

Bartësi Privat i Arsimit të Lartë
Private Bearer of Higher Education



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Nr.Prot. :	AD-1296-6/20
Datë :	03.06.2020

Regulation on drafting the Bachelor and Master diploma thesis

Pristina, 2020

Based on the Law on Higher Education and based on Article 20, paragraph 1, point i and Article 21 of the Statute of the College of Medical Sciences "Rezonanca", the Senate of the College, at the meeting held on 02.10.2020, approved the following:

REGULATIONS

on drafting bachelor's and master's degree thesis

GENERAL PROVISIONS

Article 1.

a) This Regulation governs the presentation, preparation, and evaluation of the Bachelor's and Master's thesis at the College of Medical Sciences "Resonance" (hereinafter referred to as the "College").

Article 2.

a) In order to obtain a diploma for studies completed at the basic level at the College, it is necessary that the student, in addition to the accumulated ECTS credits (which are earned with a number of exams taken) and the fulfillment of other obligations, also draft a selected diploma thesis, which is also evaluated with ECTS credits.

b) The student must, together with the diploma exam, accumulate at least 180 ECTS credits for three-year studies, respectively 300 ECTS for five-year studies and 120 ECTS for Master's studies.

c) The diploma thesis is primarily made up of the courses that the student has completed during his studies at the faculty.

Article 3.

a) A student who graduates from the College at the Bachelor's or Master's degree level, and who has previously graduated from other academic institutions, regardless of the level, is obliged to write a diploma thesis in the field of scientific-teaching disciplines that he/she studied according to the study program.

Article 4.

a) The diploma thesis is an independent work on a defined topic.

- b) By writing the diploma thesis, the student must demonstrate the ability and independence to solve problems from the scientific-teaching field that have been the content of his studies.
- c) The topic of the diploma thesis in its content, according to the rule, must include, in addition to the theoretical part, the possibilities of solving concrete health problems.
- d) The content of the diploma thesis, upon the student's proposal, is confirmed by the mentor. In the diploma thesis program, the student is required to collaborate with the mentor from the beginning of the thesis work.

TOPICS AND MANAGEMENT OF THE DIPLOMA THESIS BEFORE THE PUBLIC DEFENSE

Article 5.

- a) The register of diploma thesis topics, according to the proposal of the instructor, is approved by the Faculty Council.
- b) The proposed topics for diploma theses are, if possible, announced on the board, the College's website, at the beginning of each academic year, so that within them, the student can choose the assigned topic.
- c) Students can also propose a topic that has not been published in the register of thesis topics, provided that the topic has not been covered in the last three years, but always in agreement with the mentor.

Article 6.

- a) The student is required to present the topic of the diploma thesis in the third year of studies, or in the second year of Master's studies.
- b) The regular student is required to present the topic before the start of the sixth semester, or before the start of the fourth semester for Master's studies.

Article 7.

- a) The student selects the topic in such a way that, with the guidance of the teacher – mentor, they develop the concept of the diploma thesis in the Proposal Form for the Bachelor thesis topic, or the Master thesis topic.
- b) The student has the right to propose the mentor and the members of the committee.
- c) In the procedure for determining the topic of the diploma thesis, the student is obliged, together with the topic and content of the diploma thesis, to cite the literature and other materials that will be used when drafting the diploma thesis.

- d) The College will publish a Guide on how to technically work on a Bachelor or Master thesis. The Faculty Council will decide the number of candidates a mentor can supervise after assessing how many potential students are ready for graduation;
- e) The concept for the development of the diploma thesis, with the proposed content, is submitted to the mentor. After the mentor evaluates that the Proposal Form for the topic has been correctly completed, they complete the Mentor's Declaration for accepting the topic and the candidate for supervision, which is then submitted to the College's archive for protocoling and processing for approval.
- e) The Dean of the Faculty, after reviewing the request for approval of the bachelor thesis topic, decides on the "approval" or "rejection" of the proposed topic. If the topic is approved, the Dean appoints a three-member committee for the evaluation of the thesis and its final defense, consisting of: the Chairperson of the Committee, a Committee member, and the thesis mentor. The Chairperson of the Committee for the thesis defense cannot be the mentor.
- f) The examination of the request for permission to write a Master's thesis is carried out by the Master's Studies Committee, which decides on the "approval" or "rejection" of the proposed thesis. If the thesis is approved, the Faculty Council, upon the proposal of the Master's Studies Committee, appoints a three-member committee for the evaluation of the thesis and its final defense, composed of: the chairman of the Committee, a member of the Committee and the thesis mentor. The chairman of the Committee for the defense of the Master's thesis cannot be the mentor.
- g) The Dean of the Faculty, through a special procedure, is obliged to make a balanced distribution of topics among all lecturers.
- h) No mentor can accept candidates if they do not have the verified and confirmed forms obtained from the College;
- i) The form is part of the student's file;

Article 8.

- a) The mentor of the thesis must have the title of professor or hold a completed doctoral degree, and can only be chosen from the ranks of the faculty professors.
- b) For diploma topics in the Bachelor's program in Nursing and Midwifery, a teacher with a completed master's degree can also be selected as a mentor.

Article 9

- a) The first evaluation of the diploma thesis is done by the thesis mentor, no later than 30 days from the moment the candidate's thesis topic is accepted. After the evaluation, the mentor completes the 'Mentor's Evaluation Form' for the candidate's thesis topic, in the signed physical version, which is submitted to the College's archive. The thesis mentor sends the 'Mentor's Evaluation Form' and the candidate's thesis topic via email to the program officer."
- b) The program officer forwards the submitted thesis topic to two members of the Evaluation

Committee.

- c) If the other members of the committee evaluate that the thesis is not suitable for defense, the candidate must complete or revise it. The Chairperson of the committee returns the thesis to the student with instructions on what needs to be completed (revised) in the thesis. The student is required to make the requested revisions within no more than 30 days. In these cases, the approval procedure for the Committee's evaluation report on the diploma thesis in the Faculty Council is repeated.
- d) After the student has made the necessary revisions and changes to the topic, the Chairperson of the Committee, together with the mentor and the Committee member, prepares the Report for the thesis topic (within no more than one week from receiving the thesis), which is signed and submitted to the College for approval by the Faculty Council. The report is submitted in both physical and electronic versions.
- d) If one member of the Committee has a different opinion, he can prepare a separate report and submit it to the College.
- e) If two members of the Committee evaluate the diploma thesis negatively, despite the positive evaluation from the mentor, the mentor may request the Dean to appoint another professional committee of three members, who is obligated to review the diploma thesis and the documentation regarding the evaluation of the thesis within a period of 14 days, in written form.
- f) The Faculty Council makes a decision on the approval or rejection of the topic.
- g) If the thesis is approved and allowed for defense, the Committee, in collaboration with the candidate, proposes a defense date within 15 days.
- h) The Dean, based on the proposal from the Committee and the candidate, sets the defense date for the topic.
- i) The thesis defense must take place within 30 days from the day the Committee's evaluation report on the diploma thesis is approved by the Faculty Council.

Article 10.

The student gains the right to the public defense of the diploma thesis if they have completed all individual exams according to the study program, successfully passed the final exam, and have presented a part or the entire thesis at the College's Student Congress, which is organized at the end of June. The presentation can be either oral or poster presentation.

- a) The allowed diploma thesis must be completed within the designated deadline, which does not exceed the first year of the graduate's internship.
- b) The deadline may be extended in accordance with the decision for extending the graduate's internship for one more academic year.

Article 11

- a) When drafting the diploma thesis, the student must be careful about the necessary content and the formal quality of the thesis.

- b) The formal quality includes: style, language, spelling, the pages of the thesis, classification and arrangement of the content, citation of sources, and the proper register of the used literature according to the Vancouver style.
- c) The quality of the contents of the thesis includes: consistent adherence to the topic, correct application of the method of analysis and synthesis as well as other relevant scientific methods, argumentation of positions, regular expression of positions, conclusions, proposals, etc.
- d) If the student has completed one or more works during their studies that, in terms of content and volume, correspond to the diploma thesis, that work (or works) may be accepted as the diploma thesis, and the normal defense procedure will continue.
- e) The thesis topic must not be a copy or duplication of another work by another author or authors.
- f) Plagiarism of the work will be punished according to the College Regulations.

Article 12

- a) The diploma thesis is written on a computer on A4 size paper (21 x 29.7 cm) and consists of:
 - Cover page – must include the following information:
 - Institution emblem
 - Title of the diploma thesis
 - Rationale of the presentation: Bachelor's degree Thesis
 - Name of the student/s
 - Name of the thesis supervisor
 - Date of submission:

- Blank page
- Acknowledgements
- List of abbreviations
- Table of contents
- Resume in Albanian
- Summary
- I. Introduction
- II. Purpose of the paper
- III. Material and methods
- IV. Results
- V. Discussion
- VI. Conclusion
- VII. References

b) For group projects, the Authorial Responsibility and Contributions Declaration must be completed for each student in the group.

c) The diploma thesis in studies must include at least 30 pages for individual projects, 50 pages for group projects, and 70 pages for Master's thesis projects, using the following technique:

- Margins on all sides should be 30 mm;
- Paragraphs arranged in wide lines (Line spacing 1.5 lines)
- Font used in writing - Times New Roman, size 12 pts with arrangement on both sides (justify);
- Every illustration must have a title, textual content, notes, or explanations, all in the Albanian language. Explanations (legends) should be indicated on the illustration. Illustrations taken and reproduced from other authors must be done with the permission of the publisher and the author. In the text of the thesis, the author places the appropriate illustrations. Illustrations should be limited to a reasonable number, as these increase the cost of publication. The title, written at the *top* of the illustration, should be concise and meaningful, so that the reader can clearly understand the content.
- **Tables** and **graphs** should be clear and easily understandable, not complicated or overloaded with data. Abbreviations used (Roman numerals, capital letters, or other symbols) should be explained beneath the illustration, listed as footnotes.
- All applicable orthographic rules must be followed during the writing of the text.
- For terms in English, consult The Oxford English Dictionary.

Article 13

- a) Before making the hard copy (with covers), the student must submit their thesis topic by email to the thesis mentor.
- b) Only after permission is received – confirmation that the topic has been approved by the Faculty Council, the student may submit four (4) copies of the diploma, with hard covers and one electronic copy (CD).

Article 14

- a) Students are required to defend their diploma thesis before a three-member committee.
- b) The defense of the diploma thesis is public and takes place at a time set by the mentor in agreement with the committee members. The mentor informs the program administrator about the defense time, and the administrator then notifies the student.

Article 15

- a) During the defense of the diploma thesis, the theoretical and practical knowledge, as well as the student's ability to defend and argue their personal conclusions regarding the subject they have worked on in the thesis, are verified.

The procedure for defending the diploma thesis is as follows:

- The Chairperson of the Committee opens the defense procedure by reading the Protocol and the minutes for the defense of the diploma thesis;
 - The thesis mentor presents a brief report related to the candidate's thesis topic.
 - The candidate presents the basic issues of the thesis, the methods used and the results achieved in the thesis. The presentation lasts about 10-20 minutes.
 - The Committee members ask the candidate questions.
 - Each member can ask a maximum of 3 questions.
- After asking the questions, the candidate has the right to think for up to 5 minutes, after which time he/she must answer the questions.

- b) After answering all the questions asked, the Commission examines the quality of the diploma thesis, the candidate's oral presentation on the thesis and his/her answers to the questions asked, and based on this determines the final grade of the diploma thesis.

The grades of the diploma thesis are: excellent (10 or 9), very good (8), good (7), sufficient (6) and insufficient (5).

Article 16

a) In case of the absence of a committee member during the thesis defense, the Dean may appoint a substitute.

Article 17.

a) If the mentor and the committee members conclude that the candidate has successfully defended the thesis or if they determine that the defense was unsuccessful, they communicate the evaluation (grade) to the candidate directly after the defense.

b) The grade is communicated publicly to the candidate by the Chairperson of the Committee.

Article 18.

a) During the defense of the diploma thesis, the Protocol for the defense of the thesis is applied, and the Minutes for the defense of the thesis, as determined by the College, are completed.

b) The signed Minutes of the diploma thesis defense are submitted to the record keeper, who, after protocoling, makes two copies: the original is placed in the student's file, one copy is archived, and one copy is placed in the file of the administrator for defended topics.

Article 19.

a) When the candidate is informed of the poor grade for the diploma thesis, the reasons for such a grade must be stated, which will be included in the minutes of the diploma thesis evaluation.

b) A candidate whose thesis has been graded poorly must choose and submit a new topic for their diploma thesis.

TRANSITIONAL AND FINAL PROVISIONS**Article 20**

The Faculty Council is competent for the interpretation of certain provisions of these Regulations.

Article 21.

c) After the entry into force of this Regulation, all other provisions that directly or indirectly regulate this matter are repealed;

d) All other documents in the form of recommendations are considered annexes to this document;

Article 22

The regulation may be amended according to its approval procedure.

Article 23

This Regulation enters into force on the day of approval by the College Senate.

RECTOR

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