thesis defense. The council is set by the decision of Rector of the College. The Council regularly reports on the progress of this process at the end of each academic year.

Draft thesis for postgraduate studies (Master) is a test of intelligence, professionalism, ability to work independently, patience and commitment. Diploma Thesis writing is the final report on a comprehensive program of research and is the central component in meeting the requirements of diplomas. It is also an opportunity to organize and present scientific work in an understandable and persuasive way. All parts of the thesis should be integrated into a unified text that follows a logical progression and meets scientific research discipline. Diploma thesis should be formatted in accordance with this Regulation.

Each student of diploma thesis is directed by a professor that will be called a Mentor. Mentor strongly affects academic and professional development of the student. The student has the right to freely choose and request the mentor that he thinks will suit to his/her field and his/her professional ambitions. The mentor is confirmed by the College. Through selection of Mentor, the student chooses the method of research. The thesis value and success depends greatly on the quality of the relationship developed between the mentor and student.

The theme of the diploma thesis should be decided as early as possible. The method should be such that the Diploma thesis, to be written for a period of six to twelve months. Students should be especially careful not to choose topics or areas without interest, or that are too ambitious or with broad determination.

The style and format of a diploma thesis is of great importance. It should be clear, concise and systematic. Students should aim for a style that is interesting, informative, evolving and problematic.

Diploma thesis must demonstrate a mastery of knowledge on the subject. Presentation of scientific and quantitative data (tables, figures, diagrams, etc.), must comply the requirements of the particular discipline.

This regulation describes the instructions for submitting dissertations, determined by Scientific-Teaching Council (STC) of the International Management College "Globus" (hereinafter "Globus" College).

## **The Role of Surveillance, and Mentor**

The Rector is responsible for implementing policies and regulations regarding the preparation of Masters Diploma Topics set by the STC of "Globus" College, and acts as arbitrator in disputes arising from the interpretation of this regulation.

The mentor is responsible to ensure that the student receives a proper supervision.

Quality Assurance Office (QAO) ensures that the student is aware of all program requirements, regulations, and rules of the department.

QAO is also responsible to inform the students for any occurrence, or changes related to the program of studies including assigning the mentor and supervisory committee members (where applicable), and changing the status of the student, including the program changing, setting the date of examination, etc.

Mentor supervises student research in general, to determine the practices and traditions of their disciplines and academic directions.

To ensure satisfactory reception, Mentors should discuss with students the general nature of their working relationship in the early stages of developed cooperation.

The mentor should be available for students on a reasonable basis for consultation and discussion of progress and issues related to academic research. They should provide comments on the materials submitted by the students and this will include comments on the advisability of submitting the thesis for examination.

## **The preparation of Diploma Thesis**

- As a rule, mentor will be as one of the College professors, *under the selection and responsibilities of Scientific-Teaching Council*. Mentor of the thesis can also be a faculty lecturer outside the "Globus" College, but of the relevant subject or field. Mentor has the responsibility to guide the diploma thesis.
- **Thesis Mentor** can provide a substantial assistance to student in order to perceive the paper. Diploma Thesis cannot be considered conceived and approved, if the student does not fill in a form from the "Globus" College signed and approved by the mentor also. The same confirmation can be given electronically by Mentor. Diploma thesis mentor encourages an interest and ideas to students that he guides. He does not provide complete statements, or materials that distort the objective and mission of the thesis. Mentor should not in any case provide material for translation, intended to use for its own interest or for inclusion in the thesis, or materials prepared by him or by other students, worked previously. He can assist with general advices but not to dictate in designing and conception, or in the work method of student, which remain student's duties and responsibilities.

- In those programs in which the mentor (Institution) is responsible for providing a "funding package" for student support, such support should be made clear from the beginning of the study term at the college, and he should not withdraw himself without justified and appropriate reason before the announcement. In addition, the mentor must play an active role in seeking to ensure the availability of basic resources needed for the work, and to discuss such issues in support of student funding.
- QAO informs the student on all obligations, means of communication with the mentor, maintaining confidentiality, ways that affect the public protection and / or publication of diploma thesis. Students should be aware that contractual obligations and / or remedies can require that all participants in a thesis defense must sign confidentiality agreement.
- If Mentor withdraws from the supervision of the student's thesis, this should be documented in writing STC, explaining the reasons.
- The mentor is responsible for acting in accordance with the basic law principles, academic integrity and professionalism.
- Mentor may not necessarily be a specialist of chosen field. The mentor cannot be changed after approval by the respective Board of STC, except in special cases.
- The final version of the thesis, will be checked, signed and assessed by the thesis mentor. Mentor makes a written assessment of thesis before it is presented for defense in front of formed Commission.
- The mentor does not have the right to guide more than 15 candidates for the academic year. Council approves or recommends replacement of mentor for certain topics.

## **Drafting the thesis**

- Diploma Thesis is prepared from one (1) single student or a group of students. Working in a group cannot consist of more than three candidates and only in exceptional cases, STC may even allow (four) candidates in a group.
- Students must be self-informed about the regulations and standards set out in the college calendar for each academic year, and the relevant documents made by the program that college provides in the respective department.
- Students are responsible to present the ongoing work and the fulfillment of contractual obligations in a timely manner, and to maintain regular contacts with the mentor.
- Students must have a reasonable basis for demanding a replacement of Mentor or any member of the panel (committee) before whom the thesis is defended. The written request describing these reasons should be addressed to the appropriate department's leader, who submits the request to the responsible Council, which takes the final decision.
- Students are expected to be aware of regulations for proper citation, including copyright and intellectual property in all logs to avoid representation of the findings as their work, which would result to be plagiarism.
- Students should sign a special form that is attached to each paper, stating the originality of

the paper (see statement of authenticity). In case of plagiarism student is denied the right to defend the diploma thesis.

## Criteria and rules

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### **For preparation and defense of diploma thesis at university studies**

*Diploma thesis is a theoretical paper (conceptual) combined with the practical - applicative, in which is treated an idea, or an issue that is addressed in the study, through lectures, which can be applied in practice in one or different places, that are covered by different authors. Diploma Thesis can summarize the disposition of different authors for a particular issue, various domestic or foreign authors, theorists, book authors, monographs, or other ordinary professional or not professional authors. It can take the **appearance of an analytical paper on the development or implementation of a mechanism specified in a field** which can and must be accompanied by observations, analysis, case analysis of specific organizations, with comments, with research, with surveys and the conclusions reached or derived from the candidate that defense diploma thesis.*

*Diploma Thesis may include a wider range of issues in chosen subject and learning fields during the studies.*

### **Drafting the thesis**

This document is based on international research policy and amending the College "Globus" for the compilation of the thesis in certain format.

### **Objectives**

Adhering to these standards ensures that:

- The quality of all dissertations is uniform and appropriate to the value set by the STC.
- Diploma thesis is a form that can be reproduced and deposited in the library of the college as a permanent record.
- Candidates do not compete with the form of presentation of the document that has little or nothing to do with the quality of Diploma Thesis in science.

### **Printed format**

The text should be written in font 12 point Times New Roman in style A4 paper "Justify". The titles of the first category (Heading 1) must have 16 point font size, title of the second category (Heading 2) 14 point font size, title of the third category (Heading 3) font size of 12 point specifically stated all extended from the left side of the sheet in the thesis. *Diploma Thesis is printed only on one side, and counting the pages placed in the lower right corner with 10 point font size.*

Writing should have space between rows in 1.5, including cited literature, but not including direct quotations of which must have space to 1.0 and be in quotes and Italic, and footnotes which must

have space also 1.0 and font size to 10 points. Candidates can choose space issue between rows in the appendices of the paper (if any).

Pages should be numbered consecutively in all Diploma Thesis. Preliminary pages for example, the cover do not count. While the pages that precede the main text (abstract, statement of originality, acknowledgement, list of contents) should be numbered with Roman (small) starting from number one (I). Count of pages in the main text is presented with Arabic numbers starting with number one (1).

## **Tables**

Should be placed on a single page (if necessary, the table may appear in "*landscape*" form, or, for example, the page A3), tables with less data are presented in the following text without distraction on site topic. Following list represents what should be considered and what is to be considered for placement of tables:

- Put the description label table as wide, presenting sufficient information to understand the table without reference to the text. Naming placed on the table by referring and ranking it numerically (for example, Table 1: description), and followed by information source.
- Organize table so that the presentation of data to come from the top-down and not horizontally.
- Presents data in a table or in the text, but never presents data on both forms.
- Select a measurement unit, not to present large decimal numbers in the table (For instance, the value is shown in Million € 10)
- DO NOT place tables which are not referred in the text.
- DO NOT rush to "decorate" the paper by placing tables with data, which you can replace with one or two sentences.
- DO NOT repeat the same values in the table. If the value is important for the table, put it in the description of the table or as a footnote to the table.
- Do not use vertical lines to divide the column, unless it is necessary.

## **Figures and diagrams**

Diagrams should take a special place within the site (by not set text on the side), if required to be placed in a separate page, followed by its source. Diagrams, regardless of size should adhere to the same standards with the thesis. The format presented should be readable and same quality for printing. Also legend of data presentation should maintain the same quality for printing and reading.

Figures refer to the charts you get, either electronic copy or scanned files (images reproduced in color printer and scanned should be qualitative), who meet the Standards for clear reading and printing quality. Following list represents what should be considered and what not considered in placing figures and diagrams:

- Include naming to describe your figure. The description should be short but informative for readers reflecting information without reference to the text. Naming placed under the figure / diagram referring it and ranked numerically (for example, Figure 1: description), and followed by its source.

- Put short descriptions on each axis of diagrams (including units of measurement)
- DO NOT put diagrams or figures without referred to in the text.
- DO NOT rush to "decorate" the paper by placing figures, which you can be replaced with one or two sentences.
- Do not take all the page space with the figure or diagram, leaving little room for descriptive elements.
- DO NOT extend the data in diagrams axes in relation to the data presented (for example, if the data are between 0 and 78, the axis must not exceed the value 80).

If the figure or diagram has larger dimensions or requires horizontal "landscape", present it appropriately, in order not to undermine the quality. The same principles apply to equations used in diploma thesis, with one exception, in the contents list, equations should not appear.

## **Diploma thesis written in foreign languages**

At "Globus" College the Diploma papers are written in Albanian (English language papers are encouraged). However, a student who intends to submit his / her thesis in English, must inform his / her mentor on the occasion of presenting the topic proposal for the diploma thesis. If the student wishes to submit his / her thesis in a language other than English and Albanian, mentor should make such a recommendation, with appropriate justification to SCT. The decision taken by SCT in accordance with Mentor, who at the same time is consent to the respective field and recommended language for Diploma thesis. A Diploma thesis written in a foreign language must include abstract in English, where any diploma paper of Albanian language should have abstract in English language as well.

### **Cover Page**

The format of the cover page (which is used as the first page of the thesis), is taken by the College of International Management "Globus". Cover page features the logo of the College Globus, level of study, study program, the title of the thesis, the candidate (or candidates), mentor, place, month and year. Cover of the thesis with the submission of the final paper should be with firm lids (Cover), with dark blue and with the above mentioned information engraved with gold color.

### **Abstract**

The abstract is a concise summary of the thesis, which contains approximately 250 words, not exceeding 450 words. Abstract has a special role through which presents: the importance, scope, and methodological approach, expectations, and key words thesis.

The abstract is the first element that precedes the main text of the thesis.

### **Acknowledgement**

Thesis usually followed by a brief acknowledgement (no more than 150 words) dedicated to contributors to during the studies, especially in the support and assistance during the diploma thesis.

## **Declaration of authenticity/originality**

Each diploma paper must maintain document evidencing dated and signed on the authenticity of the paper, as follows:

*"This diploma thesis is my work (or work group) original and has not been submitted, in whole or in part, for a degree in this or any other university. And does not contain, according to my knowledge, no material published or written by another person, except as stated in the text inside. "*

## **List of contents**

List of contents must submit titles from the first to the third level of the main text of the thesis, including the abstract, but not the declaration of authenticity, acknowledgement, and the list of contents.

## **List of tables**

List of content should be accompanied by a list of tables (if any). All tables presented in the thesis must be included in the list by submitting their numerical rankings and page number at which they are located.

## **List of figures and diagrams**

List of Tables should be accompanied by a list of figures / charts (if any). All figures / diagrams presented in the thesis must be included in the list by submitting their numerical rankings and page number on which are located.

## **List of Acronyms**

In cases where the abbreviation used, not originally described their content in the written text, list of abbreviations should be presented in a separate page after the list of contents.

## **Bibliography**

The final chapter of your paper should submit the list of used literature. This list presented in alphabetical order, and presents full descriptions of the sources stated. Resources may be obtained from books, articles from scientific journals / professional press, reports, conferences, patents, brochures, interviews, and web pages. Resources cannot include quotes from electronic encyclopedias such as **Wikipedia**.

# **The thesis structure**

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Candidates have considerable flexibility on the design of the thesis, which must continuously collaborate and consult with their mentor. However, written diploma papers must present a uniform modality in their structure, considering the number of dissertations written at the College of International Management "Globus", may be published in scientific journals, as well as presented at

international conferences.

## Diploma thesis - Master Studies

### Structure

- **Cover page:** is taken from College of International Management "Globus" in which the candidate (candidates) are ensured to present their program, written topic, name of the candidate (candidates), Mentor (the call and full name ), city, month and year of defense.
- **First page:** thesis, also taken by the College of International Management "Globus" and has content identical to the cover page. Home page does not count.
- **Abstract:** text preceding the main document without exceeding 450 words, and followed with abstract translated into English. For thesis made in English, the translation of abstract in Albanian language, while the thesis written in other languages abstract translation should be submitted in Albanian and English. The abstract is the first page that precedes the main text and numbered with roman numbers starting with number one (I).
- **Acknowledgement:** if written, should not exceed 150 words. Acknowledgement appears on single page.
- **Declaration of authenticity:** the text of the statement in Albanian and English provided by the College of International Management "Globus", the thesis written in languages beside English and Albanian language, the statement of authenticity must be submitted in the language in which diploma thesis is written
- **List of contents:** list of contents must submit a list of titles from the first to the third level, reflecting also the page on paper. List of content should be accompanied with the list of tables (if any), and list of figures / charts (if any), also referred to the number of pages where they are located.
- **Acronyms:** if not given in the text descriptions for acronyms used in the diploma paper, list of acronyms should appear following the list of contents.
- **Introduction:** general to the diploma thesis, work placement in the context of knowledge and understanding, creating the need for the present study and its importance, and the disclosure of the purpose and objectives. Introduction is the first part of the main text, the introduction start counting the pages with Arabic numbers starting with number one (1).
- **Review of literature:** describe the way you have applied your research, the importance of this field, and your personal interest. Present identification field through research questions and used methodology.
- **Chapters:** it begins with the treatment of the topic that you have to consider. Not recommended for shared work more than eight chapters that address the issue of choice, not including conclusions and recommendations.
- **Conclusions:** In this chapter present the findings of your research. Conclusions should be presented in as much detail and be sustainable and based on measurements made during the drafting of the thesis.
- **Recommendations:** submit one or more alternatives for each problem you have identified and presented the findings in thesis, giving clear guidelines for mitigation or solving certain

problem.

- **Limitations:** present limitations you have had in drafting of diploma thesis. Limitations do not implicate the lack of knowledge or reason of any nature that has stopped you in your accomplishments, rather, represent constraints limited nature of the treatment of the topic, and to develop further addressing problem, mark your assessments and recommendations appropriate to further develop the theme you treated in the diploma thesis.
- **Bibliography:** list all your sources you used to draft the thesis. Do not present in the list of bibliography sources that are not used and presented in the text.
- **Appendix:** Details of data that can enhance the benefit of the thesis for a future work, but that are too detailed for inclusion in the main body of the thesis, can be included as appendices.
- **Additional Materials:** with material attached to diploma thesis in various forms (not printed) as three-dimensional objects, various recording, maps or plans, additional material should be re-produced in forms suitable for storage and packing. Candidates should be guided by the mentor and the library supervisor in such cases.
- **Style:** simple and direct writing is encouraged. Diploma Thesis, before final submission must be edited, and corrected (Grammar, Punctuation, etc.). The material should not be written as expressed by enterprise, institution or department where you have had the opportunity to study or prepare a diploma thesis. Do not ever write in the first person. When necessarily written in the first person, should be written in the third person in Albanian. Do not write long sentences.
- **The length of the paper:** thesis work of a candidate recommended not exceeding 90 pages, but not less than 60 pages, A4.
  - Group paper, two members: 90 pages minimum + 50% max 135 pages.
  - Group paper, three members: 135 pages minimum + 50% max 200 pages.
  - Group paper, four members: 200 pages minimum + 50% max 300 pages.

## **The start of thesis preparation**

The candidate has the right to make the selection of the field, setting the theme, and the choice of mentor, during the studies. Formalizing the agreement, the assignment of the topic should be done at the beginning of last year of studies.

## **Thesis formalization**

Candidates submit the completed thesis form which is addressed to Administration Panel "Globus" College. Administration announces STC over formalization of the topic and assignment of Mentor.

Thesis formalization form should be taken from "Globus" College.

## **The draft proposal for the Diploma Thesis**

Master level students must present thesis draft proposal which should be addressed to Mentor for STC. STC in cooperation with Mentor approves the draft proposal of a candidate or make recommendations for amendments.

Designed draft proposal must submit:

- The thesis topic
- The draft proposal
- The content of the paper
- Graduation thesis
- Bibliography

## **Confidentiality**

Diploma Thesis and all materials covered should have confidential character.

You should have the approval of Mentor or enterprise in order to use their data and advices.

Submit a preliminary version to Mentor and get his approval to pass the final version.

Inform the company that College of International Management "Globus" will maintain confidentiality of information and addressed problems used.

Set notation "Confidential" on the front pages of thesis, if necessary.

## **Submission of thesis**

Candidate for diploma thesis defense must first perform all administrative and financial obligations of his / her studies with administration of the "Globus" College.

- Complete and confirmed documentation by the administration
- The settlement of all financial obligations of the studies, and
- Confirmation of the identification of all grades with the minutes and signed by relevant lecturers for the candidate from the Quality Assurance Office.

The student is required to submit a completed paper no later than 10 working days before the date set for defense.

## **Thesis admission**

After approval by Mentor on the admissibility of thesis, the candidate should deposit ("hard copy") paper with firm covers in five (5) identical copies for the institution, as well as an electronic copy on CD / DVD.

- A copy for three members of the committee for defense of diploma thesis
- A copy of the student file,
- A copy of the Library

It is recommended that each candidate for defense of diploma thesis have a paper copy with him /her

# Modality assessment of Diploma Thesis by the Commission

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Below will give criteria on the basis of which will be assessed the diploma thesis by the Commission. Diploma thesis will be evaluated with 100 points, equivalent to grade 10.

## **Written thesis**

1. Thesis structure
2. Presentation, style
3. Selected field references
4. Clarity in identifying problems
5. Methodology of paper processing
6. The value and originality of conclusions

## **Oral Presentation**

7. The organization of the presentation
8. Style
9. Participation in discussion with the Commission,
10. The general impression (as a student)

## **Written Diploma thesis**

### **1. Structure:**

During the preparation of the diploma thesis must have a logical elevation of the paper. It does not start in last month, but naturally begins before the end of semester exams and work continues during the term prescribed for thesis preparation. Diploma thesis begins with the identification of issues and problems to be addressed, introduction, treatment and focus of the problem, methodology of work, enterprises, the main analyzes, conclusions.

### **2. Style and presentation**

Usually includes the following:

- Is the thesis written and treated in a clear style?

- Are the arguments clear?
- Is the way of expression and writing thesis clear?

### 3. **References:**

Used Literature:

- Is there a sufficient use of bibliographic resources (books, articles, professional and academic journals, newspapers and professional articles)?
- Are resources and data used reliable and stable?
- Is a subject and problem clearly addressed in theoretical (conceptual) and practical way?

### 4. **Clarity in identifying the chosen problem:**

Does the written paper have sufficient space? Are there any conceptual errors? Are Diploma paper and problems sufficiently addressed?

### 5. **Paper processing methods:**

Is the methodology used for processing the thesis effective and valid?

### 6. **The value and originality of conclusions**

Are the methods used and conclusions presented sufficiently adequate and original for the assigned paper? Will be considered failure and unsuccessful any attempt to copy or bring template thesis or part of them treated in previous years or parallel by other students. In the absence of originality, parallel to the student candidate, the responsibility falls to Mentor as well.

## **Oral presentation**

### 7. **Organization of presentation**

Has the student a clear plan to introduce the diploma thesis? Are considered well-presented the arguments used in the paper and how are they defended by the student? Is there a logical and professional flow in the proposed concept that a student is defending?

### 8. **Style**

Are the presentation techniques of the student efficient? The phrasing, fluency and security freedom of speech in using audiovisual systems.

### 9. **Presentation on discussions with the Commission**

Is a candidate able to defend the arguments and conclusions presented? Does he/she reflect

quickly on unpredictable questions? How does a student respond to criticism?

#### **10. The general impression (as a student)**

Did the whole presentation share something new, original, a product of students work in relation to written material? Has the student achieved the level to present written and oral professionalism during the thesis defense?

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## The scenario of the Commission's work during the thesis defense

**Duration of defending the thesis is between 40-50 minutes.**

### **Starting**

- Greeting speech by the Chairman of the Commission at the opening of public defense of thesis.
- Chairman of the Committee shall notify the participants with the candidate's CV 2-3 minutes.
- Chairman of the Commission after reading the CV, the Candidate is entitled to start the presentation of diploma thesis.
  - Timeframe for presentation lasts between 15-20 minutes
  - Defense of the paper focuses on the objectives, conclusions and recommendations with no more than 15 slides.

### **The second part:**

- Questioning by the Commission and the audience (except Mentor)
- After the candidate response to the questions raised by the Commission and audience
- The Commission shall submit comments on the evaluation of the research, and defense.

### *Eventually:*

- Candidate is entitled to comment

### **The third part:**

- Withdrawal of the Commission for assessment and final decision. The Commission should make a grade assessment and make it public.
- Public announcement of the Commission decision for work and defense.
- Closure of public defense

## **Thesis format**

Thesis will necessarily have a standardize cover page for all students, appearance and requirements described in this regulation, taken as a template for the Master's diploma thesis.

This regulation was adopted in the meeting of the Scientific-Teaching Council of the College of International Management "Globus" and is valid until replaced and reviewed by the same procedure

as issued.

Pristina Dt: 26.10.2020