

University of Gjakova "Fehmi Agani"

**GUIDELINE FOR WRITING A DIPLOMA PAPER
FOR BASIC STUDIES**

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GENERAL RULES

Diploma topics should be proposed by all teachers of UGJFA Faculties. Each teacher must propose up to ten topics with the possibility of proposing up to ten other topics with the approval of the FC (twenty topics for diploma paper). The heads of the programs must submit the proposal of the Diploma Topics from the academic staff of the respective program at the beginning of each academic year and at the request of the Faculty Management in other periods as well.

The evaluation and approval of the proposed topics is done by the Faculty Council. Based on these suggestions and the evaluation made, the registration of diploma paper topics is realized, they are published on the websites of the Faculties and in the bulletin boards of the faculties of UGJFA and the respective programs. The topic bank of the respective programs is monitored by the program manager.

Selection of topics and their type

Students from undergraduate programs begin procedures to identify the topic and potential mentor in the final year of study. The condition for selecting the diploma thesis is minus 2 exams from the last year of study. In advance, students must obtain a certificate of fulfillment of this condition from the Student Service. Students start the formalization procedures of the topic only after the completion of the last exam within the curriculum of the respective study.

Up to three undergraduate students can work on research topics by the approval of Faculty Council.

Students may propose topics in consultation with the professor, which topics must be passed for approval by the Faculty Council.

The duration of the completion of the diploma topic should be no more than 6 months from the date of officialization of the topic. In cases of travel abroad for the performance of certain components of the Diploma Paper, prior permission must be obtained from the Dean of the Faculty.

The types of studies within the Diploma Topics can be:

- scientific research
- literature reviews
- case studies

Submission and defence of Diploma Paper

The completed diploma paper must be submitted in 3 copies attached to the Student Service, while the electronic copy of the final topic must be submitted to the Coordinator for Quality of the respective Faculty.

After the consent of the mentor for the readiness of the candidate for the defense of the Diploma Paper, the defense of the topic should be done no earlier than 1 week and not later than 30 days after the completion of the relevant administrative procedures at the Student Service.

The evaluation committee for the work of the Diploma Paper consists of three members (chairman and two members). One of the members of the commission is the candidate's mentor. The chairman of the commission coordinates the work of the commission and should not be the mentor of the candidate. The other members of the commission are proposed by the Head of the Program, taking into account the field of scientific-professional activity of the respective Professors. The text should be written in the standard Albanian language, in accordance with the grammatical and spelling rules. The short summary of the diploma topic (Resume) should be in Albanian and English.

TECHNICAL GUIDELINES FOR WRITING DIPLOMA PAPER

The paper should have at least 25 and not more than 50 pages, including references. It should be written on white A4 paper (210 x 297 mm).

Configuratin:

Line spacing
1.5

Letter size 12 typographic

Type of letters (Times New Roman CE).

Ruler (edge) left 3.5 cm

Ruler (edge) top 2.5 cm

Ruler (edge) bottom 2.5 cm

Ruler (edge) right 2.5 cm

All pages are counted starting from the introduction, and the number is written at the bottom, in the middle of the page'

ILUSTRATIONS

The paper can include two types of illustrations: table and figure (pictures, drawings, schemes, diagrams, histograms, maps, etc.). The illustrations are marked with Arabic numbered numbers according to their appearance in the paper and respecting the rules of reference of the literature (see below the specifics of the references). They are placed next to the text where they are described. All figures must be titled. The numbers and titles of the tables are placed on the board, while the numbers and titles of the figures are placed under the figure. If the illustration is not the original contribution of the author it is necessary to specify the source (see below the specifications of the references).

ABBREVIATIONS

In the case of the first insertion of any abbreviation in the paper, the full name of the concept must be written first, and then the abbreviation, which is entered in parentheses. Only abbreviations can be used in the text below. Abbreviations cannot be used in the title of the paper.

It is necessary to specify all the meanings for which the abbreviation will be used in the paper and the summary of all abbreviations used in the text should be summarized on page six as specified below.

BONDING AND COVERS

The diploma thesis is bonded. The name and surname of the author, the year of defense and the logo of the University of UGJFA, the respective Faculty, the relevant branch, the name of the mentor are printed on the pillar bond. The inner side of the covers and the front page which rests on the cover remain unwritten.

First cover of the bonded paper and the first page are identical and must contain:

- UGJFA logo (the upper part in the center)
- The title of the University to which the Faculty belongs (upper part in the center, Times New Roman 20, capital letters)

- Name of the Faculty where the diploma paper is defended (upper part in the center, Times New Roman 18, capital letters)
 - Name of the respective Program (upper center, Times New Roman 16, capital letters)
 - Title of the dissertation (middle part in the center, Times New Roman 20, capital letters, bold)
 - Name and surname of the candidate, at the bottom left (Times New Roman 14, lowercase)
 - Mentor's name and surname, at the bottom right (Times New Roman 14, lowercase)
 - Place, month and year of realization, bottom, middle of page (Times New Roman 14, lowercase)
 - Cover color for basic studies should be red (letters on the cover gold-colored).

ENTRY PAGES

The first page is content-wise and technically identical to the cover.

The second page should contain the following information:

- The paper is done in (institution, institute, entity, clinic, etc.).
- Mentor (name and surname, academic title, institution)
- The paper includes: (number) page; (number) Table; (number) Figure

The third page is the candidate's statement regarding the authenticity of the diploma paper.

An example of this statement is as follows: *“I declare that this Diploma Thesis is my original work. All the literature and other sources that I have used during the work are listed in references and fully cited.”*

The fourth page is optional and there you can write the preface, dedication or thanks.

The fifth page is the content. Content contains the list of all chapters and subchapters with pages where they begin. The pages are marked with Arabic numbers and have the sign of the page where they start. An exception is the appendix which, if any, is marked in the content after the biography and is not marked with an Arabic number.

Page six contains the list of signs and abbreviations.

The introductory pages (before the abstract) are written in Roman numerals and are not counted in the total number of worksheets.

STRUCTURE OF DIPLOMA PAPER

The construction of the work depends on the type of work. Depending on the nature of the Diploma paper, it is recommended that the structure of the paper be as follows:

- 1. Abstract**
- 2. Introduction**
- 3. Purpose of the paper**
- 4. Methodology (Subjects and Methods or Materials and Methods)**
- 5. Topic explication**
- 6. Results**
- 7. Discussion**
- 8. Completion**
- 8a. Resume**

8b. Summary

9. References

10.Short CV of the candidate

ACADEMIC INTEGRITY

Data collection

At every step of the Diploma Paper, the protection of confidentiality and the anonymity of personal data of study participants must be ensured. The collection of data and information must respect the procedures for the protection of the data of the surveyed participants and the means used.

If the participant-subject is involved in the work, before the start of the realization of the work, the consent of the Ethical Committee must be provided. It is also necessary to obtain the consent of the participant

to carry out the work. In other cases the mentor must consider with the candidate the need for the approval of the data collection by the Ethical Commission of the respective Faculty.

In this process the candidate will be supported by the mentor.

The authenticity of the data collected and the other material used for the Diploma Topics is the responsibility of the candidate working on the Diploma Paper.

Plagiarism will be strictly monitored throughout the working process of the Diploma Paper. Plagiarism occurs when the work or property of a student or other individual is presented as personal work without adequate reference. Therefore, the Diploma Topics will be subject to detection of plagiarism by the subject mentor. In the case of the submission of the Diploma Paper, the candidate is obliged to give a statement addressing the issue of plagiarism.

During writing of the Diploma Paper students must respect the standards for citations and respect for copyright.

References are at the end of the thesis of the Diploma Paper and reflect the sources that the author has used during the preparation of the thesis. References are listed as they appear in the text, in accordance with the rules of the International Committee of Medical Journal Editors (<http://www.icmje.org/>) (formerly known as Vancouver style). Specific examples of references can be found at: [www.nlm.nih.gov/bsd/uniform requirements. html](http://www.nlm.nih.gov/bsd/uniform_requirements.html).

The rules of citation are taken by each candidate together with the instructions for the drafting and preparation of the diploma thesis in the Student Service.

This regulation is enforced on the day of its approval.

ATTACHMENTS

1. Diploma Paper Difence Protocol
2. Record

DIPLOMA PAPER DEFENCE PROTOCOL

The required information is filled by student's service (apart from final graduation grade that is assesst by commission chairman)

THE OFFICIAL PART OF DIPLOMA PAPER DEFENCE

INSTRUCTIONS

Protocol text

Appearance and clothing in graduation is detremined by Professional Ethic Code of University of Gjakova "Fehmi Agani"

No.05/ 771/ 2017.

General time of official defence of Diploma paper is limited to 45 minutes.

At the apponted time, the commitee for Diploma Paper evaluation, enters the hall where the defence of diplma thessis is planned. The first one that enters the hall, where the student and the guests are, is the commission chairman , followed by mentor and commission memeber. The student has previously finished all technical prepartions for diploma paper defence. After commission enters the hall , no one can enter until the official defence of diploma thessis is finished Commission rises and the chairman addresses the attendees.

If all attendees have not risen::

Please rise

Dear colleagues, ladies and gentleman

student
(name and surnameemri)

born year
(birth date)

in
(town) (state)

Has registered studies in departmen _____ UGJFA-së in
the year _____

program
(the name of the study program)

Student until the diploma thesis exam –has fiinished all exams forseen by study
syllabus

After all attendees have risen:

with average grade
(study average grade)

Department Council of _____, on its regular metting
on dt. ___/___/ 20___, has approved the diploma paper with title:

(name of the topic)

and has assigned evalutaion commision of thesis, consisting of:

Commission chairman:
(name and surname)

Mentor:
(name and surname)

Commission members
(name and surname)

Mentor has reviewed diploma paper and at the same time approved the defence.
Therefore I ask the candidate to present the basic aspects of diploma thesis with

INSTRUCTIONS	Protocol text
	duration up to 15 minutes.Please sit down. .
INSTRUCTIONS	Protocol text
After guests being seated , commission sits on festively prepared table. The student defends the diploma paper while standing (except on extraordinary occasions such as disability , injuries, etc.)	
Student greets the members of commission and the guests and starts with the presentation. The time of student's review is limited to 15 minutes..	
If the student does not complete the presentation within 15 minutes , the chairman is obliged to stop student's presentaion with these words:	Dear college , presentation time is over, please get ready for commission's questions.
After the presentation has ended , we move to commission's questions (it is recomanded that the commission members should not ask more than two questions).	
The chairman addresses the student:	Dear, collegue , please listen the questions carefully and answer them
Initially the questioned are posed by the chairman , and afterwards by members and mentor.The time for questions and answers is limited to 15 minutes..	
If the forseen time has endede, the chairman is obliged to stop further questions and answers of the students, by words	Dear, collegue , the time forseen for questions and answers has run out
After this the commission raises.	
Chairman addresses the attendees:	Dear attendees, after carefully reading the thesis, hearing the candidate's presentation as well as the answers to the posed questions, informs you that the moment has come for the commission to leave the hall for final evaluation of thesis. Thank you for your understanding.
Commission leaves the hall (the chairman leaves first,followed by mentor and commission member) to make the final evaluation , and fill the final record of thesis defence. After completing the record, commission enters the hall where the defence of final work is taking place (the chairman enters first, followed bu mentor and commission members).. Commisison remains standing and the chairman addresses the attendees. If all attendees are not on their feet:	Please, rise
	After discussion, commission has taken this decision:
	Student <input type="text"/> (Name and surname)
	Has successfully defended diploma thesis, and commission evalutes the thesis with grade :
After all the attendees have risen:	<input type="text"/> (grade)
	Dear, collegue , after successfully coopleting your studies , you have earned the title:
	<input type="text"/> (name of the title)
	On the behalf of the departament of _____ of University of Gjakova "Fehmi Agani" we CONGRATULATE you.
In case of unsuccessful defence :	After consultation , commission has taken the below stated decision : Student <u>did not defend diploma paper</u> . Student is instructed to do the necessary additions on diploma thesis within 3 months time.

Commission members congratulate the student with a handshake.

(Initially the commission chairman congratulates the student, he/she is followed by mentor and commission members).

By this the official defence of diploma thesis comes to an end..
