

GUIDE TO WRITING AND DEFENDING UNDERGRADUATE AND GRADUATE THESES

2021

EURASIA INTERNATIONAL UNIVERSITY | ADDRESS: AZATUTYAN 24/2

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AMENDMENTS TO THE DOCUMENT

Date	Description of amendment	Name, surname, position, signature
27.05.2021	Based on the process evaluations conducted by the EIU Quality Assurance Center the 9.1 point has been revised: the opponent's assessment is given a weight of 20% /instead of previous 30%/	President of Scientific Council: Suren Ohanyan Head of Quality Assurance Center: Mariam Jilavyan
27.05.2021	Based on the decree of MESCS Minister /21.03.2021, N 27-Ն/ in the 8.6 provision after the "academic degree and/or title" the "full-time" was added, in the same provision the "three" was replaced by the "two".	President of Scientific Council: Suren Ohanyan Head of Quality Assurance Center: Mariam Jilavyan
28.11.2019	The methodological instructions for the preparation and defense of Bachelor's and Master's theses were completely revised by the EIU Research Incubator in accordance with Armenian National Qualifications Framework /NQF/ and EIU internal Quality Assurance mechanisms. The document was named as "GUIDE TO WRITING AND DEFENDING UNDERGRADUATE AND GRADUATE THESES"	President of Scientific Council: Suren Ohanyan Head of Quality Assurance Center: Mariam Jilavyan
30.08.2017	The methodological instructions were partially amended	President of Scientific Council: Suren Ohanyan Head of Quality Assurance Center: Mariam Jilavyan

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1. GENERAL PROVISIONS

- 1.1. The methodological guidelines set out the substantive, technical and structural requirements for the bachelor's and master's theses.
- 1.2. The document also set out the requirements for writing a research paper, as well as submission and evaluation procedures.

2. GENERAL REQUIREMENTS

- 2.1. Bachelor's and Master's theses preparation and public defense are among the final requirements of the educational programs.
- 2.2. Students need to achieve the learning outcomes to successfully complete the Bachelor or Master program.

Learning outcomes based on the [DESCRIPTORS OF THE NATIONAL QUALIFICATIONS FRAMEWORK](#)

	Bachelor	Master
Knowledge and understanding	<ol style="list-style-type: none">1. Demonstrates advanced knowledge and understanding of basic and state-of-the-art concepts, theories and methods within the field of research work	<ol style="list-style-type: none">1. Demonstrates profound professional knowledge, including the recent achievements within the field of research work2. Demonstrates knowledge of interdisciplinary theories on the research topic
Skills and competences	<ol style="list-style-type: none">2. Can communicate and explain information, arguments, ideas, problems and their solutions that are related to the research topic3. Can collect, process, analyze and interpret relevant quantitative and qualitative data within the research topic4. Can analyze and come up with conclusions	<ol style="list-style-type: none">3. Is able to comprehensively use the different fields advanced principles and methods for the solution of theoretical and practical issues in case of incomplete information or new unexpected, strange situations4. Can clearly communicate and explain conclusions, relevant justifications and research results5. Can analyze and evaluate quantitative and qualitative data within the specialty area to draw conclusions and make decisions6. Can investigate problems related to the specialty area and generate innovative and creative solutions,

		as well as offer new ideas and concepts that extend knowledge and practice of the field
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3. SELECTION OF RESEARCH/ PROJECT TOPIC

- 3.1. The research topics are discussed with lecturers, employers, final year students before getting presented by the Head of Department. The feedback of previous year's theses defense committee members is also considered.
- 3.2. Bachelor's thesis topic and the supervisor are approved during the final academic year's first semester, in case of Master's degree by the end of the first semester.
- 3.3. The list of proposed research topics is presented to the Eurasia International University's Research Incubator. Only in case of positive feedback, the topics are submitted to the Scientific Council for approval.
- 3.4. Disagreements between the Research Incubator and Departments are discussed during the Scientific Council's meeting.
- 3.5. Choosing the same topic by different students is forbidden. The topics are selected online, excluding the possibility of choosing the same topic a second time.
- 3.6. After the topic selection, student can send request to the Head of Department in case he/she wants to change the topic, which can be approved or rejected.
- 3.7. In case of some specializations of the Management Department Master's degree students can prepare a business plan or conduct project. In this case, it is necessary to be guided by the corresponding templates presented in the next section.



4. CONTENTS AND STRUCTURE OF THESIS

- 4.1. Thesis structure must be in line with the requirements of the corresponding format, without modification:

Bachelor thesis structure	Annex 1.
Master thesis structure	Annex 2.

5. CITATION REQUIREMENT

- 5.1. APA citation style must be used (for more details see the APA Manual, 6th ed., pp. 174-179). The author-date method is used for in-text citation (this means that the author's last name and the year of publication for the source should appear in the text) and all sources cited in the text are alphabetically listed in bibliographic reference list.

6. FORMATTING REQUIREMENTS

- 6.1. The following formatting requirements must be followed:
 - Paper format: A4
 - Font: Times New Roman 12 points
 - Chapter headings must be capitalized, 12 points, bold
 - Line spacing: 1.5 for text
 - Recommended volume of **Bachelor thesis is 30-35 pages** (excluding annexes and the list of bibliography) and **35-45 pages for Master thesis** (excluding annexes and the list of bibliography).
- 6.2. Margins must be set to 3 cm left/ 1 cm right, 2.5 cm top/ 2 cm bottom.
- 6.3. All pages must be numbered sequentially, with the exception of the title page. Page numbers should appear at the bottom right of the page.
- 6.4. Footnotes are placed at the bottom of the page, separated from the main text and are numbered consecutively.
- 6.5. All titles need to be underlined and each new chapter must appear on the new page. There is no need to use full stops at the end of titles and subtitles.
- 6.6. Annexes usually consist of tables and figures, but may also include relevant texts, diagrams etc.
- 6.7. The annexes are numbered consecutively.
- 6.8. Each annex must have a name that reflects its content.

7. THESES SUBMISSION PROCEDURE

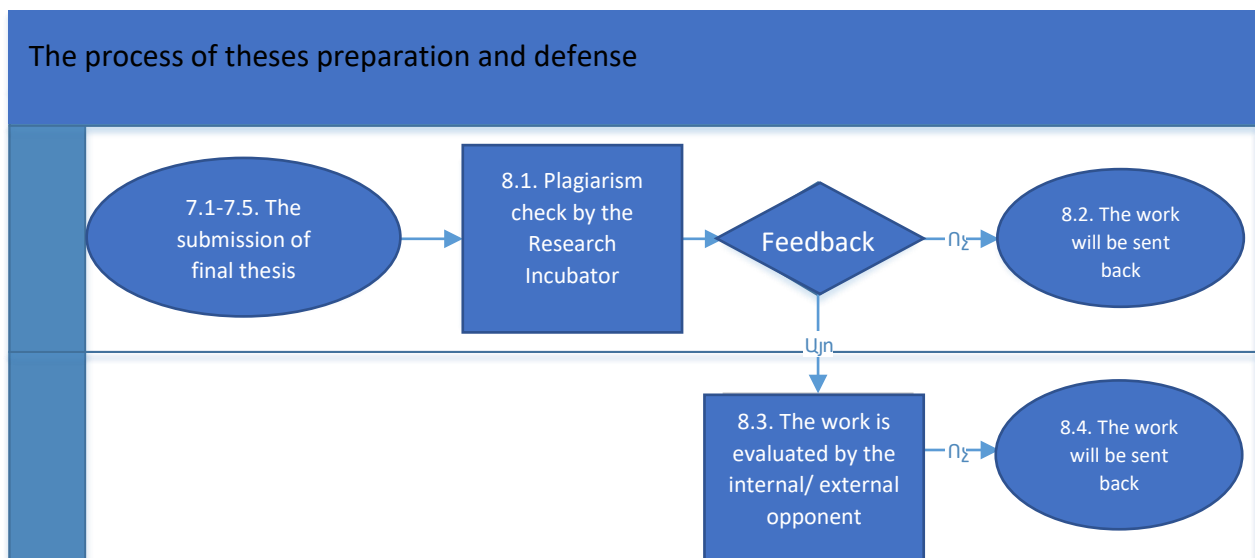
- 7.1. The final version of the theses work should be signed by the author of the work as well as by the supervisor, who will along with the signature mention the date of signing.
- 7.2. The research work should be presented in electronic (the student is uploading the electronic version) as well as paper (intertwine) versions.
- 7.3. The theses work will be submitted via the electronic websites, dedicated for the pre-defense and defense processes in the frames of the deadlines assigned by the University. The research work as well as the presentation (in .ppt format) which will be uploaded later than the deadlines assigned by the University **WILL NOT BE ACCEPTED.**

- 7.4. The research work as well as the presentation should be entitled in accordance with the requested rules before the uploading process: it should be mentioned the name as well as the last name of the student, title of the Department, where the student is obtaining degree as well as the year (for example: Petrosyan Armen-Pharmacy Department, BS's research-2014).
- 7.5. Before presentation of the results by means of the special programs or dictionaries it is necessarily to check the grammar, punctuation, lexicon, phraseology.

8. THE DEFENSE PROCESS OF RESEARCH WORK

- 8.1. The Department should organize pre-defense process before the main defense process in defined time window. The aim of pre-defense is to help the students to correct the mistakes, to be prepared for the final defense presentation.
- 8.2. The final version of the research work (approved by the supervisor), before approval for defense, must be:
 - presented to the EIU Research Incubator for checking the literature plagiarism as well as for the compliance with scientific rules;
 - sent also to the opponent - specialist.
- 8.3. In case of the rude violation of the rules and ethical corrections as well as impossibility of the corrections of the mistakes in short period of time the EIU Research Incubator will express the negative opinion and prevent the defense process.
- 8.4. The research work, in case of the approval and signing by supervisor (the supervisor should also sign on the appropriate page of the thesis) as well as positive revision by the opponent and appropriate opinion of the Research Incubator, might be sent for the public defense processing.
- 8.5. In case of the negative opinions the work should be sent back.
- 8.6. The President of the Defense Committee, finalizing the defense process, as well as the Members should be appointed by the rector of the University at least 3 weeks in advance before defense process. Moreover, the president should be from the same (filed) collaborative organization, department, academic institution, who is the full-time worker, specialist, holding scientific degree or/and title; he or she is not supposed to be EIU worker or president of the Committee during the last two years.
- 8.7. The members who are involved into the Committee might be the employee or the representative of the academic organization from the same field, respectively the Head of the Department, the faculty members. The meetings of the final certification committee are supposed to be recorded and assigned by the secretary of the committee.
- 8.8. At least 50 percentiles of the committee are not supposed to be from the EIU.
- 8.9. The defense process should be proceeded during the opened for the audience meeting, in the presence of at least two third of the committee members. It is desirable, that the opponent as well as supervisor will be present.

- 8.10. At least one week ahead of the defense process the committee members should receive the electronic versions of the prepared thesis works.
- 8.11. The thesis defense should be accompanied obviously by the presentation.
- 8.12. The students are supposed to be informed about the theses defense at least 10 days in advance.
- 8.13. The student is supposed to present during fifteen minutes the novelty of the work, the aims, the problems which were serving for the initiation of the work, the main conclusions as well as the proposed ideas.
- 8.14. After the presentation the committee members are arising the questions, the student is answering questions. After all, the supervisor and the opponent (in case of the absence any of them the written opinion is supposed to be read) should present the speech with the notes directed to the students. The student should answer and give explanations to the notes, by agreeing with them or giving the reasoned explanations.
- 8.15. At the end the discussion process is following. The all presenters are allowed to ask questions.
- 8.16. The presenter who is missing the defense process without any accepted reason is not allowed to pass the theses defense process during the same year.
- 8.17. Head of the Quality Assurance Center for the evaluation of the defense process (including the closed voting process) might be present during the entire process of defense.



9. EVALUATION

- 9.1. Scores of the research work consist of marks of the opponent (20%) and from the results of evaluation of the Committee members (80%).
- 9.2. Every member of the Committee is receiving the evaluation rubric with the data of the students. After presentation of the student in five minutes the Committee Member should evaluate the work. After all, the entire final folder with the documents, containing the marks of evaluation should be presented to the secretary of the committee. All evaluation scores of the Committee Members are supposed to be included into the electronic system, the mean mark is supposed to

be calculated (scoring of Head of Committee is equal to 30% and the rest of the percentiles are divided between the Members of the Committee and the Opponent).

9.3. During the evaluation process the previous accomplishments of the students are not supposed to be considered.

9.4. The evolution is supposed to be performed based on the below presented rubrics:

Bachelor thesis evaluation rubric filled by the Opponent	Annex 3.
Master thesis evaluation rubric filled by the Opponent	Annex 4.
Bachelor and Master theses evaluation rubric filled by the Supervisor	Annex 5.
Bachelor and Master theses evaluation rubric filled by the Head of Research Incubator	Annex 6.
Thesis evaluation rubric filled by the Committee Members	Annex 7.
The Final Document of the evaluation	Annex 8.

9.5. Finalizing Committee of Certification, based on the positive results of evaluation (satisfactory, good, excellent) reflected by the Final Document, formed by the same united Committee, is making the decision about the final certification and granting the student with graduation degree and Diploma. In case of the negative results graduating student is not receiving Diploma.

9.6. Diploma of Excellence might be granted to the graduating student in case if he/she obtained excellent marks and is holding 90% of the Grade Point Average (GPA).

9.7. The student who didn't pass or appear for the defense process, he/she is holding negative results is allowed to repeat the defense during the next year or further years.

9.8. The final certification results (negative, satisfactory, good, excellent):

- are applicable for the further discussion if the student is requiring additional explanations related to the scoring of the thesis work performed by the Certifying Committee.
- student may appeal the grade and ask for reevaluation only if during the evaluation process there were recorded violations of the rules, canons of Certifying Committee work.
- discussion and reevaluation process should be performed based on the EIU appeal procedure.

Title Page	Will be provided by the Department
Table of contents	Includes the titles and numbers of all chapters, sections and subsections
The Introduction (2-3 pages)	<p>CHAPTER 1</p> <p>The introduction should include a brief description of the topic, the aim, research objectives and research questions.</p> <p>Significance and relevance of the topic:</p> <p>General statements should be provided that outline the significance and relevance of the topic and provide enough background information so that the reader can understand the context in which your research sits. You should convince the reader why the theme is important and your approach is relevant.</p> <p>The aim and objectives of the research:</p> <p>Right after the statement of the research problem the aim of the research must be defined. The aim reflects the essence of the research content. The aim must be brief and specific. In accordance with the defined aim the objectives which ensure achieving the aim must be defined. The number of objectives should not exceed 3-5. Objectives are specific methodological activities which are subordinate to the aim of the research and reflect the process how the aim is being achieved. Objectives reflect the contents of the thesis. They specify the boundaries of the research problem.</p>
Literature Review (15-17 pages)	<p>CHAPTER 2</p> <p>This chapter reviews previous work done in the domain of the thesis. It should start by indicating what kind of related work has been considered and why. It should end with a conclusion identifying gaps and remaining problems (which actually justify why the problem is relevant to consider). Make sure to use at least 10 scientific materials for this chapter, 3 of which must be up-to-date research papers related to the topic.</p>
Research methods (1-2 pages)	<p>CHAPTER 3</p> <p>This chapter presents your research design which describes and justifies the methods that has been used to collect your data. It should be well-developed in order to obtain all the information required to answer your research questions, test a theory or explain</p>

	<p>a situation relevant to the main aim of the research. The qualitative, quantitative or mixed methods can be adopted.</p> <p>Qualitative Research is primarily exploratory research. It is used to gain an understanding of underlying reasons, opinions, and motivations. It provides insights into the problem or helps to develop ideas or hypotheses for potential quantitative research. Qualitative Research is also used to uncover trends in thought and opinions, and dive deeper into the problem. Qualitative data collection methods vary using unstructured or semi-structured techniques. Some common methods include:</p> <ul style="list-style-type: none"> • in-depth interviews, • focus groups (group discussions), • individual interviews, • reviews of documents, • participation/ observations, etc. <p>Quantitative Research is used to quantify the problem by way of generating numerical data or data that can be transformed into usable statistics. It is used to quantify attitudes, opinions, behaviors, and other defined variables – and generalize results from a larger sample population. Quantitative Research uses measurable data to formulate facts and uncover patterns in research. Quantitative data collection methods are much more structured than Qualitative data collection methods. Quantitative data collection methods include various forms of surveys – online surveys, paper surveys, mobile surveys and kiosk surveys, face-to-face interviews, telephone interviews, longitudinal studies, website interceptors, online polls, and systematic observations.</p> <p>Mixed methods research is a methodology for conducting research that involves collecting, analyzing and integrating quantitative (e.g., surveys, experiments) and qualitative (e.g., focus groups, interviews) research.</p>
<p>Results and discussion (15-20 pages)</p>	<p>CHAPTER 4</p> <p>The main research results must be presented, usually with accompanying tables and graphs. The meaning of the results should be discussed by stating clearly what their significance is. The results might be presented as the comparison of the data, tables, schemes, as well as the pictures and graphs with the relevant descriptions.</p>
<p>Conclusions and recommendations (2-3 pages)</p>	<p>CHAPTER 5</p> <p>The conclusions section sums up the key points of the discussion, the essential features of design, or the significant outcomes of the</p>

	<p>investigation. This part should be written to relate directly to the aims of the project as stated in the Introduction, to indicate the extent to which the aims have been achieved and to summarize the key findings, outcomes or information in the thesis. The recommendations must summarize the possible solutions of the problem which have been substantiated in the research, as well as must be well-founded. They must be based on the analysis of the research and the drawn conclusions.</p> <p>The link between the research question, methods and tools of data collection, as well as conclusions should be clearly presented.</p>
<p>Bibliographic reference list</p>	<p>Bibliographic reference list includes references to all books, articles, texts and other sources which have been used in the thesis and during the research process. When drawing up the reference list, the following sequence of the sources, accepted in bibliography, should be observed:</p> <ul style="list-style-type: none"> • the laws and regulations, • works by authors (books, articles published in books, collections of articles, magazines and newspapers, as well as articles from scientific article data bases), • materials from the Internet sources, • statistical data sources, etc.
<p>Annexes</p>	<p>In the annexes are included documents and data if they are too detailed and bulky to be placed in the main text.</p>

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Research methods (1-2 pages)	<p>CHAPTER 3</p> <p>This chapter presents your research design which describes and justifies the methods that has been used to collect your data. It should be well-developed in order to obtain all the information required to answer your research questions, test a theory or explain</p>

	<p>a situation relevant to the main aim of the research. The qualitative, quantitative or mixed methods can be adopted.</p> <p>Qualitative Research is primarily exploratory research. It is used to gain an understanding of underlying reasons, opinions, and motivations. It provides insights into the problem or helps to develop ideas or hypotheses for potential quantitative research. Qualitative Research is also used to uncover trends in thought and opinions, and dive deeper into the problem. Qualitative data collection methods vary using unstructured or semi-structured techniques. Some common methods include:</p> <ul style="list-style-type: none"> • in-depth interviews, • focus groups (group discussions), • individual interviews, • reviews of documents, • participation/ observations, etc. <p>Quantitative Research is used to quantify the problem by way of generating numerical data or data that can be transformed into usable statistics. It is used to quantify attitudes, opinions, behaviors, and other defined variables – and generalize results from a larger sample population. Quantitative Research uses measurable data to formulate facts and uncover patterns in research. Quantitative data collection methods are much more structured than Qualitative data collection methods. Quantitative data collection methods include various forms of surveys – online surveys, paper surveys, mobile surveys and kiosk surveys, face-to-face interviews, telephone interviews, longitudinal studies, website interceptors, online polls, and systematic observations.</p> <p>Mixed methods research is a methodology for conducting research that involves collecting, analyzing and integrating quantitative (e.g., surveys, experiments) and qualitative (e.g., focus groups, interviews) research.</p>
<p>Results and discussion (15-20 pages)</p>	<p>CHAPTER 4</p> <p>The main research results must be presented, usually with accompanying tables and graphs. The meaning of the results should be discussed by stating clearly what their significance is. The results might be presented as the comparison of the data, tables, schemes, as well as the pictures and graphs with the relevant descriptions.</p> <p>The student should present quantitative and/ or qualitative data related to disciplinary and/ or interdisciplinary fields in order to make in-depth analysis and recommendations.</p>

<p>Conclusions and recommendations (2-3 pages)</p>	<p>CHAPTER 5</p> <p>The conclusions section sums up the key points of the discussion, the essential features of design, or the significant outcomes of the investigation. This part should be written to relate directly to the aims of the project as stated in the Introduction, to indicate the extent to which the aims have been achieved and to summarize the key findings, outcomes or information in the thesis. The recommendations must summarize the possible solutions of the problem which have been substantiated in the research, as well as must be well-founded. They must be based on the analysis of the research and the drawn conclusions.</p> <p>Both the analysis and the elaboration of the findings and recommendations should be comprehensive, presenting in-depth knowledge on the topic, based on the study of recent achievements. In order to receive a satisfactory grade, it is necessary to present at least 2 recommendations linked to the research questions.</p> <p>"Excellent" grade is granted only those who could demonstrate knowledge of interdisciplinary theories on the research topic and could investigate problems related to the specialty area and generate innovative and creative solutions, as well as offer new ideas and concepts that extend knowledge and practice of the field.</p> <p>The link between the research question, methods and tools of data collection, as well as conclusions should be clearly presented.</p>
<p>Bibliographic reference list</p>	<p>Bibliographic reference list includes references to all books, articles, texts and other sources which have been used in the thesis and during the research process. When drawing up the reference list, the following sequence of the sources, accepted in bibliography, should be observed:</p> <ul style="list-style-type: none"> • the laws and regulations, • works by authors (books, articles published in books, collections of articles, magazines and newspapers, as well as articles from scientific article data bases), • materials from the Internet sources, • statistical data sources, etc.
<p>Annexes</p>	<p>In the annexes are included documents and data if they are too detailed and bulky to be placed in the main text.</p>

BACHELOR THESIS EVALUATION RUBRIC FILLED BY THE OPPONENT (ANNEX 3)

Academic year:

Department:

Educational Program:

Title of Master thesis:

Student's full name:

Assessment Criteria	Standards	Grade points	Remarks and comments
1. Significance and relevance of the topic /30%/	1.1. The significance and relevance of the topic, as well as the research question is presented <i>Maximum: 10 points</i>		
	1.2. The aim and objectives of the research are clearly presented <i>Maximum: 10 points</i>		
	1.3. The literature review is conducted following the guidelines (at least 10 scientific materials are studied, 3 of which are up-to-date research papers related to the topic) <i>Maximum: 10 points</i>		
2. Research methods /20%/	2.1. The research methods and tools of data collection used in the thesis are clearly presented <i>Maximum: 20 points</i>		
3. Research results, discussion and conclusions /30%/	3.1. The main research results and data are presented, a complete analysis of the results is provided <i>Maximum: 10 points</i>		

	3.2. Conclusions (also recommendations) are based on evidence, observations, and research results <i>Maximum: 10 points</i>		
	3.3. The link between the research question, methods and tools of data collection, as well as conclusions is clearly presented <i>Maximum: 10 points</i>		
4. Thesis structure and format /20%/	4.1. The thesis is prepared in accordance with the EIU requirements, has a logical and understandable structure <i>Maximum: 10 points</i>		
	4.2. APA author-date method is used for in-text citation and all sources cited in the text are alphabetically listed in bibliographic reference list <i>Maximum: 10 points</i>		
Total grade points /Maximum: 100 points/			
Other remarks and comments			

Opponent's full name:

Opponent's workplace and position:

Scientific degree and title (if applicable):

Signature:

Date:

MASTER THESIS EVALUATION RUBRIC FILLED BY THE OPPONENT (ANNEX 4)

Academic year:

Department:

Educational Program:

Title of Master thesis:

Student's full name:

Assessment Criteria	Standards	Grade points	Remarks and comments
1. Significance and relevance of the topic /30%/	1.1. The significance and relevance of the topic, as well as the research question is presented <i>Maximum: 10 points</i>		
	1.2. The aim and objectives of the research are clearly presented <i>Maximum: 10 points</i>		
	1.3. The literature review is conducted following the guidelines (at least 15 scientific materials are studied, 8 of which are up-to-date research papers related to the topic) <i>Maximum: 10 points</i>		
2. Research methods /20%/	2.1. The research methods and tools of data collection used in the thesis are clearly presented <i>Maximum: 20 points</i>		
3. Research results, discussion and conclusions /30%/	3.1. The main research results and data are presented, a complete analysis of the results is provided <i>Maximum: 10 points</i>		

	3.2. Conclusions (also recommendations) are based on evidence, observations, and research results <i>Maximum: 10 points</i>		
	3.3. The link between the research question, methods and tools of data collection, as well as conclusions is clearly presented <i>Maximum: 10 points</i>		
4. Thesis structure and format /20%/	4.1. The thesis is prepared in accordance with the EIU requirements, has a logical and understandable structure <i>Maximum: 10 points</i>		
	4.2. APA author-date method is used for in-text citation and all sources cited in the text are alphabetically listed in bibliographic reference list <i>Maximum: 10 points</i>		
Total grade points /Maximum: 100 points/			
Other remarks and comments			

Opponent's full name:

Opponent's workplace and position:

Scientific degree and title (if applicable):

Signature:

Date:

BACHELOR AND MASTER THESES EVALUATION RUBRIC FILLED BY THE SUPERVISOR
(ANNEX 5)

Academic year:

Department:

Educational Program:

Title of Master thesis:

Student's full name:

1. Significance and relevance of the topic, aims and objectives, research methods
2. Research results, discussion and conclusions
3. Thesis structure and format
4. Other remarks and comments

Conclusion:

- The thesis **meets** the requirements of EIU
- The thesis **partially meets** the requirements of EIU
- The thesis **does not meet** the requirements of EIU

Full name of Scientific supervisor:

Scientific degree and title (if applicable):

BACHELOR AND MASTER THESES EVALUATION RUBRIC FILLED BY THE HEAD OF RESEARCH INCUBATOR (ANNEX 6)

Academic year:

Department:

Educational Program:

Title of Master thesis:

Student's full name:

1. Significance and relevance of the topic, aims and objectives, research methods
2. Research results, discussion and conclusions
3. Thesis structure and format
4. Other remarks and comments

Conclusion:

- The thesis **meets** the requirements of EIU
- The thesis **partially meets** the requirements of EIU
- The thesis **does not meet** the requirements of EIU

Head of EIU Research Incubator:

