



**Canadian Institute of Technology**  
**“Diploma Thesis Manual”**

**Based on “CIT Book of Regulations”, Approved by Academic Senate Decision**

**No. 32, October 17, 2014**

## INTRODUCTION

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**Congratulations! You have arrived at a significant step in your pursuit of an undergraduate/graduate education and in preparing for your future: writing your final thesis! Having devoted considerable effort to your thesis, you must now document that work.**

Your thesis must describe clearly and completely:

- (1) The goals of the research,
- (2) The rationale, theories or hypotheses tested,
- (3) Methods used,
- (4) Results obtained and
- (5) Conclusions drawn.

In doing this, you must also acknowledge all sources of information you have used (both written and oral) in assembling the final package.

Your thesis, and any published articles resulting from it, represents your contribution to the knowledge of your field. Therefore, the final product must be written in a style and format, which are acceptable, consistent and understood– which is why we have organized this guide. A well-written thesis not only reflects favorably upon you but also on your advisor and Canadian Institute of Technology.

*This guide should answer your questions about the final written thesis. We recommend that you read it in its entirety before you begin writing your thesis. If you have specific questions that still are not answered, please contact the Admission office.*

*Good luck!*

**Note:** In preparing this manual, we have relied heavily on Canadian Institute of Technology regulations on how to write a diploma thesis.

## GENERAL PHILOSOPHY

In preparing this guide, we have followed the philosophy of “the fewer guidelines, the better!” We don’t want excessive format to get in the way of your enjoying the process of finishing your degree or to interfere with your creativity. But a few general recommendations are needed to ensure some consistency and to meet Canadian Institute of Technology basic requirement.

## STUDENT RESPONSIBILITY

Although your thesis advisor will provide guidance, ultimate responsibility for completing the research and preparing a quality thesis rests on you. You are responsible for gaining the information necessary to prepare a thesis properly, meeting deadlines associated with its preparation and ensuring that the final copy of your thesis is signed and delivered to the appropriate offices.

Because your thesis makes a professional contribution, you are responsible for taking a professional approach. Do the best job that you are capable of doing. Accomplishing this requires good planning, an early start and familiarizing yourself with the broader protocols of your discipline and the world of research in general. In completing your thesis, you are responsible for meeting regularly with your advisor and following his/her recommendations, establishing a realistic timeline, doing your best to follow the objectives of the research goals, maintaining a thesis log, providing your advisor with rough drafts, and preparing a high quality final product

## STYLE

Diploma thesis text must be Times New Roman 12, 1.5 line space.

(1) **Paper** - Under most circumstances, you should use standard A4 or Letter paper.

(2) **Margins** - 3-4 cm on left and right 2 cm; 3 cm top and bottom margins are recommended.

(3) **Fonts** - Use a readable font. Font size should be at least 12 point and no larger than 14 point for the chapter title.

(4) **Paragraphs** - Indent paragraphs five (5) spaces from the left-hand margin or use block paragraph format throughout.

(5) **Footnotes** - Use APA style. More: [www.apastyle.org/](http://www.apastyle.org/)

(6) **Citations** - Reference to others' work, whether published or not, may be given by including the author's names in text. In the former case, author's names are arranged alphabetically in the bibliography.

(7) **Terminology** - abbreviation and symbols. Difficult terminology should be defined. Abbreviations must follow the first unabbreviated version of the phrase and placed in parentheses. You are encouraged to minimize use of symbols in the text.

(8) **Figure and tables** - Figures and tables highlight key points in the text. These may be included in the text or collected at the end of the thesis in a designated section. Where information might be displayed as a figure or a table, choose a figure as most readers relate more readily to visual material. Figures and tables should be numbered sequentially. Separate sequences are used for figures and tables. Each figure and table should have a clear legend. Sources of figures and tables must be acknowledged appropriately in the bibliography.

(9) **Consistency** - Whatever format you choose to use, make sure you maintain this throughout your final product. It will enhance the professional image of your thesis.

### Note:

#### PAGES AND NUMBERING

Page i (unnumbered) Title page. This should include the thesis title, your name, departmental affiliation and date of preparation (see template on next page).

Page ii Copyright Page.

Page iii Abstract (200-300 words; see template on next page).

Page iv Acknowledgment

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Page 1-? Main Body of Thesis and Appendices.

**Presentation:** Be on time! Also others are presenting, so there is a strict timetable to be kept. The time scheduled for each presentation is max. 20-30 minutes for presentation of your diploma defense, opponents and discussion. Of respect for the other students presenting that day, no one will leave the presentation classroom before the end of the last presentation.

Prepare for diploma thesis defense by making a visual presentation (e.g. a PowerPoint). Bring paper copies of your poster or handouts of your presentation with you.

### For the evaluation process

You must know that the following factors will be evaluated:

1. Focus and relevance for the profession or occupation
  - a. Benefit for the target group and profession or occupation
  - b. Delimitation, object
  - c. Positioning and connection to earlier research
  - d. Understanding of the chosen theme (concept, theories)
2. Method and work process
  - a. Choice of method and application of method
  - b. Presentation and purposefulness of the work process
  - c. Information retrieval and processing
3. Results and reflective discussion
  - a. Presentation of results
  - b. Evaluation and critical review of results
4. Approach
  - a. Originality or innovativeness
  - b. Courage
  - c. Independency
  - d. Creativity

5. Impression of the degree thesis as a whole and structure of degree thesis
  - a. Design, logical structure and necessary parts
  - b. Readability and flow
  - c. Source reference apparatus
- d. Level of transparency and objectivity
- e. Quality of language
6. Ethical relevance
  - a. Research ethical formalities
  - b. Ethical examination
  - c. Sustainable development

**Note:**

Diploma thesis for Bachelor studies must be submitted in 4 copies plus one CD.

Diploma thesis for Master of Science must be submitted in 3 copies plus one CD.

All copies must be signed and submitted to the Faculty secretary.

First, you should get the instructor signature and then submit the diploma thesis.

In any case diploma thesis will not be accepted without your instructor (and head of department) signature.

Each diploma thesis must be provided as a booklet.

Cover and last page must be in cardboard paper.

**[TITLE OF THE THESIS WHICH MAY BE DIVIDED ONTO  
MULTIPLE LINES IF THE TITLE IS TOO LONG,  
BUT THE TOP LINE SHOULD BE LONGER]**

By

[Your full name]

[Thesis advisor's name]



A THESIS

Submitted to

**KOLEGJI UNIVERSITAR “Instituti Kanadez i Teknologjisë”  
University College “CANADIAN INSTITUTE OF TECHNOLOGY”  
Faculty of [write your Faculty (Economy/Engineering)]  
Department [write your Department under the Faculty]**

In partial fulfillment of the requirements for the degree of:

**Bachelor/Master of Science in [your primary major]**

Submitted on [month day, year]

Bachelor/Master of Science in [Primary Major, then Profile (if it has a profile, like in MBA)]

Submitted on [Month day, year].

Approved:

\_\_\_\_\_ [Thesis advisor's name] (signature)

\_\_\_\_\_ [Chair or Head of Department] (signature)

I understand that my thesis will become part of the collection of Canadian Institute of Technology. My signature below authorizes release of my thesis to any reader upon request. I also affirm that the work represented in this thesis is my own work.

\_\_\_\_\_ [Your full name], Author (signature)

**Title of thesis:****Abstract:**

A. Abstract (200-300 words). This is a synopsis of your work, a condensed version of the entire thesis. It should provide enough information for a lay reader to understand the rationale and significance of the work. It includes:

- background (1-2 sentences)
- rationale for the study
- methods
- results
- analysis and conclusions

**Keywords:**

7-10 keywords

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## **Acknowledgment**



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