

**REPUBLIC OF KOSOVO
ISPE COLLEGE**



REGULATION OF ISPE COLLEGE

ON THE WORK OF MASTER THESIS

Approved on 28.12.2011 with a Decision of the College Council

PRISHTINA, 2011

Based on Law No. 04/L-037, date 9 September 2011 "On Higher Education in the Republic of Kosovo" and ISPE College's Status, ISPE College's Council approves this regulation:

REGULATION

ON THE WORK OF MASTER THESIS

GENERAL PROVISIONS

Article 1

In this Regulation on final exam of diploma is determined the appearance, preparation and "presentation of the diploma thesis", rights and obligations of the student, leaders of the diploma, mentor and assessment commission as well as other issues regarding the work on diploma and studies of faculties of ISPE College.

Article 2

Studies in ISPE College end with preparation and presentation of MASTER thesis, and reaching ETCS¹ in conformity with Bologna agreement.

Article 3

Diploma work is an independent and professional work of the student in the determined topic and is assessed with ECTS. Number of ETCS with which is assessed the MASTER thesis depends on the curriculum of the study programme.

Article 4

By work on MASTER thesis the student has to prove that based on the knowledge gained during studies and using literature, has adopted the given topic, has worked on it with the method appropriate for the thesis, that knows the used professional literature and to properly cite the sources, and that knows the professional terminology.

¹ European Credit Transfer System.

On the work of MASTER thesis, should be shown the ability of independent thinking of the student, respectively the ability to give conclusions and solutions to solve a specific problem.

ENDING OF STUDIES – THE PROCESS OF MASTER THESIS

Article 5

Master studies end by successful presentation of MASTER thesis;

Successful presentation of MASTER thesis means the ability to back it up by presenting it, and also the ability of writing that proves the acquired abilities of the student to interpret and implement theoretical and practical methods in solving specific problems from the respective field of Studies;

Student works on and presents the MASTER thesis in an individually;

MASTER thesis is registered in the last semester after successfully finishing all exams and finishing all other obligations in ISPE College;

Student chooses the MASTER thesis based on his/her field of study;

In order to take the topic of the MASTER Thesis the students has to fill a request of officiating the MASTER thesis work in the Office for Academic Programme and Technical Services;

The application of the Request for officiating the MASTER thesis work is available at the Office for Academic Programme and Technical Services; The responsible person in the Office for Academic Programme and Technical Services with his/her signature confirms that the student has finished all obligations and fulfils the conditions to proceed further with the MASTER thesis;

At least 1, and at most 6 months is given to the student to draft the MASTER thesis, starting from the day of officiating it;

In extraordinary cases, this period can be extended for at most 2 more months;

The request for period expansion is made by the student, with an appropriate excuse, whereas the decision for approval is taken by the Director of the College;

Project Proposal of the MASTER thesis is made by each student and except the explanation of title of the topic should also be explained the purpose of the thesis

and basic literature. Despite this the student should attach the request for officiating the MASTER thesis and to send it to his/her mentor;

After review, within 3 working days, the mentor confirms or not the supervision of the MASTER thesis – if the mentor confirms, he/she signs the document and by this the MASTER thesis is considered to be official and this document is attached to the requests;

The request is submitted to the Office for Academic Programme and Technical Services;

The mentor leads the students until the end of MASTER thesis;

One professor cannot be burdened with the lead of more than 8 thesis for one academic year, except for specific cases when it is allowed by the Director of the College.

TECHNICAL DATA ABOUT THE CONTENT OF THE THESIS

Article 6

MASTER thesis is written in computer in A4 format (21 x 29.7 cm) and consists of:

- covers;
- clear page;
- other inside pages
- Content;
- Abbreviations;
- Introduction;
- Topic processing based on chapters;
- Conclusion (Conclusions) in Albanian Language;
- Registration of literature and other sources that were used;
- Annex registry (if any).

Stated literature is used in this way:

- books (Surname, Scientific Title, Name of the Author, Title of the Book, Publisher, Publishing Place, Publishing Year);
- journal (title, article, author, publisher, place, year);
- other (laws, regulations, etc.);
- internet sources, URL full address and date is written.

Students can choose any way or form of known citing from the academic practice, the chosen way of citing should be consistent and unique in the whole paper.

MASTER thesis in Bachelor studies should contain approximately 18.000-20.000 words (in minimum 55 pages) by using the following technique:

- Right and Left Margins 30 mm;
- Upper and Lower Margins 25 mm;
- Paragraphs to be in order;
- Paragraphs are written in rows 1.5 of Paragraph;
- The usual text is written in Times New Roman format, 12 pts justified to the left and the right of the margins;
- Titles are written on Bold, Times New Roman or Arial format, centred, 12, 13, or 14 pts;
- Footnote and table text should be in italic format, 10 pts;
- At the end of the page (in the middle) is written the page number;
- Introduction should contain Roman numerals;
- Study Chapters should have Arabic numbers;
- Bibliography pages, annex pages should have Arabic numbers as a follow of numbers of the text;
- are printed on one side only.

SUBMISSION OF THE MASTER THESIS

Article 7

After finishing the final draft of the MASTER thesis, student submits it to the Mentor for review, who in a period of 10 days gives his/her opinion if the paper fulfils the foreseen standards and can be presented before the Commission. His/her decision, is given by signing the relevant document which then is submitted to the Office for Academic Services.

A final copy of the thesis is submitted to the Special Commission for Comments and Assessment. If this commission has comments, then the candidate should review the paper within a certain time period, otherwise the leader of the programme takes a decision to organize the presentation.

The Request for determining the date of the presentation of the MASTER Thesis, students submits it in the Office for Academic Programme and Technical Services, and then the Leader of the Study Programme determines the date, time and establishment of the Commission;

The student submits 4 (four) copies of the thesis at least 7 (seven) days before presentation.

The presentation of MASTER thesis can be public, but either way is held before the Commission consisting of three members proposed and approved by the Leader of the Programme or the Director of the ISPE. The mentor cannot be a Chief of the Commission.

Commission keeps record over the presentation of the MASTER thesis by the candidate.

The grade (reached possibly with consensus) in presentation, the Commission writes it in the record and Assessment page;

The candidate who did not submit the MASTER thesis on time, or whose written paper and presentation were unsuccessful, then he is assigned with a new diploma thesis or can be given an addition time for improvement;

A graduated student from the ISPE College in the MASTER Studies gains the title: Master (MA) in the specific field of study.

The general success of the student at the end of the studies is determined with the GPA which represents the arithmetic mean of positive grades from all modules. In the diploma is written the GPA during studies and the grade of the MASTER thesis.

The MASTER thesis over the achievement of the title of the professional preparation is signed by: Director of ISPE College and the Leader of that specific Programme;

Solemn delivery of diplomas is preferable;

After the successful presentation of the MASTER thesis and until the day of receiving the diploma, it is issued to the student the Certificate of Graduation signed by the Director of the College.

PRESENTATION OF MASTER THESIS

Article 8

In the presentation of the MASTER thesis the theoretical and practical knowledge is assessed as well as the ability of the student to argument his/her own conclusions regarding the material that he/she has worked on.

The procedure of the presentation of MASTER Thesis is as follows:

- The chief of the Commission opens the procedure of presentation;
- The candidate presents the basic problematic of the thesis, methods with which was served, and results he/she achieved in the thesis. The presentation lasts about 30 minutes;
- Commission Members ask questions to the candidate;
- Each member can ask at most 3 questions;
- After the questions, the candidate has the right to think up to 5 minutes, and then he/she has to answer the questions.

After he/she answers the questions, Commission evaluates the quality of the MASTER thesis, presentation of the candidate over the MASTER thesis and his/her answers to the questions, and based on this determines the final grade of the MASTER thesis.

Grades of MASTER Thesis are: excellent (10 or 9), very good (8), good (7), enough (6) and not enough (5).

Article 9

MASTER Thesis must be connected with solid, thick and dark blue covers with yellow words. In the cover is written:

- The College Logo (at the top of the cover in the middle row);
- Below it is written ISPE COLLEGE (in the middle of the page);
- Below ISPE College is written the name of the programme (in the middle of the page);
- In the middle of the Cover is written MASTER THESIS;
- At the end of the cover is written the name of the mentor (and of the second mentor, if applicable) and the name of the candidate (at the right of the cover);
- At the end of the cover is written the name of the city where ISPE College is located, month and year of presentation of the MASTER thesis (in the middle of the page).

Article 10

This regulation enters into force on the day of signature.

Prishtina, 28.12.2011

Head of ISPE College Council

Prof. Dr. Dr hc Hagen Lichtenberg

