



Regulation on BA and MA Diploma Thesis

Pursuant to the ESLG College Statute, the ESLG College Managing Board hereby issues the Regulation on BA and MA Diploma Thesis, on 20.08.2019:

Format

Standard paper: A4.

Page formatting: bound.

Layout: left and right margins 3 cm, top margin 2,5 cm.

Font:

- Font type: Arial.
- Size: 11 (11 points, regular).
- Line spacing 1,2.
- Justified alignment.

Paper

Paper shall be soft, only the covers shall be thick. Printing shall be double-sided.

Binding

a) BA Diploma Thesis

The BA Diploma Thesis shall be strong-bound, dark blue colour. The title shall be written in silver colour.

b) MA Diploma Thesis

The BA Diploma Thesis shall be strong-bound, dark blue colour. The title shall be written in silver colour.

Numbering

Page numbers shall be centred.

- No page number shall appear on the first page.
- The next page shall begin with Roman numbering II, Abstract III, and so forth
- The remaining sections in the Diploma Thesis from the introduction to the conclusions shall be numbered in Arabic numbers, starting from 1.



Size

a) BA Diploma thesis

The BA Diploma thesis shall contain between 50.000 - 80.000 characters.

b) MA Diploma Thesis

The MA Diploma thesis shall contain between 110.000 - 150.000 characters.

Diploma thesis layout

Structure of the Diploma thesis is presented below:

Abstract

The Abstract shall present the purpose of study, research methodology used and the findings of such research. The abstract shall contain 15 lines, and keywords shall not be more than five.

Table of contents

The table of contents shall present the layout of titles and headers contained.

Introduction

The introduction is an integral part of the diploma thesis. The introduction is the initial section of the diploma thesis. By the introduction, the author presents the scope of the thesis, the problem this diploma thesis aims to resolve, the hypothesis, the purpose of study, scientific methods used in the work. The introduction shall contain the following:

- a) Introduction of the BA Diploma Thesis:
- Definition of the Diploma Thesis.
 - Scope and purpose of the Diploma Thesis.
 - Research question and hypothesis
 - Assessment of research so far
 - Methods used in the research.



- Short description of Diploma Thesis chapters.

The introduction shall compose 5% of the whole Diploma thesis.

b) Introduction of the MA Diploma Thesis:

- The problem this research aims to shed light on by the hypothesis set forth.
- Scope and purpose of the Diploma Thesis.
- Research question and hypothesis
- Assessment of research so far
- Methods used in the research.

The introduction shall compose 5% of the whole Diploma thesis.

Body of the diploma thesis

The main body part of the Thesis consists of the theoretical section, analytical/experimental section, and the final section.

Sections are divided into chapters, and numbered by a decimal system, such as 1, 1.1, 1.1.1, 2, 2.1, 2.1.1 etc.

The theoretical section elaborates the topic of the thesis from a theoretical viewpoint, and addresses the literature review of the topic elaborated by the diploma thesis.

The analytical/experimental section of the Diploma thesis is the most important section. In this section, the student exploits the research methods based on theoretical achievements and the literature consulted. This section of the thesis must be independent and objective, where relevant research methods are used to validate the hypothesis posed. In the concluding section, the student compares his/her findings with research methods and findings of other authors, who have reached similar or contradictory findings, with the same or different research methods.

Bibliography

By the end of the diploma thesis, the student shall list the literature resources used. Bibliography shall be listed by name. References shall be grouped into groups of books, journals, conference papers, law citations, etc. The list of references shall contain at least 10 admissible sources.



Tables and graphs

Tables, graphs, schedules and other illustrations included within the diploma thesis shall be presented dividedly as a caption list in the initial part of the thesis.

Also, a distinct list of abbreviations used shall be presented in the initial part of the thesis.

Appendices

Survey forms and lists, analytical tables and other documents used for the thesis may be presented as an appendix to the thesis, in a chronological order.

Statement of author rights and copy-reading

Declaration

By the signature below, I hereby certify that:

- The final work presented is only a result of my own research work
- This work has been copy-read in compliance with mentor's and Commission members' comments. I certify that publications and opinions of other authors used in my thesis are adequately quoted and designated in compliance with relevant rules of the Faculty.
- I am fully aware that plagiates – presentation of works of others, either in the form of quotes or otherwise paraphrasing literature, or in a graphic form, which contain thoughts or ideas presented as my own, is punishable by law (Law on Copyrights and related rights).

Statutory declaration

In my full responsibility, I hereby declare that this thesis is written by me, and it has never been presented before any other institution for assessment, and has not been published before, in full or in part. The thesis does not contain any materials written by any other person, except the cases quoted and properly referred to.

Quotations

During the compilation of the Diploma thesis, the student must divide the text by the author from the text presenting thoughts, ideas, data or illustration by other authors. In



presenting definitions, scientific aspects, information and data, the author shall cite the source of such reference. By citation, the author refers to the source of information, definition and scientific theory, and such sources shall be easily verifiable.

There are several methods of citations:

- European (by footnote)
- American or Harvard (quotation by the end of quote, placed in brackets).

Notes

All notes shall be placed in a footnote and presented in Arial 10 font.

Remarks may be two types:

- Explanatory notes;
- Comparative notes;

Notes shall be entered into a footnote, numbered in Arabic numbers.

Citation rules

- First goes the author of citation, then the year of publication, and page of reference (T. Jerovšek, 2006, page 37).
- If there are two authors, both shall be quoted (T. Jerovšek and J. Čebulj, 1995, page 125). If there are three authors, all shall be quoted (T. Jerovšek, J. Čebulj and P. Jambrek, 1995, page 125).
- If there are more than three authors, the full publication title, year of publication, and page of such publication shall be quoted (Komentar ustave RS, 2011, str. 43).
- If the student refers to an idea, which is also mentioned in a publication, but not directly quoted, then the student shall refer to it (see P. Jambrek, 2007, page 123).
- If quoting from a part written by a first author, but further quoted into another book by a second author, and the student has taken the quote from the second author, the student shall quote: (T. Jerovšek IN: J. Čebulj, 1998, page 20).
- If referring to laws, the student shall note the abbreviation of the law, e.g. Law on Contested Procedure, and the article quoted (LCP, Article 34).



Bibliography

The bibliography shall be presented in the following manner:

5.1.3.1. Independent publications

Surname in capital letters, name in lowercase letters, title of publication or book, place of publication, publishing institution, and year of publication.

Example:

NOVAK, Marko, **Introduction to Law**. Nova Gorica : Evropska pravna fakulteta, 2010

If there are more than three authors, the student shall only quote the title of publication.

Example:

TITLE OF PUBLICATION: subtitle if any/ Name of first author ... [et al.]; ur. Name and surname. Place: Publishing institution, Year of publication.

Example:

COMMENTARY to the Constitution of the Republic of Slovenia: Supplement - A / Matej Avbelj ... [et al.] ; ur. Lovro Šturm. Kranj : Fakulteta za državne in evropske študije, 2011

In anonymous sources, reports or publications without specified authors, the following quotation shall apply:

(VS, 2014) Statistical Annual of the RK. Prishtina: Statistical Office of the Republic of Kosovo, 2014.

Publications in scientific journals

The referencing of publications in scientific journals shall be of the following method:

SURNAME, name, Title of Journal. IN: Title of Journal, Year of Publication, Publication Edition, publication no., pages from to.

Example:

DALY, Mary, EU Social Policy after Lisbon. IN: Journal of common market studies (JCMS). 2006, vol. 44., no. 3., page 461-481

Citation of law

(abbreviation of law) Title of Law. Publication, supplement.

Example:

Nazim Gafurri 33 Prishtinë Republika e Kosovës
T: +383 38 602 405
T: +383 44 159 867
E: info@eukos.org
W: www.eukos.org



- (LP) CRIMINAL Law. Official Gazette of the RKS, no. 18/2011

Court case-law

Example:

1. DECISION of the Court, No. C-39/72-European Commission vs. Italy, 7.2.1973. URL:
<http://curia.europa.eu/juris/liste.jsf?language=sl&jur=C,T,F&num=c-39/72&td=ALL>

xx.xx.201

Websites

The quotation of a text taken from a website shall be the following:

SURNAME, Name, title. Date of publication in the website. URL: ____, xx.xx.2013 (date of accessing the website of source)

Example:

LAIN, Corinne, Upside-down judicial review; 12.1.2012. URL:
»http://papers.ssrn.com/sol3/papers.cfm?abstract_id=1984060« xx.xx.2013

GRAPHS AND PHOTOGRAPHS AND ILLUSTRATIONS

All graphs, photographs and illustrations shall be quoted over the graph, photograph or illustration.

Example: Photograph 1: Kosovo Government Building, source of reference

DIPLOMA THESIS FORMAT

Cover Page

The cover page of the Diploma Thesis, bound in hard cover, shall contain the title ESLG COLLEGE written in silver letters. In the middle, centred font, TITLE OF THE DIPLOMA THESIS. Further, in capital letters, the DIPLOMA THESIS. The font size in the cover page shall be Arial 14, apart from the title of the Diploma Thesis, which is Arial 16.

Example:



KOLEGJI ESLG

ESLG COLLEGE

TITLE OF DIPLOMA THESIS

BACHELOR DIPLOMA THESIS

NAME AND SURNAME

PLACE, YEAR

Page one after the cover page

Example:



KOLEGJI ESLG

ESLG COLLEGE

TITLE OF DIPLOMA THESIS

DIPLOMA THESIS

Candidate: Name and Surname

Ref. no:

Study Program:

Mentor: prof. dr. Name and Surname

Place, year

Fonts

1 CHAPTER 1, SIZE 14, UPPERCASE, BOLD

1.1 FIRST HEADER TITLE, SIZE 12, UPPERCASE, BOLD

1.1.1 Title of Heading 2, size 12, lowercase, bold

1.1.1.1 Title of Heading 3, size 12, lowercase, bold, italic

Diploma thesis compilation procedure

- The student shall choose an area for the diploma thesis, and the matter in which he/she shall compile the diploma thesis on.
- The student shall select a mentor for the Diploma Thesis, and shall agree with him/her on the topic of the Diploma Thesis.

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T: +383 44 159 867

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- The student shall submit a draft proposal to the Commission for Verification of Diploma Thesis.
- In case of any remark, the Commission shall notify the student within two weeks.
- The student shall have two weeks to correct the draft proposal.
- The Commission shall compile a positive report on the draft proposal.
- Upon approval of the draft proposal, the student must compile and submit his/her diploma thesis within one year.
- Upon compilation of the Diploma Thesis, the student shall submit the paper for technical copyreading, to verify whether the thesis meets the technical requirements as provided by the present Regulation.
- A Diploma Thesis Commission shall be established, with at least 2 members for Bachelor thesis, and three members for Master Diploma Thesis.
- Upon submission of the final draft, the Commission shall, within one month, notify the student of its comments and amendments required, or compile the final report in case of no comments.
- Upon receipt of comments, the student shall have one month to make all amendments required.
- Upon amendment, the Commission shall, within two weeks, compile a final report on the Diploma Thesis, and schedule the date of defence of such Thesis.

Date: 20.08.2019

Prof. Dr. Edmond Hajrizi