Epoka University

Department of Political Science and International Relations

Departmental Manual

Manual on “Professional Master Micro Thesis”

Tirana, 20 February 2020

**1. About this Manual:**

The Manual on “Professional Master Micro Thesis” is compiled by the PIR Department for its needs. It has advisory role and does not replace the formal rules of Epoka University as regards the Professional Master studies.

**2. About Professional Master Micro Thesis:**

The students of the Professional Master in Political Science and International Relations are required to write a Thesis. It is compulsory element of the study program of the Professional Master in Political Science and International Relations as licensed and accredited by the national authorities. The aim is that the Professional Master students apply their knowledge acquired during their studies in writing on a specific topic.

**3. Course code:**

PIR 400 Micro Thesis, with individual names of professor supervisors who hold at least a PhD degree.

**4. ECTS of the course:**

7.5 ECTS.

**5. Eligibility:**

It applies to Professional Master students.

**6. Timing of writing of the Thesis:**

Students write the Micro Thesis in the 2nd semester of their studies.

**7. Content of the Thesis:**

Topics are related to Political Science and International Relations and are chosen by students in consultation with their lecturers.

**8. Size of the Micro Thesis:**

"Micro Thesis" is minimum 8000 and maximum 10000 words, excluding references and annexes.

**9. Style of writing the Micro Thesis:**

Thesis writing guidelines of the PIR Department can be found at: <http://pir.epoka.edu.al/home-thesis-writing-guideline-344-2247.html>.

**10. Academic Honesty:**

Students are expected to write original thesis and not to copy from others. They should also not engage others to write the thesis. Not original thesis will be declined. Maximum similarity that a thesis can have is 20%, excluding references. The theses that have similarity higher than 20%, excluding references, will be rejected. This will be proven by Turnitin.

**11. Thesis Supervisors:**

Supervisors are lecturers of the PIR Department who hold at least a PhD degree.

**12. Jury:**

Jury is made up of the supervisor and at least two other lecturers of the PIR Department who hold at least a PhD degree.

**13. Persons in charge for implementation of this Manual:**

a. The persons in charge for the implementation of this manual are the supervisors, adviser of the Professional Master students and Coordinator of the PIR Department.

b. The persons in charge will distribute to relevant students this Manual.

**14. Important phases of preparation and defence of the Thesis:**

Phase 1: Selection and confirmation of the topic and the supervisor. Time: end 1st semester.

Phase 2: Start of writing the Micro Thesis. Time: 1st week of 2nd semester.

Phase 3: Preparation of the following chapters of the Micro Thesis: Table of Contents, Introduction, Methodology, Theoretical framework, Literature review. Time: 1st - 7th weeks of 2nd semester.

Phase 4: Mid-term presentation of Micro Thesis in front of Jury. Time: Mid-term exam week of 2nd semester.

Phase 5: Preparation of the other chapters of the Micro Thesis. Time: 9th - 12th weeks of 2nd semester.

Phase 6: Completion of writing the Micro Thesis. Time: 12th - 14th weeks of 2nd semester.

Phase 7: Supervisor meets with Jury to discuss whether the Micro Thesis is ready for submission. Time: Final exam week of 2nd semester.

Phase 8: Successful student submits the micro thesis for defence. Time: Final exam week of 2nd semester.

Phase 9: Defence of the Micro Thesis in front of Jury. Time: Late semester.

**15. Steps and timeline that students need to follow when writing the Micro Thesis:**

Step 1: Coordinator of the PIR Department sends email to students asking them to send a topic and proposal for a supervisor. Time: 1st semester.

Step 2: Students get in touch with a professor whom they would like to see as supervisor for their Micro Thesis. They agree on a topic. Time: 1st semester.

Step 3: Students send to Coordinator of the PIR Department their proposal for topic and suggestion for supervisor. Time: 1st semester.

Step 4: Coordinator of the PIR Department schedules a meeting of the Scientific Committee of the PIR Department where the decision is made for topics and for supervisors. Time: 1st semester.

Step 5: Coordinator of the PIR Department informs the students on the decision for topics and for supervisors. Time: 1st semester.

Step 6: Coordinator of the PIR Department schedules an orientation session where the content of this Manual is discussed with the students. The session is moderated by Adviser of Professional Masters’ students. Supervisors also attend. Time: 1st semester.

Step 7: Students register for PIR 400 Micro Thesis course. Adviser approves the course registration. Time: 1st week of 2nd semester.

Step 8: Start of writing the Micro Thesis. Time: 1st week of 2nd semester.

Step 9: Preparation of the following chapters of the Thesis: Table of Contents, Introduction, Methodology, Theoretical framework, Literature review. Time: From 1st week until 7th week of 2nd semester.

Step 10: Formation of the Juries for each Micro Thesis. Time: 7th week of 2nd semester.

Step 11: The Mid-term presentation of the Micro Thesis in front of the Jury. The presentation will include the following chapters: Table of Contents, Introduction, Methodology, Theoretical framework, Literature review. Time: Mid-term exam week of 2nd semester.

Step 12: Preparation of the other chapters of the Micro Thesis. Time: From 9th week until 12th week of 2nd semester.

Step 13: The completion of writing the Micro Thesis only in accordance to the Micro Thesis Guidelines. Time: From 12th week until 14th week of 2nd semester.

Step 14: Supervisor meets with the Jury to discuss whether the Micro Thesis is ready for submission. Time: Final exam week of 2nd semester.

Step 15: Coordinator of the Department informs the students on the results. Time: Final exam week of 2nd semester.

Step 16: If successful, student submits the thesis to the Coordinator of the PIR Department via email and in print (3 copies). Time: Final exam week of 2nd semester.

Step 17: The Scientific Committee decides on the time and composition of Juries. Time: Final exam week of 2nd semester.

Step 18: Coordinator of the Department informs the student and the Jury members on the time and place of the Jury. Time: Final exam week of 2nd semester.

Step 19: Supervisor uploads the thesis to Turnitin and prints the results of the Turnitin. Time: Final exam week of 2nd semester.

Step 20: Defence of the Thesis in front of Jury. Here the students are given a 30 minute presentation opportunity for their thesis, following which the Jury asks questions, and the student responds. Supervisor takes notes of the comments during the defence. Jury decides and the student is informed of the decision. Time: Late semester.

Step 21: Student, if successful, submits the final version of their thesis to the Coordinator of the Department. Submission needs to include the following: 5 printed copies in hard blue cover; 3 CDs with thesis in PDF format; Turnitin report where percentage should be below 20%; and 3 recent passport size photographs.

**16. Monitoring the student compliance with this Manual:**

Only good quality Micro Theses will be allowed to be submitted for defence in front of Jury, as to be advised by the Supervisor.

**References**

Curriculum of the study program Professional Master in Political Science and International Relations: <http://eis.epoka.edu.al/curricula/73/program>.

Guidelines for format of the Thesis: <http://pir.epoka.edu.al/home-thesis-writing-guideline-344-2247.html>.

Regulation on second cycle study program in political science and international relations. 2008. Epoka University: <http://epoka.edu.al/mat/regulations/regulation-on-the-second-cycle-study-program-in-political-sciences.pdf>.

Syllabus of PIR 400 Micro Thesis: <http://eis.epoka.edu.al/curricula/11427/1/syllabus>.