APPROVED by
Resolution No. 1PV-40
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Faculty of Politics and Management of
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FORMAL REQUIREMENTS OF MASTER THESIS

(SHORT VERSION)

Master thesis – is an original independently done research, which analyses the problems of study area and searches for their solutions. The purpose of thesis is to enable student to develop deeper knowledge, understanding, abilities and attitudes in the context of the programme of study. The thesis should be finished at the end of the programme and offers the opportunity to deepen and synthesise knowledge acquired in previous and during Master studies.

The role of supervisor in this process is to give methodological support to student, to make suggestions and recommendations, to assess student's accomplishment of interim tasks at the end of each semester. Supervisor is not responsible for the content of Master thesis; quality of final paper is responsibility of student.

Selection of Master thesis topic

Students choose Master thesis topic from the list which is suggested by the study programme committee. The topic should be closely related to study programme area. The list includes provisional topics; they show direction of the research. Specific research topic is formulated after discussions between student and thesis' supervisor. Student can suggest her/his topic as well, in such a case, s/he has to discuss with Chairman the Committee and foreseen supervisor, if the topic is accepted it should be approved by the Committee. The main requirements for the topic are: relevance, scientific significance (theoretical and/or practical), novelty.

Planning of Master thesis

Final master thesis is written during all study period. At the beginning of the first semester but not later than October 30, student has to approve the individual Master thesis preparation plan with supervisor. During first semester student goes deeper to scientific research methodology studies, prepares master thesis project proposal, gets supervisor approval and maintains scientific research work exam. At the end of every next semester student needs to get Master's thesis writing accreditation from the supervisor.

Requirements of academic honesty

The main rules of academic honesty are:

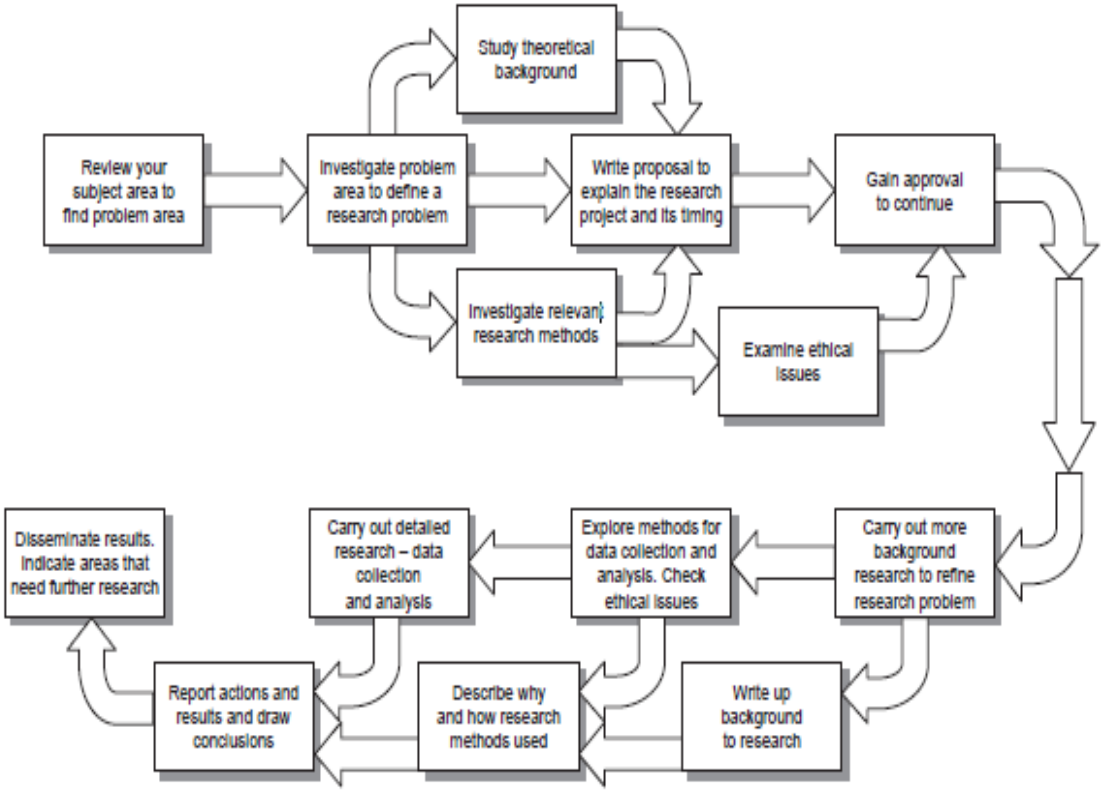
- ✓ Paper or its parts shouldn't be used in any other higher education institution;

- ✓ Paper or its part couldn't be used for any other (course, tasks) assessment; students can use texts from for ex. they bachelor thesis, but this should be clearly defined in the text and list of references;
- ✓ Clear distinction between authors and others ideas, texts, data, information should be done. It is not allowed to use others text without clear references in the text to the sources. Otherwise it is counted as plagiarism.

A student should submit the final thesis together with the declaration of the prescribed form in which s/he confirms that the final thesis submitted for assessment has been accomplished independently, without plagiarism and following the rules of academic writing.

Structure of Master thesis

During Master thesis writing students go through a long process which is shown in Picture 1.



Picture 1. Master thesis writing process

More information: Walliman, Nicholas S. R. Social Research Methods, SAGE course companions. Sage Publications, Ltd. 2006: 6 p.

The same process should be reflected in master thesis structure which consists from: title page, content, introduction, vocabulary of main concepts, scientific literature review, methodology, empirical data analysis, conclusions, recommendations, list of references, summary, annexes (Table 1).

Table 1. Master thesis structure requirements

Master thesis structure		**Master thesis structure requirements**
Title page		Title page includes: ✓ name of university ✓ name of faculty, department/institute ✓ name and surname of student ✓ name of study programme ✓ level of study programme ✓ supervisor's name and surname, her/his pedagogical name and scientific degree ✓ city and master thesis preparing year
Content		Content includes all titles of sections and subsections, page numbers where they start. Sections and subsections of theoretical and empirical parts are numbered using Arabic numbers; content, introduction, conclusions, recommendations, list of references, annexes have to be presented as independent structural parts which are not numerated. Titles of sections are written in capital letters, titles of subsection – sentence case.
Introduction		Introduction includes: ✓ research problem ✓ relevance of the topic ✓ novelty of the topic based on overview of previous researches ✓ practical and/or theoretical value of the paper ✓ object ✓ goal and objectives ✓ hypothesis or research questions ✓ research methods ✓ brief overview of paper's structure
Vocabulary of main concepts		The main key word have to be defined referring to sources
Report part	Scientific literature review	Theoretical section includes: ✓ theories, concepts and models, which explain analysed problem ✓ explanations of the categories investigated in the empirical thesis part; This section can be divided in subsections.
	Methodology	This section explains a way empirical research has been implemented, describes and justifies: ✓ type of research (qualitative, quantitative)

		✓ sampling procedure ✓ data collecting methods (including data collecting instrument) ✓ data analysis methods ✓ ethical issues ✓ limitations of the research
	Empirical data analysis	In this section data collected during the empirical research is described and analysed and/or interpreted
Conclusions		Conceptual conclusions should correspond to research objectives and to answer to research question/hypothesis
Recommendations		Recommendations should be specific, based on results and have clear address
Summary		The summary is written in English and describes main characteristics of Master thesis: title, goal, objectives, methods, results. Key words are defined. Summary is 2000-2500 characteristics with space (1 page)
List of references		It includes articles, monographs, dissertations and other publications no older than ten years. All publications mentioned in the text should be included in the list of references and vs. List of references should be prepared according to bibliographical requirements.
Annexes		At the end of the thesis annexes can be presented. It is obligatory to put in annexes data collecting instrument, in the case of interviewing – transcriptions. Additional information provided in annexes is optional. Annexes should be numbered and named.

Master thesis is 60-70 pages length (not including title page, content, list of references, annexes) typed Times New Roman 12 pt font size, 1, 5space. Margins are: left 3 cm, right 1, 5 cm, top and bottom 2 cm. It should be printed on A4 size one side paper and bounded.

Each section starts on a new page. Subsections could start on the same page, separated with additional space interval. Title of section is CAPITAL LETTERS, title of subsection – In sentence type. Titles and subtitles are cantered. Subsections are numbered only inside sections.

Preparation for Master thesis presentation

The aim of the presentation is to present the paper in the best possible way. Recommended structure of the presentation:

- ✓ Self-presentation;
- ✓ Topic of Master thesis;
- ✓ Object, goal, objectives, methods;

- ✓ Generalised research results;
- ✓ Conclusions and recommendations.

Defence of Master thesis

Final theses shall be defended in the open meeting of final theses qualification commission. Criteria and weighted coefficients of the final thesis and its assessment shall be as follows:

- ✓ Preparation of work, scientific level, weighted coefficient – 0,60;
- ✓ Quality of the defence (ability of the student to present the work, quality of presentation, ability to answer the questions), weighted coefficient – 0, 40.