

STUDENT GRADUATION PROJECT HANDBOOK



Faculty of Administrative Sciences and Economics

**Guide for BSc/BA
Bachelor Graduation Project Handbook**

**For Business and Management, Accounting, and
Finance and Banking Departments**

**Academic Year
2023-2024**



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Faculty and the Departments

Faculty of Administrative Sciences and Economics includes the following departments:

Business and Management Department

Accounting Department

Finance and Banking Department

International Relations & Diplomacy Department

PART 1 INTRODUCTION

1.1 Introduction

Completing a thesis, is an exhaustive, stimulating, and demanding process. Conducting the research and writing up of your thesis can be a very rewarding achievement, especially if you plan well in advance, develop a time schedule for each of the activities involved in preparing your thesis, and work steadily toward achieving your goals. This guide will get you started, as well as inform notify you of University and Departmental policies and procedures that you should be aware of.

A Bachelor's thesis requires a full-time study (i.e., **a project of about 10 hours per week in scope**) in one Academic year. In order to complete the thesis within the stipulated time, you will need to work steadily and efficiently.

1.2 Objectives of Research Thesis

One of the important purposes of a bachelor's degree is to introduce students to original research under the supervision of an Academic advisor. The primary value of a thesis is that, instead of studying a series of minor and highly specified topics, you have to examine a sizeable and feasible topic for a much longer period of time and test it on a particular case study, learn to both define research questions and describe and evaluate research findings to contribute to the general knowledge of your field. By the time the thesis is completed, you will have mastered some aspects of knowledge and will be much more aware of the processes of research. In particular, you will gain experience with:

- Formulating a research question.
- Making critical use of published work, literature review.
- Selecting and using appropriate research techniques.
- Organizing, presenting, and defending material in a clear, well-written and well- presented manner.

Furthermore, consider your thesis as a first step into the professional world. Through your thesis topic, you will be able to develop an expertise on one particular area of your field which can be very valuable for an employer, and it should be highlighted on your CV and during job interviews.

In addition, you will most likely have to conduct field research, use this experience to:

- Have a first impression of the professional world.
- Have a first contact with a company you would like to work with if it is relevant to your research.
- Develop a professional network.
- Understand better the functioning of enterprises and confront what you learnt in your lectures with the reality.
- Develop critical thinking and problem analyses toward enterprise organization.

1.3 Graduation Project Committee

This Committee is normally made up of 5-6 members of Faculty of Administrative Sciences and Economics. The role of the committee is to look into all matters relating to undergraduate studies in the Department which includes selection process of student/supervisors, the design & implementation of new policies, and monitoring the progress of students' thesis. It also creates an ambience for seminars from time to time, on topics relevant to thesis research and writing.

1.4 Ethical Issues

Before any student can begin data collection on any research project using human participant (e.g individual surveys, questionnaires, interviews, and observation) ethical approval must be obtained from the Department's Graduation Project Committee. All changes in research procedure (e.g. from one treatment procedure to another) should only be made with the approval of the primary supervisor. A re-application for ethical approval is necessary if there are major changes to your methodology.

1.5 Important Dates

Subject	Date	Time
Supervisor's evaluation	6 th & 7 th April 2024	By 5 pm
Pre-defense evaluation	7 th to 21 st of April 2024	By 5 pm
Pre-submission for similarity check	21 st to 25 th April 2024	By 5 pm
Thesis Final Submission	5 th of May 2024	By 5 pm
Defense timetable to be set by FASE	12 th May 2024	By 5 pm
Defense Dates	27 th and 29 th May 2024	By 5 pm

PART 2

SUBJECT AND SUPERVISOR SELECTION

2.1 Selection of Subject

Until now, all your research paper's topics have been imposed on you. Some are interested to you more than others. It is worth to mention that finding the thesis topic is not the duty or responsibility of the supervisor, but rather it is the responsibility of the student to find the topic. However, the supervisor must approve the topic proposed by the student. Moreover, the topic must be in the scope area of the student's department. Freedom can be scary, but it should be more exciting than scary. Think of every speaker's nerve before entering on stage or performing, they use this scare as a positive energy to push them to give the best of themselves. Follow their steps. Indeed, the liberty means for you that you can finally focus on your topic of interest by choosing a research method you master, or you want to improve so as to enjoy the research journey, develop an expertise on your area of interest and ensure yourself a top grade for your graduation.

To define your field of interest, go back to previous lectures, final papers you already wrote and projects you already conducted or even go back to your personal readings, professional or travel experiences; anything that may really interest you over the past three years at the university.

You can ask yourself:

- What did I like the most during my study years?
- What made me puzzle during one of my readings?
- What would I like to understand better?
- Which topic questioned one of my assumptions that I would like to cross check?
- Which theoretical approach would I like to test over the practical reality of Kurdistan region and Iraq?
- What is the aim of my bachelor thesis? What do I want to do with it?

Take your Bachelor thesis as a way to solve a puzzle for which you were missing a piece to understand the full picture or to challenge your assumptions and knowledge.

Once your supervisor has been selected, S/he will guide you in organizing your thoughts so as to define a topic. Staffs' members are interested in many areas of Business Management/Accounting/IRD/Banking and Finance and often welcome student interest in their on-going research projects. See the academic profile for information on staff research interests. Many of our staff are also willing to supervise students in research projects chosen by the students themselves. Students are expected to have appropriate course preparation for a thesis topic, so be sure to include relevant courses in your BSc/BA degree. A student cannot submit a thesis without having a supervisor.

To finalize the ideas of potentially interesting topics you should:

- Talk to your supervisors about topics
- Review your course outlines, hand-outs and textbooks
- Browse through recent issues of journals in areas of interest
- Look at the bachelors and master's theses in university library, and on internet and other databases.
- Re-read seminar and lecture notes
- Create the time and opportunity to think.

And also, you can ask yourself the following:

- What kind of subject for the bachelor's thesis interest me based on my practical training/work experience?
- What kind of bachelor's thesis subject will enhance my employment opportunities?
- What kind of special skills do I have to learn for the subject?
- Is the subject interesting enough for me to be willing to go through with it?
- Do I have the time for it?

Above all, a thesis topic should be interesting. Remember that you will be working on a thesis topic for at least an academic year, so try to choose a topic that will sustain your interest for that period. You should feel that your research is important and worthwhile and contributes to your learning. This will help you to retain your motivation in periods of routine work on the thesis. Your supervisor will help you design the topic.

Your chosen topic should be:

- **Achievable in terms of Research methods:** Your topic needs to be feasible in respect of both availability of data and the availability of tools for analysis. Some research projects and research methods are beyond the capabilities of students because of technical, cost or time requirements. It is important that the method chosen is appropriate in terms of the aims of the research.
- **Achievable in a reasonable time:** The project should be capable of being completed in one year (thesis) or the equivalent of part-time study. The BSc BA thesis in FASE is the equivalent of two courses or two semesters' work. Try to discipline yourself to spend as much time on it as if you were having a three-hour lectures per week. Define three hours for it in your timetable and stick to it. Some weeks will be emptier than others but try to stick to it anyway; sometimes it is when we feel idle that the best ideas come in and there are always articles available to enrich your knowledge. Every

researcher faces a time when he feels overloaded with information, the key is to classify your information into categories and do not lose your objective. The thesis should have minimum (either, or between 8000–10000) words for the acceptance. It is not the quantity that matters but the quality of your research, demonstration, and conclusion.

- Make sure your project is well-designed so that the **data will be interpretable**, no matter the result. Always keep in mind that you must interpret your data so be careful when you are designing surveys of questionnaires not to end with “neutral” questionnaires making it almost impossible to interpret your results.
- **Matched with your capabilities and interests:** The research topic and the methods employed should match both your interests and capabilities. This will sustain you in times of frustration.
- **An area for professional development:** Your thesis/. may often be only the beginning of research on a topic. You may be able to make your thesis a stepping- stone in your career, by selecting a topic that provides development in areas in which you hope to work.
- **A contribution to knowledge:** A Bachelor's thesis does not have to be entirely original: it is possible to replicate an earlier study. However, it should be based on a significant problem, research question or hypothesis. Your work should relate to, explain, solve or add proof to the question, problem or hypothesis. The results of your research should increase the knowledge of that particular field of inquiry.

Knowledge can be increased by: -

- New or improved evidence
- New or improved methodology
- New or improved analysis
- New or improved concepts or theories
- Any combination of the above

In addition, there is not so much available data on the Kurdistan Region which is yet a very interesting case study due to its specific geographical, economic, and political features. If you publish your bachelor thesis you will contribute a great deal to the research of other people around the world looking for primary data and analysis of the region. This means that you are part of a much bigger picture, promoting and informing researchers on the reality of Kurdistan Region and Iraq.

2.2 Supervisor's Role and Responsibility

Your supervisors can offer proper guidance on methodological and theoretical issues as well as provide encouragement and support. It is important that the supervisor/student work hand in hand and regular contact is important.

- 1- The supervisor's responsibility is to give guidance about the nature of research and the standard expected, about the planning of the research programmer, literature, sources, and requisite techniques.
- 2- The supervisor maintains regular contact in accordance with departmental policy and in the light of arrangements with the student. Supervisor must be accessible to the student at other appropriate times when he or she needs advice.
- 3- Supervisor must give some advice on the necessary completion dates of successive stages of the work so that the whole thesis may be submitted within the scheduled time.
- 4- The supervisor may request written work from students and return that work with constructive criticism within a reasonable time. S/He will also ensure that the student is made aware of the inadequacy of progress, or of standards of work below what is generally expected and suggest appropriate action.
- 5- The supervisor is not held responsible for the outcome of the research project.

The role of the supervisor is to assist to achieve the best result for the student of which they are capable of.

You are therefore recommended to discuss with your supervisors:

- Frequency and duration of meetings: This may vary at different stages of the research, but would normally be weekly
- How to access your supervisor outside of scheduled meeting times?
- Protocol for when one person can't make the meeting
- Expectations of feedback: How much, how often, in what form, with how much notice
- Support with theoretical content, e.g., resources, contacts; and What can be expected, given the supervisor's knowledge of the area
- Availability of supervisors during teaching recesses.
- The Supervisors and students need to sign **the contract of commitment** to the research process.

2.3 Student's Responsibilities

- 1- Students must respond to the proposed instructions provided by the supervisor and discuss with the supervisors on receiving guidance and schedule the time for weekly meetings.
- 2- Students must respond to the arrangements proposed, the advice and instruction given by the supervisor. Student must maintain the progress of the work in accordance with the stages agreed with the supervisor and provide sufficient time to him/her for comments and discussion.
- 3- Students are reminded that compliance with the thesis regulations and the quality of their work are ultimately their responsibility.

If students consider that their work is not proceeding satisfactorily for reasons that are out of their control, or if they consider that they are not establishing an effective working relationship with their supervisor, they should, in the first instance, discuss the matter with the Head of the Department.

PART 3

RESEARCH PLANNING

3.1 Introduction

Planning your research can be made easier if you break the project down into smaller tasks and plan when and how each task can be completed. Primary tasks of a thesis include:

- Working with supervisors to find a research topic
- Reviewing the literature on a topic
- Selecting a specific research question/s
- Developing an appropriate research methodology
- Obtaining ethical approval from the Department's Graduation Project Committee
- Writing the first draft of your Research Introduction/Literature review
- Either secure the participation of organizations or institutions, or make sure appropriate participants are available
- Organizing data collection, interviews, fieldwork, etc.
- Writing the first draft of your Method chapter/section
- Collecting data
- Analyzing data
- Writing the first draft of your Results chapter
- Writing the first draft of your Discussion
- Revising your Introduction and Methodology chapters/section.
- Revising and refining drafts of chapters. (Drafts should be submitted as they are written.)
- Writing and assembling the rest of the thesis: Title, Abstract, Acknowledgements, Table of Contents, List of Tables, References, Appendices
- Final revision of the whole thesis
- Printing, binding and submission

Every student is instructed to follow the above ordered list for their Thesis. however, in some research, due to the nature of the research, there might be some variation in the order which is suggested above.

You may wish to develop your own target dates to help in preparing timetable of your research and writing. We offer the following as a general guide, which applies to students whose commencement date is 1st of November. The following dates offer tentative guidelines for students wishing to complete their thesis by the end of their bachelor's final year. The actual dates will vary from person to person and topic to topic. **Appendix 1** contains sample year planners.

3.2 Thesis/Topic Selection

The thesis should be the crowning achievement of your undergraduate education and it will influence the direction of your career for many years to come. As mentioned above, the choice of your topic is the key for success of your bachelor's thesis.

Refer to Chapter 2 section 1 for further support on selecting your topic.

Yet, if you feel overwhelmed by the scope of the task, you can always follow your supervisor's suggestion on topics of research. Your supervisor will know your area of interest and we will be able to offer you some ideas of topics. You can as well decide with your supervisor to write on his area of research or interest if you cannot define one particular field for yourself. By doing so, you will give yourself additional time to develop the necessary skills for selecting a good research project and methodology.

Student must keep in mind that you are not asked to do a study and understanding of all practices in your field or in Kurdistan but to contribute to the knowledge of your field. Detailed case studies offer a precise understanding of a broader topic. For bachelor thesis, you should focus on one aspect of your topic rather than trying to solve problems that are too broad.

Whatever the method you prefer to use to define your research topic (e.g. on your own or through your supervisor) do make sure you have your supervisor's full support before embarking on a project. Do not hesitate to ask his/her opinion on the feasibility of your project.

3.3 Proposed Research Plan Schedule

Proper schedule is an excellent tool for following the progress of the thesis which can be mapped out using the stages of the thesis process. Since it is impossible to anticipate everything, the schedule should also allow for unexpected delays. The work should take no longer than the average time to gain thesis/. credits, that is 400 hours, which requires intensive and efficient work. For instance, you can see the general research process schedule section 3.3.1 below.

Often the bachelor's thesis is completed simultaneously with the degree. The process may proceed slower at the end, which needs to be taken into consideration of time management. The end of the year is often very loaded with other graduation requirements and every student must complete all assignments on time.

3.3.1 General Suggested Research Process Schedule

October to December: You should contact your supervisors and department. Fill up necessary forms to identify your supervisor and complete selection process. By this stage, the topic area should be defined. Arrangements should be made between you and your supervisor for regular supervision sessions. A more specific proposal should now be developed, develop method, finalize sample, prepare draft of introduction and method chapters, complete the literary review.

January to February: Obtain data. Continue to read in the topic area and data analysis. Submit research proposal to your supervisor.

March to April: Revise Introduction, Literature Review, Method chapters and begin writing Results and Discussion chapters. In many cases these may already be underway revision and completion of thesis. Students who wish to be certain of graduating this year should complete their theses by **May 1st 2024**.

Final date for thesis submission is 5th of May 2024 until the end of working hours.

3.4 Literature Review

To identify readings in the area, conduct a search in internet for paper literature in the Library and ask your supervisor for key references. Your supervisor may be able to supply you with relevant articles or books or to guide you in the right direction.

In terms of literature review, make sure that the articles you are selecting must have a scientific value. The easiest way to make sure of the scientific validity of an article is to stick to article published by universities, research institutions, government agencies and other recognized sources.

You must question the legitimacy and background of the author while using the references for your thesis. One sign of reliability is that the text has been published by a well-known publisher. This means that the text has undergone a review process. In scientific journals articles are usually reviewed, but in newspapers and magazines the reader has to evaluate the reliability of the text by the author's reputation and expertise.

When familiarizing yourself with the sources you should make sure to take notes, so that you will have ready to use information and it will make you're in-text referencing much easier when writing the literature review.

It is also advisable to print out or save the resources found on the Internet, since web pages may be updated or taken offline. In case of quoting or referencing to an online article, the date of reading must be mentioned. (see **Appendix 10 for a guide on APA Referencing**).

Finally, diversify your sources for the research (textbook, journal articles, previous. s, government published documents, trusted sources on the internet etc.).

To help you selecting your sources you can ask yourself:

- When you have already known about the subject? / What are the points on which you do not possess sufficient knowledge on the subject?
- What kind of material and expertise do your bachelor's thesis require?
- What are the core concepts in your thesis and how will you build the theoretical foundation?
- What kinds of methodologies are available for your area of research?

The best time to conduct this literature review search is before you determine your own research questions and methodology so that you already have a good theoretical knowledge of your topic. It will help you design your research methods to know what you are looking for. Therefore, one major reason behind literature review is for you to familiarize yourself with what others have done and said, and then to find your way through your research area.

PART 4

RESEARCH PLAN IMPLEMENTATION

4.1 Introduction

It is crucial that your research is clear and well-planned so as not to be misdirected. A great deal of planning must go into your research project.

4.2 First Draft of Thesis

A critical component of any research project is selecting the specific research question or questions to be answered or hypotheses to be tested and designing the methodology to examine these questions. For the research to have a specific purpose, the research questions should follow logically from what has or has not been investigated and theorized previously. Do not forget that your bachelor thesis is a scientific demonstration: you start with a question and/or hypothesis that you are testing through literature review and field experiment to draw a conclusion. Therefore, the different stage of your questioning should follow the same order. When writing your thesis, you will need to establish the link between previous theory and research and your own research. Be careful not to lose your general objective when you are writing so as not to lose yourself into digressions that do not bring any additional value to your research. Do not write for the aim of filling pages, quality and clarity will always be better than quantity.

When selecting research questions and methodology, estimate the resources (time, money, sample size) you will need to carry out the study. At most, you will have about 1-2 months within which to collect data, which may make a longitudinal design difficult to implement. If you plan to use interviews, you will have to limit your sample to complete them within three months. Most thesis/. students find that obtaining an appropriate sample usually takes some effort. Only a percentage of individuals contacted for interviews or mailed questionnaires agree to participate. You will need to consider very carefully the nature of the sample, its availability and the practicality of obtaining data from your sample. Read studies which have used similar designs. Do not forget to question yourself if your sample is representative and be aware of your own bias and limitation. If you have limited possibilities concerning your sample, mention it in your thesis so that your reader is aware of it. In any case you will have to adopt critical thinking process to review the composition of your sample. It is part of scientific ethics.

If you are considering a design that involves collecting data within an organization, approvals need to be obtained from the organization itself and from potential participants. The approval

process often takes its course of time and you may have to contact several organizations to arrange your sample. It is important to begin doing this early, while you are developing your research method. Ethical approval is required before collecting any data, so be sure to submit your ethical approval application at least two to three weeks before you plan to collect your data.

Before undertaking the data collection, you should write the first draft of the methodology describing exactly what you are researching. Typically, there are three sections in a methodology chapter: Subjects/Respondents/Participants; Apparatus/Materials/ Instruments; and Procedure. Recording the details at this time serves two purposes. First, it ensures that you have a clear grasp of the techniques (e.g. questionnaires) and procedures (e.g. interviewing) which you will use. This will ensure the success of your data collection by avoiding out of subject questions, ensuring the quality and accuracy of the data collection. Secondly, you will be recording these details while they are fresh in your mind. Later on, you may wish to revise this chapter; this will be easy to do if you have written an early draft. It is often appropriate to include discussion of the ethical issues involved in your research. Remember that your description of the method should be detailed enough to allow other researchers to replicate your study. It should also provide sufficient information to allow readers to make a reasoned judgement about the credibility of your research.

By this time, you will have already decided upon and received Ethical Approval for your data collection procedures. You should develop a timetable for yourself so that you can be sure all thesis data are collected according to your plan. If you want to change your procedure at all, perhaps in the light of experience, be sure to discuss this with your supervisor.

Many researchers pilot test their procedures on a few participants before finalizing their data collection method, and this is recommended by the Department. By doing so, you can see the bugs in your data collection methods and instruments. For your sample to be accurate you should not only have neutral answers or do not know answers. Testing your questionnaires will show you this kind of flaws.

Once the data have been collected, the next step is to analyze them. This may involve statistical or content analyses.

Your supervisor will help you in selecting appropriate methods for data analysis. At this stage, drafts of your Introduction and Method can be revised and the Results and Discussion written. The Discussion involves interpreting findings, relating findings to previous literature and exploring the implications and suggestions for further research.

This chapter usually includes some comments on the limitations of your research. In some cases, the Research and Discussion can be combined. Be careful not to have previously made assumption on your data collection. Let the data speak rather than trying to make the data speak in the way you want. If your data goes in a different direction than what you expected try to understand why; it may be linked to the composition of your study sample, the data collection you used, etc. In that case draw your conclusions with whatever your data are showing while underling hypothesis of why it is different than expected. Even if it goes in the direction you have foreseen be always careful of not missing any analytical steps. Make sure every part of your thesis makes sense in relation to each other.

While you are arranging the data collection, you should also be working on the first draft of your Introduction/literature review. In this chapter you will describe and critically review previous literature on the topic. Sometimes it may be appropriate to divide the literature review into more than one chapter. The literature review should be comprehensive enough to cover previous theory and research which is relevant to your topic but should not include information which is only tangentially relevant. It is usual to end the literature review with a description of your own research question and/or hypotheses.

Allow time for your supervisor to read drafts of your thesis/. chapters as they are produced. Normally your supervisor will expect to review one or two drafts of each chapter, and a draft of the entire thesis/. before it is finally submitted.

4.3 Final Draft of Thesis

4.3.1 Language

Your writing style influences the reader's impression of your work. Your writing has to be comprehensible, clear and understandable to the reader. Do not use very long sentences which make them vague and ambiguous. Be careful with personal pronouns use formal English and academic vocabulary, avoid jargon. Do not use contracted forms (don't, isn't). Avoid using exclamation marks.

Length of paragraphs should be reasonable. Start a new paragraph each time when you deal with a new idea / opinion / topic.

Do not refer to the male gender (do not use pronouns 'he', 'his', when both genders are meant.) Gender-biased references can usually be avoided by appropriate rephrasing. For example, "The participant rated his preference for each joke" can be changed to, "The participant rated each joke for preference" or, "Participants rated their preferences for each joke."

Finally avoid negative attributes naming people: do not say "handicapped student", say a "student with an impairment".

4.3.2 Tense

Most sections of a research report should be written in the past tense because they describe events that occurred in the past (what other researchers found or what was done in the study being described). The present tense may be appropriate in the Introduction and Discussion sections when discussing theories and in the Results sections when referring to tables or figures. Occasionally, the future tense may be used to discuss proposed future research.

4.3.3 Number

Consistency of number (singular or plural) should be maintained throughout a research report. Switching from singular to plural or vice versa is poor style. Here is a common error in student papers: "Each participant made their responses in writing." Here is a better version: "Participants made their responses in writing."

4.3.4 Person

Most research reports are written in the third person (he, she, it, they). The third person must be used throughout the thesis as an example: "The researcher came to conclusion that..."

4.3.5 Voice

Active voice is always preferable to passive voice. Follow one spelling and grammar variant, either British or American English (e.g. do not write 'Organization' in one place and then 'Organisation' in other places. The only exception is that if it is a quotation. In that case, it must be written as it is in the original source.

4.3.6 Typing

- Use “Times New Roman” font type.
- The content of the chapters should be font size 12, chapter titles should be size 14, capitalized; whereas subtitles, 12.
- Line spacing is required to be 1.5 lines.
- Either indentation or spacing between paragraphs has to be provided.
- Do not use italics (except when referencing and citation demands to use it) or underlining.
- Alignment of the chapter title to be in the center of a new page. Sub-titles should be aligned to the left.
- Introduction, each chapter, conclusions and references should start from a new page. Between sub-chapters there should be 1/2 lines' break.
- Do not separate the title of the table from the table (they should be on the same page). The title of a sub-chapter should not be in the very end of the page (at least one line should follow it).

4.3.7 Paper

- A4 format paper of good quality, portrait orientation.

4.3.8 Margins

- 2.5 cm – on top and bottom of the page, 3 cm – on the left and 1.5 cm - on the right.

4.3.9 Page Numbers

- The pages of the thesis should be numbered at the **bottom**, in **the middle**. The **cover page should not be numbered**.
- The numbering of the **second sub-cover pages**, acknowledgements, list of tables, figures and abbreviations (acronyms), abstract and content should be in Roman numbers. Numbering in Latin numbers should start with the introduction.

4.3.10 Word Count

- From introduction to conclusion (without references and appendices) the word count must be within the range of (8000–10000) word restriction.
- Abstract is preferred not to exceed 300 words.

4.3.11 Tables and Illustrations

All tables and figures should be entitled and numbered. Follow the same style (title above) throughout the whole thesis. The table number should involve the chapter number, dot, and number in the corresponding chapter, e.g. 2.1 (= the first table in chapter 2).

Table 2.2. List of Institutions under the Ministry of Economics

If you made up the table, it has to be stated. If you are using some resource, it has to be named, including the page it comes from, e.g.

(Ministry of Economics, 2012: 17)

If you used somebody's table, but modified it, this also has to be mentioned.

4.3.12 Printing out and Binding

The thesis has to be submitted by being printed out on one side of a page and bound by a spiral. Three copies should be submitted to related department.

4.3.13 Electronic Submission

The thesis has to be submitted both in hard copy and electronically in PDF format. The university has the right to publicize it on the web page.

The completed thesis will include abstract, acknowledgements, table of contents, list of tables and/or figures, references and appendices. Make sure that you are saving time for proper referencing as it is quite time consuming especially if you keep it for the end. It is advice often made but rarely followed; make sure to save on a draft all the resources you used. Going backward your thesis and relooking for references is a waste of time. This time would be much better used for proofreading and peer review.

4.3.14 Reference style

Students should follow the APA format for references and citations. You can refer to Appendix 10 – APA style guidelines.

4.4 Ethics and Plagiarism

Plagiarism of other people's text is not permitted. Student must give proper referencing while summarizing the text or using direct quotations from all sources, including Internet sources. Give credit to the original author/researcher for his/her research work by adding proper reference. Use quote when you are directly using the words of some other researcher. It is not allowed to make up or manipulate the sources. If there are conflicting views on a subject in the literature, all views must be presented, and the approach chosen to be justified.

Forms of plagiarism include:

- a) The failure to give appropriate acknowledgement (presenting somebody's findings as one's own (no reference is given).
- b) Ascribing to an author what s/he has never written.
- c) Quoting someone's work without the use of quotation marks (or the opposite, using quotation marks when it is not a quote).

If you are not providing a citation in inverted commas (we cannot give too many of them in a research paper), you have to paraphrase the author's words. Paraphrase does not mean simply omit / add / substitute by a synonym a couple of words. We have to use a different sentence structure, and, in fact, retell the author's idea.

The source is indicated in accordance with APA style, by the name of the author and by a page reference in parentheses. If the idea is not expressed on a certain page, but throughout the whole work, no page referencing is needed. All works referenced in the text should appear in the reference list and vice versa, all works in the reference list have to be mentioned in the paper.

4.4.1 Originality/Plagiarism Policy

Regarding the similarity check process, the student needs to submit his/her thesis 2 weeks before the deadline of the thesis submission. If it is rejected by the faculty because of plagiarism, the student will have 2 weeks to paraphrase and resubmit his/her thesis, but if the student fails to submit it 2 weeks before the deadline, they will not have a chance to resubmit it for the next time. Moreover, in the summer school term, students will have only 1 week to resubmit.

4.5 Supervisor's Approval of Thesis

The supervisor is also responsible person equally with students for the work done during the thesis as per the mentioned supervisor responsibilities in the thesis contract. The mutual agreement on each and every step taken is the most important component to justify the work. Supervisor's approval is a document for agreement on the work carried by the student and being responsible for the same. Moreover, it is an ethical practice to have the work transparent to the Graduation project Committee.

PART 5

SUBMISSION AND EVALUATION OF THE THESIS

5.1 Thesis/Submission

This covers the regulations and information relating to submitting your thesis, structure and binding requirements and the process related to submission. The list of references mentioned in the text is entitled **REFERENCES**.

Bibliography. The major difference between the two is that a **bibliography** which includes details of all the resources you used to produce in your assignment, including those you did not quote or paraphrase. In APA Style, however, each **reference** cited in-text must appear in the reference list, and each entry in the reference list must be cited in-text. Do not try to inflate your list with books or article you barely look at you are expected to be able to answer any questions about the references mentioned in the list.

Do not underestimate the importance of language and presentation. Although no thesis with inadequate content will be accepted (however good the presentation), a thesis with adequate content but poor presentation will often be marked down. Presentation can be improved by the careful selection and organization of the most important material, by the deletion of unnecessary material and replication, by a logical structure, and by clear and concise writing.

Allow time for final corrections, printing and binding. For a thesis, you are required to submit three copies to the Department, one of which are deposited in the Library. You will need to think about how many other copies you will need - for yourself, for your supervisor(s), for the organization which supplied your participants, for friends or family. A less expensive spiral binding will often suffice for these additional copies.

5.2 Group Thesis Guidelines

5.2.1 For the supervisor evaluation:

- The Supervisor has the right to accept or reject the written materials or one of the group members.
- The supervisor will evaluate each and every student from the group separately.
- Each student will be marked on their individual merits and may get varying marks based on:
 - 1-Whether the student meets the attendance requirement.
 - 2-How much they contribute to the project.

5.2.2 For Defense Marking

The defense committee members will evaluate each and every student separately and each student should do a presentation for 20 minutes and 10 minutes for discussions and questions.

- Each Student must prepare and present his own presentation on the thesis.
- Each Student will be marked on their performance in the thesis presentation.
- A thesis may fail based on the written material or its presentation by the individual students.

***If the Group or one student in the group fail (in normal semester i.e. Spring Semester), (he/she) has the right to submit the same thesis again (only once, in summer school) after doing the necessary corrections, and if the student failed again at the second with the same title, he/she has to take a new thesis title. (Even in off-semester and summer term).**

5.3 Thesis Evaluation

Thesis marking: After students submit their final thesis, the Graduation Project Committee will announce the date and time of student's defending of his/her thesis. After interviewing the students about his/her thesis the committee will decide mark about the thesis of the student.

Please remember that the entire thesis marking process usually takes approximately one month from the day when the thesis is submitted to the department to when a grade is announced.

5.4 Publication of Thesis

After finishing the thesis project and if your thesis gets accepted by faculty then students can get an opportunity to publish their thesis in reputed journals. The supervisor will help students in publishing the thesis and also provide information about reputed journals and indexing.

There are three major reasons for publishing thesis research:

1. First, writing research for publication requires different (though complementary) skills to those involved in **thesis writing**. Experience in **writing for publication** will be very valuable to you in **your career** and will help you to develop important **writing skills**.
2. Secondly, the empirical data you collect can make a significant contribution to the development of your subject, but only if this information is disseminated!
3. Finally, publication **enhances your career prospects** as well as the **public profile** of the Faculty of Administrative Sciences and Economics and University.

Faculty of administrative science and economics is encouraging each and every student to conduct research which is potentially publishable and to regard the publication of your research findings as a natural sequel to writing up the thesis.

Normally, journal publication would be done in collaboration with your thesis supervisor, whose input should have contributed to the quality of the research as well as the published paper, and who is usually recognized as a co-author.

5.5 Additional Sources for Guidelines

This manual provides only a brief guide to conducting a thesis. Other sources to turn to are American

Psychological Association. (1994) Publication Manual of the American Psychological Association (7th. ed.).

Washington, D.C.: Author. Bell, Judith, Doing your research project: A guide for first-time researchers in education and social science, Open University Press, 2nd edition, LB 1028. B433, 1993.

Bryman, A., & Bell, E. (2011). Business research methods. Oxford: Oxford Univ. Press.

Lewins, F. (1987). Writing a thesis: A guide to its nature and organization. Canberra: Australian National University.

Mauch, J. and Birch, J, Guide to successful theses: Conception to publication, 2nd Ed, LB 2369. M447, 1989.

New Zealand Psychological Society. (1986). Code of ethics. In New Zealand Psychological Society, Member's Handbook (2nd. ed.) (pp 31-40). Wellington: Author.

Sekaran, U., & Bougie, R. (2016). Research Methods for Business: A Skill Building Approach Seventh Edition. John Wiley & Sons.

Sternberg, R.J. (1988). The Psychologist's companion: A guide to scientific writing for students and researchers (2nd. ed.). Leicester: British Psychological Society.

Suezle, M. (1981). Designing and conducting small-scale research projects. In L. Borzak (Ed.), Field study (pp. 160-176). California: Sage.

Saunders, M., Lewis, P. and Thornhill, A. (2011) Research Methods for Business

Students, 6/e, Pearson Education. http://wps.pearsoned.co.uk/ema_uk_he_saunders_resmethbus6
[/http://www.atomicdog.com/trochim](http://www.atomicdog.com/trochim).

References for books research in Accounting:

- Smith M, (2003) Research Methods in Accounting, Sage publication Ltd,
New Delhi
- Trochim, William (2006) The Research Methods Knowledge Base,
Atomicdog Publications
- Humphery C and Lee B. (2004) The Real Life Guide To Accounting
Research, Elsevier.
- Naik A. A.(2018) Research Methodology in Accounting and Finance,
Himalaya Publishing House
- Ryan B. (2002) Research method and methodology in finance and
accounting, Andover, South Western Cengage Learning

APPENDICES

Appendix 1: Research Plan Schedule sample based on Academic Calendar

FACULTY OF ADMINISTRATIVE SCIENCES AND ECONOMICS (FASE) - RESEARCH ACTIVITY CALENDAR - 2019- 2010												
2019				2020								
	OCTOBER	NOVEMBER	DECEMBER	JANUARY	FEBRUARY	MARCH	APRIL	MAY	JUNE			
SUN			1			1						
MON			2			2					1	
TUE	1		3			3					2	
WED	2		4	1	Finalise research methodology	4	1				3	
THU	3		5	2		5	2	Revision of work	Submission of thesis		4	
FRI	4	1	6	3		6	3	1			5	
SAT	5	2	7	4	1	7	4	2			6	
SUN	6	3	8	5	Weekly meeting	8	5	3	Preparation of defense sched		7	
MON	7	4	9	6		9	6	4			8	
TUE	8	5	10	7		10	7	5			9	
WED	9	6	11	8	Weekly meeting	11	8	6			10	
THU	10	7	12	9		12	9	7	Presentation and defense		11	
FRI	11	8	13	10		13	10	8			12	
SAT	12	9	14	11		14	11	9			13	
SUN	13	10	15	12	Final exam	15	12	10			14	
MON	14	11	16	13		16	13	11			15	
TUE	15	12	17	14		17	14	12			16	
WED	16	13	18	15		18	15	13			17	
THU	17	14	19	16	Develop research paper	19	16	14	Presentation and defense		18	
FRI	18	15	20	17		20	17	15			19	
SAT	19	16	21	18		21	18	16			20	
SUN	20	17	22	19	Final exam	22	19	17			21	
MON	21	18	23	20		23	20	18			22	
TUE	22	19	24	21		24	21	19			23	
WED	23	Distribution of Registration Forms	25	22		25	22	20			24	
THU	24	Distribution of THESIS HANDBOOK	26	23		26	23	21	Presentation and defense		25	
FRI	25		27	24		27	24	22			26	
SAT	26		28	25		28	25	23			27	
SUN	27	Complete selection of student and s	29	26	Start data collection	29	26	24			28	
MON	28	Complete selection of student and s	30	27		30	27	25			29	
TUE	29		31	28		31	28	26			30	
WED	30			29	Submission of research proposal	29	26	27				
THU	31			30		27	30	28				
FRI				31		28		29				
SAT								30				
SUN								31				

Appendix 2: Graduation Project Committee Approval Letter on Subject



TISHK INTERNATIONAL UNIVERSITY FACULTY OF ADMINISTRATIVE SCIENCES AND ECONOMICS THESIS RESEARCH AREA AND TOPIC SELECTION FORM

Completion of a dissertation/thesis requires title and research area selection. A list of available research areas is included at the end of this form, from which you should choose at least three.
Information on the responsibilities of supervisors and students can be found in the Thesis Handbook.

Note: The Microsoft online form is available for the thesis research areas selection.

Please ensure you read this information before filling up this form.

STUDENT NAME: _____ STUDENT NO: _____

PHONE NO: _____ EMAIL ADDRESS: _____

DATE: ____/____/____ STUDENT SIGNATURE: _____

TYPE OF RESEARCH: Individual Group

IF YOU HAVE CHOSEN TO WORK AS A GROUP, ADD YOUR GROUP PARTNER (S) INFORMATION:

1 STUDENT NAME: _____ STUDENT NO: _____

PHONE NO: _____ STUDENT SIGNATURE: _____

2 STUDENT NAME: _____ STUDENT NO: _____

PHONE NO: _____ STUDENT SIGNATURE: _____

I agree in advance that if I join a group then I do not have the right to change my group partners to another group or to individual type of research.

My/Our preferences for Bachelor Thesis Proposed Titles and Research areas are ranked below:

	PROPOSED TITLES:	RESEARCH AREAS: specify
1st	_____	_____
		RESEARCH AREAS: specify
2nd	_____	_____
		RESEARCH AREAS: specify
2nd	_____	_____

I have read & understood the information in the Thesis Handbook on the responsibilities of students and supervisors. I undertake all responsibility to complete the thesis research.

NOTE:

Student preference will be taken into consideration however graduation Project committee will decide on supervisor selection.

Below is the list of Research Areas for Business and Management Department

Human Resources Mgmt., Marketing, Social media marketing, E-commerce, Promotion and advertisement, Operations and Production, Management information Systems, Customer service, Purchasing, Sales Mgmt, Production Mgmt, Change Mgmt, Time Mgmt, Quality Mgmt, Communication Mngt., Waste Mgmt, Resources Mgmt, International Business, Strategic Mgmt, Corporate Social responsibility, Environment Mgmt, Public Administration, Branding, Organizational Culture, Performance Mgmt and appraisal, Conflict Mgmt, Leadership, Crisis Mgmt, Business Ethics, Entrepreneurship, Mirco-Small-Medium Entreprises, Business Law, Career Mgmt, Work-life Balance, Emotional Intelligence, Project Mgmt, Supply Chain Mgmt, Organizational diversity, Economics, Green Economy, Bitcoin, Sharing economy, tariffs Investment, and taxes, Jobs, and unemployment, Corruption, Currency, Economic Development.

Below is the list of Research Areas for Accounting

Financial Accounting, Managerial Accounting, Taxation, Auditing, Fraud and Risk Management, Financial Performance, Financial reporting,

Dividend policies, Stock Markets,

Corporation, Incorporation, Human Resource Accounting, Human Auditing, Income Tax, Corporation tax,

Financial Statement Analysis, Comparative statement analysis, Cash flow statement, Statement of Retained earning effect,

Bank Reconciliation Statement, Fraud Vs Error in Accounting, GAAP, IFRS

Below is the list of Research Areas for Finance and Banking

Banking, Financial reporting, Finance Management, International Finance, Dividend Policies, Stock Markets, Share Pricing Policies, Corporation, Incorporation, Income Tax, Corporation tax, Financial Statement Analysis, Comparative Statement Analysis, Digital Banking, Electronic Banking, Corporate Governance, Sustainability Finance, Financial Services, Asset Management, Entrepreneur Finance, Public Finance, Risk Management, Self-Insurance, Islamic finance, Banking Regulations, International Trade and Finance, Board Gender Diversity.

Below is the list of Research Areas for International Relations and Diplomacy

Main Areas

Political Thought and Political Ideologies

International Organizations

Diplomacy

Foreign Policy

International Politics/Relations

International Security

Political Economy

International Law

Civil Society and Democracy

Ethnic conflict and Conflict Resolution

International Negotiation and Mediation

Global Governance

Political History

National Identity Politics

Human Rights

Politics and Media

Religion and Politics

Political Parties

Comparative Politics

Minority Rights

Sub-Areas

Kurdish Politics, History, Nationalism, KRG Relations, Kurdish Society

Middle East Politics, Iraqi Politics and History, Syrian Conflict and Turkish Politics

the EU Politics

US Foreign Policy

Migration and Humanitarian Studies

Russian Foreign Policy

Arab Politics and Society

Terrorism

Genocide

Politics in the Asian Continent (India, China, Korean Peninsula)

Latin American Politics

African Politics and Relations

Politics in the Arab Peninsula

Women and Children Rights

Nuclear Arms Race and Conflict

Appendix 3: Contract sample between Undergraduate Student and Supervisor



Faculty of Administrative Sciences and Economics

AGREEMENT BETWEEN UNDERGRADUATE STUDENT AND SUPERVISOR

Full name of student: _____

Student number: _____

Faculty: _____

Department: _____

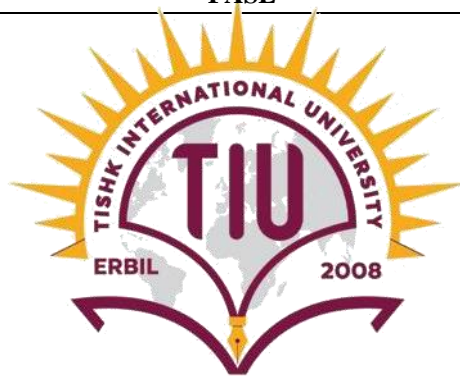
Weekly Meeting Schedule: _____ (Specify Day and Time)

Date:

Date:

Student's signature

Supervisor's signature



Faculty of Administrative Sciences and Economics

“AGREEMENT BETWEEN UNDERGRADUATE STUDENT AND SUPERVISOR”

Business and Management, Accounting, International Relations and Diplomacy, and Banking and finance programs require original research and a written thesis that is defended at a Final Oral Examination. Thesis Handbook is given by the department at the beginning of semester for the clear understanding of thesis/. process. Faculty members take primary responsibility for helping the student learn the craft of research and proceed successfully to the degree. These Guidelines have been written to help undergraduate students and faculty supervisors by describing best practices in undergraduate supervision. Our hope is that a clear understanding of responsibilities and expectations by all participants in the supervisory process will reduce potential problems and optimize the experience. The success is the shared responsibility of student and supervisor. It depends on both student and supervisor communicating well, being tolerant and understanding, and each holding the other to high standards. Faculty of Administrative Sciences and Economics plays a vital role in providing clarity and consistency of expectations, upholding academic standards, administering the program fairly and effectively, and intervening wherever necessary to help resolve problems. This Guideline is intended to help all participants fulfil their roles and to ensure that the supervision of undergraduate students at the Tishk International University is of the highest quality.

Overall Roles and Responsibilities:

Supervisor roles:

It is the responsibility of supervisor to:

Advise student on his/her thesis framework and format.

- Recommend resources for literature review (library facilities, online journals, etc.).
- Advise students to attend any additional classes if needed (research skills).
- Recommend research methods, tools, and resources.
- Review and comment on draft chapters.
- Review and comment on research data.
- Review the whole thesis.
- Advise students on the readiness of thesis for submission.
- Advise students on thesis submission and examination process.
- Make every effort to ensure that student's learning and research environment is adequately supported with guidance in choosing appropriate course work, providing suitable resources and workspace.
- Ensure that student's research has an appropriate hypothesis/question and achievable goals, using the Thesis Guidelines as a framework.
- Establish a professional working relationship to guide student in approach to research
- Meet regularly/weekly with student to provide guidance, assess progress and assist student in the goal of completing the program on time.
- Provide appropriate mentorship and guidance.

Students' Roles:

It is the responsibility of the students to:

- Ensure that you are familiar with the University's requirements.
- Meet regularly/weekly with supervisor to assess progress.
- Complete research, course work and/or thesis within the period that is typical for specific degree program.
- Submit their material in a timely manner so as to receive an adequate assessment.
- Make timely progress towards completion of degree and spend the required number of hours carrying out research activities.
- Be available to complete the work assigned.
- Submit on time a thesis of an appropriate standard.
- Comply with all relevant requirements with respect to intellectual property.
- Maintain regular contact with the supervisor and take the initiative in agreeing with the supervisor a mutually acceptable schedule for formal supervisor meetings.
- Reflect on and respond to feedback and guidance provided by the supervisor at formal supervisory meetings.
- Prepare and keep an agreed written record of each formal supervisory meeting.
- Comply with the University's requirements for formal progress reviews.
- Provide the supervisory team with a complete final draft of the thesis by a mutually acceptable date (April 25th, 2024) in sufficient time before the required submission date for the supervisors to read and comment on.
- Ensure that the thesis complies with all relevant regulations, including those on word length, format, and binding.

Final Note

** Students are reminded that the compliance with the thesis/. regulations and the quality of their work is ultimately their responsibility. The role of the supervisor is to assist to achieve the best result of which they are capable.*

** Accordingly, if students consider that their work is not proceeding satisfactorily for reasons outside their control, or if they consider they are not establishing an effective working relationship with their supervisor they should, in the first instance, consult the matter with their Head of Department.*

Weekly meetings and feedback.

Meeting No.	Date	Time	Comment	Student Signature
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				
13				
14				
15				



Faculty of Administrative Sciences and Economics
Thesis Submission Checklist
2023-2024

Full name of student/s:	
Student number:	
Department:	

Dear Student, check your thesis and mark (**Done**) to confirm that the thesis is meeting the requirement:

Requirements		Done	Comment
<u>Below are, formatting, and technical guidelines that must be applied to the thesis.</u>			
1	Chapters start on a new page.	<input type="checkbox"/>	
2	From the introduction to the end of the conclusion without references and appendices, the word count is ranged between (8000-10000) words.	<input type="checkbox"/>	
3	The font of the chapter's content (text/body) is size (12) and Times New Roman.	<input type="checkbox"/>	
4	the chapter titles are size (14) – Times New Roman, capitalized & Bold, whereas subtitles are size (12) – Times New Roman & Sentence case.	<input type="checkbox"/>	
5	Line spacing is (1.5).	<input type="checkbox"/>	
6	The cover page is updated and not numbered.	<input type="checkbox"/>	
7	After the cover, pages such as acknowledgment, 60-70 vof tables, list of figures... till introduction are numbered in Roman numbers.	<input type="checkbox"/>	
8	Latin numbers start from the introduction and end on the last page of the references list.	<input type="checkbox"/>	
9	APA Reference style version (6) is used for citations and references.	<input type="checkbox"/>	
10	A list of references is available and in alphabetical order.	<input type="checkbox"/>	
11	C.V is available with a picture and is up to date.	<input type="checkbox"/>	
12	Appendices such as (questionnaire, interview questions, secondary data.....) are attached when used.	<input type="checkbox"/>	
<u>Title and topic considerations</u>			
13	The title is clearly mentioning the topic and variables of the study.	<input type="checkbox"/>	
14	The title is within the field of the department & supervisor	<input type="checkbox"/>	
15	No acronyms are used in the title (e.g. TAM, HRM, MENA, ROR, SME...)	<input type="checkbox"/>	
<u>It is preferred for the chapter outlines to meet the proposed outlines in the thesis handbook (appendix 7)</u>			
16	The abstract is in line with the instructions in the handbook	<input type="checkbox"/>	
17	Keywords are available	<input type="checkbox"/>	
18	Chapter one Introduction	<input type="checkbox"/>	
19	Chapter two Literature review	<input type="checkbox"/>	

Requirements		Done	Comment
19.1	Availability of recent references (preferability last 10 years).	<input type="checkbox"/>	
20	Chapter three Methodology	<input type="checkbox"/>	
20.1	Primary or Secondary data have been analyzed using appropriate methods.	<input type="checkbox"/>	
20.2	The original source of the used (questionnaire), (secondary data), or the (interview questions) is mentioned in the methodology.	<input type="checkbox"/>	
21	Chapter four findings	<input type="checkbox"/>	
22	Chapter five Implications, conclusion, and recommendation.	<input type="checkbox"/>	

I have carefully read and followed the guidelines mentioned in the thesis handbook	<input type="checkbox"/>
--	--------------------------

Note: Make sure that the submitted thesis is matching with the checklist to increase your chances of being accepted.

Date:

Supervisor Approval

Student signature

Appendix 4: Lecturers Roadmap for Thesis**SUPERVISORS' ROAD MAP FOR THESIS PROCESS**

- First of all, student's supervisor selection has to be completed.
- Supervisors and students will sign a formal contract about their arrangement regarding frequency of meetings, preparation for meetings, following the routine weekly meeting schedules, both parties' responsibilities, means of communication, etc...
- Supervisors have to go through with students each and every detail of thesis handbook, they should give them up to 3 days and make sure daily that students read, understood and highlighted the important parts of the thesis handbook.
- After making sure that students go through properly on the handbook, supervisors and students have to sit together and discuss the important parts of the handbook and especially the thesis completion calendar.
- Meanwhile supervisors have to give references parts to students themselves by finding the mentioned resources on the internet or getting one each other from lecturers or making sure that students they can find the resources on the net by leading, directing or copying links to the students. And make sure students acquired the necessary materials and reading and going through with them.
- Supervisors need to advise students on APA 6 style of referencing (See Appendix 10)
- Supervisors and students have to create the timetable together to meet each other on weekly basis regularly.
- They have to share means of communication with each other to make sure they can reach each other when the need arises.
- Since the time is very limited most of the responsibility will depend on supervisors' and students' rapport and their seriousness. Students have to cooperate with their supervisor and follow the duties given to them.
- We have to make students understand thesis all about a lot of readings and students have to be motivated to make sure they are ready to read a lot lot lot lot... we have to imprint this (instil) to students' mind.
- Lecturers have to follow up the thesis calendar, he has to make sure that when issues are due, they have to make sure that issues completed successfully.
- We should not forget the fact that success of the student is the success of the supervisor; effort of lecturers directly will be reflected on the result of thesis of the students.

Appendix 5: Thesis/. Seminar/ Defense Evaluation Criteria

Tishk International University
Faculty of Administrative
Sciences & Economics



BACHELOR'S THESIS AND SEMINAR/ DEFENSE EVALUATION FORM

EVALUATION OF THE BACHELOR'S THESIS

Please mark "X" to every row of the table at the appropriate column indicating the grade. The grade 5 corresponds to "accepted with distinction" whereas grades 1-4 to "accepted" as the overall grade of the thesis. The grade 1 indicates severe shortcomings. Please read the evaluators' instructions!

Target of evaluation	1	2	3	4	5
Subject/topic and goals					
Methodology					
Analysis and interpretation					
Conclusions and meeting the goals					
Structure					
References					
Language and appearance					
Presentation					

Thesis Evaluation and Grading Criteria

Topic and goals. The definition and scope of topic. Research questions/hypotheses. Setting the goals. Choosing an appropriate method (in case of an experimental work).

- 1: The scope of the thesis either too narrow or wide or it is off the topic.
- 2: The goals of the thesis have been set unclearly, they are unclear, or they have been misunderstood by the author.
- 3: The goals of the thesis are clear but not appropriate.
- 4: The thesis has clear goals and an appropriate scope.
- 5: The goals have been described very clearly and the scope of the thesis is most appropriate.

Methodology. The type of research. Methods of sampling. Methods of data collection (Quantitative research). Survey or interview instruments.

- 1: The methodology is explained as one paragraph.
- 2: The methodology is put separately as a chapter in the thesis.
- 3: The methodology is explained without subheadings.
- 4: The methodology is clearly explained with subheadings.
- 5: All subheading is well explained and having citations for the methods adopted.

Analysis and interpretation. The usage of the statistical test. Usage of statistical techniques. Microsoft Excel usage, SPSS package usage.

- 1: Statistical information available in the thesis.
- 2: Any computer software used for analysis like MS Excel, MATLAB, SPSS etc.
- 3: Statistical test like mean, median, mode etc. used.
- 4: Statically explained frequency and charts presented.
- 5: Statistical test like t test, paired t test, correlation, regression and other tests used.

Conclusions and meeting the goals. Argumentation. Finding answers to research questions. Timing. Independent work.

- 1: It is difficult to follow/verify the conclusions made in the thesis and it is not possible to repeat the experiments made due to poor reporting.
- 2: The conclusions are scant, superficial, or even incorrect. The goals and results are potentially contradictory.
- 3: Answers to research questions remain (partially) open. The contribution of the instructor has been significant and the thesis was not finished within the given time.
- 4: The conclusions of the work are drawn from the references in a justifiable manner and the research questions are answered in a satisfactory way. The thesis was completed by the given deadline.
- 5: The results of the thesis are reflected with respect to references and their reliability and generality are assessed profoundly. The conclusions of the thesis are apt and critical and they

- 1: The thesis is not well-structured.
- 2: The content has not been divided into natural units (sections, paragraphs, etc) or their order does not support appropriate discussion and analysis.
- 3: There are too many cross references within the thesis. Terms and concepts are being used before they have been properly defined.
- 4: The work has been structured well and there are no major deficiencies in its structure.
- 5: The thesis has a very clear structure which supports well the discussion and analysis of subject matter. The text proceeds in a natural order and the thesis has a clear plot. Cross references are made only in well-justified cases.

References. The quality and number of references and literature and the way they are exploited.

Citation practices.

- 1: The references have been used only superficially, they are incorrectly referred to, or the thesis is too closely tied to its references (containing lots of direct quotes).
- 2 : There are problems with citation practice and the list of references requires corrections.
- 3: The literature used in the thesis has little scientific value, has been hastily selected, or is scant.
- 4: Most references carry high scientific relevance, have been appropriately selected, and their number is appropriate. The author is able to incorporate references to her own text in a natural way. There are no major problems as regards citation practice and the list of references.
- 5: The references have been appropriately and critically selected and they are high-level scientific (peer-reviewed)

- 1: The level of abstraction varies inappropriately in the thesis and the text meanders through irrelevant issues.
- 2: There are lots of mistakes with grammar and/or spelling which decreases the readability of the thesis.
- 3: Thesis is having a few mistakes with grammar and/or spelling but is understandable.
- 4: The thesis reads well and it has a careful overall appearance.
- 5: The thesis has been polished and finalized with care. The presentation and language are impeccable.

Seminar presentation. Opening. Structure. Command of the topic. Enthusiasm. Understand ability.

Voice control. Contact with audience. Illustration. Slides. Timing.

- 1: The speaker does not command the topic. The presentation does not follow a natural plot or concentrates on irrelevant issues.
- 2: Exceeding the time limit or not covering important things suggest that the presentation has not been trained in advance.
- 3: The main ideas and results of the thesis are conveyed well and are presented on a suitable level of abstraction.
- 4: The presentation is very convincing and suggests that the speaker has in-depth knowledge of the topic.
- 5: The presenter participated actively with suitable clarification for the all the questions during discussion.

Appendix 6: Sample Thesis/Format**COVER PAGES****THESIS TITLE FOR EXAMPLE.**

A COMPARATIVE CASE STUDY ON
THE FIVE DISCIPLINES OF A LEARNING ORGANIZATION IN
MANUFACTURING COMPANIES IN ERBIL CITY

A THESIS SUBMITTED TO FACULTY OF ADMINSTRATIVE
SCIENCES AND ECONOMICS, TISHK INTERNATIONAL UNIVERSITY

BY

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IN PARTIAL FULFILLMENT OF THE REQUIREMENTS FOR THE
DEGREE OF BACHELOR OF SCIENCE IN THE DEPARTMENT OF
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AND DIPLOMACY/ACCOUNTING/BANKING AND FINACE
DEPARTMENT



MAY 2024

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Approval of the Faculty of Economics and Administrative Sciences

Dean

I certify that this thesis satisfies all the requirements as a thesis for the degree of BSc/BA of

Name, Surname

Head of the Department

This is to certify that we have read this thesis and that in our opinion it is fully adequate, in scope and quality, as a thesis for the degree of B.A.

Supervisor Name

Examining Committee Members

Name of the examining committee	Department
1-	
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2-	
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3-	
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I hereby declare that all the information in this document has been obtained and presented in accordance with the academic rules and ethical conduct. I also declare that I have sincerely followed the rules and conduct as required. I assure that I have fully cited and referenced all the material and results that are not original to this work.

Thesis word count

Name, Last name: _____

Signature : _____

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CURRICULUM VITAE.....	
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Appendix 8: Detailed Sample Thesis Structure

SAMPLE DRAFT THESIS STRUCTURE DETAILS

1. Abstract

A single block paragraph which answers the following questions

- What were my research questions and why were they important?
- How did I go about answering the research questions?
- What did I find out in response to these questions?
- What conclusions could be drawn?

2. Introduction

The introduction should consist of:

- Context,
- The aims of the research,
- Research question and hypothesis,
- Overview and contents.

3. Literature review

To help you selecting your sources you can ask yourself:

- What do you know about the subject? / What are the points on which you do not know enough about the subject?
- What kind of material and expertise does your bachelor's thesis require?
- What are the core concepts in your thesis and how will you build the theoretical foundation?
- What kinds of methodologies are available for your area of research?

4. Methodology

Method of data collection:

- Concept/indicator link
- What methods were used?
- Why?
- When did the research take place?
- Where?
- How was the access to the data and subjects obtained?
- Who was involved (population, sample, and case studies)?
- How many were involved?
- How were they selected?
- What procedures were chosen?
- Limitations of methods employed

5. Findings

Analysis and Discussion of your data

6. Conclusion

Has the hypothesis been confirmed or not? What contributions to theory has the research made? What are the implications and recommendations for follow-on research (and grants)? Provide a retrospective, critical evaluation of your research and proposals for its improvement. This shows that you are fully aware of the limitations and know how these might be overcome.

7. Recommendations

The students are expected to make a few relevant recommendations or suggestions within the context of the research findings for future researchers and possible implementation by decision-makers.

Appendix 9: Final Draft Checklist

A good checklist for reviewing the final draft report:

- Is the meaning clear?
- Is the report well written? (Tenses, grammar, spelling, punctuation)
- Is the referencing well done?
- Does the abstract really give the reader a clear idea of what is in the report?
- Does the title indicate the nature of the study?
- Are the objectives of the study stated clearly?
- Are the objectives fulfilled?
- If hypotheses were postulated, are they proved or not proved?
- Has a sufficient amount of relevant literature been studied?
- Does the literature review provide an indication of the state of knowledge in the subject? Is your topic placed in the context of the area of study as such?
- Are all the terms clearly defined?
- Are the selected methods of data collection accurately described? Are they suitable for the task? Why were they chosen?
- Are any limitations of the study clearly presented?
- Have any statistical techniques been used? If so, are they appropriate?
- Is the data analyzed and interpreted or merely described?
- Are the results clearly presented? Are tables, diagrams and figures well drawn?
- Are conclusions based on evidence? Have any claims been made that cannot be substantiated?
- Is there any evidence of bias? Any emotive terms or intemperate language?
- Is the data likely to be reliable? Would another researcher get the same results?
- Are the recommendations feasible?
- Are there any unnecessary items in the appendices?
- Would you give the report a good grade if you were the examiner? If not, an overhaul is necessary.

Appendix 10: APA Manual 6th Edition

Along your research journey, you need to add your citations and references, and do not delay them for the last moment where you would not have time to arrange them correctly and appropriately. It is advisable, to have all the citations within the word process, under (References) by choosing the right style (APA), then at the end you need to add the bibliography by a single click. Occasionally and frequently, especially at the end you need to update the list of the bibliography by a right click. Hence, the Microsoft Word will do the list correctly and effortlessly for you.

Citing References in Text

References in APA publications are cited in text with an author-date citation system and are listed alphabetically in the reference list. This style of citation briefly identifies the source for readers and enables them to locate the source of information in the alphabetical reference list at the end of the article. Each reference cited in text must appear in the reference list, and each entry in the reference list must be cited in text. Make certain that each source referenced appears in both places and that the text citation and reference list entry are identical in spelling of author names and year.

However, two kinds of material are cited only in the text: references to classical works such as the Bible and the Qur'an, whose sections are standardized across editions, and references to personal communications (see sections 6.18 and 6.20). References in a meta- analysis are not cited in text unless they are also mentioned in the text (see section 6.26)

6.11 One Work by One Author

The author-date method of citation requires that the surname of the author (do not include suffixes such as *Jr.*) and the year of publication be inserted in the text at the appropriate point:

Kessler (2003) found that among epidemiological samples

Early onset results in a more persistent and severe course (Kessler, 2003).

If the name of the author appears as part of the narrative, as in the first example, cite only the year of publication in parentheses. Otherwise, place both the name and the year, separated by a comma, in parentheses (as in the second example). Even if the reference includes month and year, include only the year in the text citation. In the rare case in which both the year and the author are given as part of the textual discussion, do not add parenthetical information:

In 2003, Kessler's study of epidemiological samples showed that

Within a paragraph, when the name of the author is part of the narrative (as in the first example above), you need not include the year in subsequent nonparenthetical references to a study as long as the study cannot be confused with other studies cited in the article. Do include the year in all parenthetical citations:

Among epidemiological samples, Kessler (2003) found that early onset social anxiety disorder results in a more potent and severe course. Kessler also found.... The study also showed that there was a high rate of comorbidity

with alcohol abuse or dependence and major depression (Kessler, 2003).

However, when both the name and the year are in parentheses (as in the second example above), include the year in subsequent citations within the paragraph:

Early onset results in a more persistent and severe course (Kessler, 2003).

Kessler (2003) also found....

6.12 One Work by Multiple Authors

When a work has two authors, cite both names every time the reference occurs in text. When a work has three, four, or five authors, cite all authors the first time the reference occurs; in subsequent citations, include only the surname of the first author followed by *et al* (not italicized and with a period after *al*.) and the year if it is the first citation of the reference within a paragraph.

Kisangau, Lyaruu, Hosea, and Joseph (2007) found [Use as first citation in text.]

kisangau et al. (2007) found [Use as subsequent first citation per paragraph thereafter.]

Kisangau et al. found [Omit year from subsequent citations after first nonparenthetical

Citation within a paragraph. Include the year in subsequent citation If first citation within a

paragraph is parenthetical. See section 6.11.]

Exception: If two references of more than three surnames with the same year shorten to the same form (e.g., both Ireys, Chernoff, DeVet, & Kim, 2001, and Ireys, Chernoff Stcin, DeVet, & Silver, 2001, shorten to Ireys *et al.*, 2001), cite the surnames of the first authors and of as many of the subsequent authors as necessary to distinguish the two references, followed by a comma and *et al*.

Ireys, Chernoff, DeVet, et al. (2001) and Ireys, Chernoff, Stein, et al. (2001)

Precede the final name in a multiple-author citation in running text by the word *and*. In Parenthetical material, in tables and captions, and in the reference list, join the names by an ampersand (&):

as Kurtines and Szapocznik (2003) demonstrated

as has been shown (Joreskog & Sorbom, 2007)

When a work has six or more authors, cite only the surname of the first author followed by *et al* (not italicized and with a period after *all*) and the year for the first and subsequent

citations. (See section 6.27 and Example 2 in Chapter 7 for how to cite works with more than six authors in reference list.) If two references with six or more authors shorten to the same form, cite the surnames of the first authors and of as many of the subsequent authors as necessary to distinguish the two references, followed by a comma and *et al*. For example, suppose you have entries for the following references:

Kosslyn, Koenig, Barrett, Cave, Tang, and Gabrieli (1996)

Kosslyn, Koenig, Gabrieli, Tang, Marsolek, and Daly (1996)

In text you would cite them, respectively, as

Kosslyn, Koenig, Barrett, et al. (1996) and Kosslyn, Koenig, Gabrieli, et al. (1996)

Table 6.1 illustrates the basic citation styles. Exceptions and citation styles that do not work in the tabular format are discussed in text or included as part of the example references.

6.13 Groups as Authors

The names of groups that serve as authors (e.g., corporations, associations, government agencies, and study groups) are usually spelled out each time they appear in a text citation.

The names of some group authors are spelled out in the first citation and abbreviated thereafter. In deciding whether to abbreviate the name of a group author, use the general rule that you need to give enough information in the text citation for the reader to locate the entry in the reference list without difficulty. If the name is long and cumbersome and if the abbreviation is familiar or readily understandable, you may abbreviate the name in the second and subsequent citations. If the name is short or if the abbreviation would not be readily understandable, write out the name each time it occurs (see examples in Table 6.1).

6.14 Authors with the Same Surname

If a reference list includes publications by two or more primary authors with the same surname, include the first author's initials in all text citations, even if the year of publication differs. Initials help the reader to avoid confusion within the text and to locate the entry in the list of references (see section 6.25 for the order of appearance in the reference list).

References:

Light, I. (2006). *Deflecting immigration: Networks, markets, and regulation in Los Angeles*. New York, NY: Russell Sage Foundation.

Light, M. A., & Light, I. H. (2008). The geographic expansion of Mexican immigration

in the United States and its implications for local law enforcement. *Law Enforcement*

Executive Forum Journal, 8, 73-82.

Text Cites:

Among studies, we review M. A. Light and Light (2008) and I. Light (2006).

6.15 Works with No Identified Author or with an Anonymous Author

When a work has no identified author, cite in text the first few words of the reference list entry (usually the title) and the year. Use double quotation marks around the title of an article a chapter, or a web page and italicize the title of a periodical, a book, a brochure, or a report:

on free care ("Study Finds," 2007)

the book *College Bound Seniors* (2008)

Table 6.15 Basic Citation Styles				
Type of citation	First citation in text	Subsequent citations in text	Parenthetical format, first citation in text	Parenthetical format, subsequent citations in text
One work by one author	Walker (2007)	Walker (2007)	(Walker, 2007)	(Walker, 2007)
One work by two authors	Walker and Allen (2004)	Walker and Allen (2004)	(Walker & Allen, 2004)	(Walker & Allen, 2004)
One work by three authors	Bradley, Ramirez, and Soo (1999)	Bradley et al. (1999)	(Bradley, Ramirez, & Soo, 1999)	(Bradley et al., 1999)
One work by four authors	Bradley, Ramirez, Soo, and Walsh (2006)	Bradley et al. (2006)	(Bradley, Ramirez, Soo, & Walsh, 2006)	(Bradley et al., 2006)
One work by five authors	Walker, Allen, Bradley, Ramirez, and Soo (2008)	Walker et al. (2008)	(Walker, Allen, Bradley, Ramirez, & Soo, 2008)	(Walker et al., 2008)
One work by six or more authors	Wasserstein et al. (2005)	Wasserstein et al. (2005)	(Wasserstein et al., 2005)	(Wasserstein et al., 2005)
Groups (readily identified through abbreviation) as authors	National Institute of Mental Health (NIMH, 2003)	NIMH (2003)	(National Institute of Mental Health [NIMH], 2003)	(NIMH, 2003)
Groups (no abbreviation) as authors	University of Pittsburgh (2005)	University of Pittsburgh (2005)	(University of Pittsburgh, 2005)	(University of Pittsburgh, 2005)

Treat references to legal materials like references to works with no author; that is, in text, cite materials such as court cases, statutes, and legislation by the first few words of the reference and the year.

When a work's author is designated as "Anonymous," cite in text the word *Anonymous* followed by a comma and the date:

(Anonymous, 1998)

In the reference list, an anonymous work is alphabetized by the word *Anonymous* (see section 6.25).

6.16 Two or More Works Within the Same Parentheses

Order the citations of two or more works within the same parentheses alphabetically in the same order in which they appear in the reference list (including citations that would otherwise shorten to *et al.*).

Arrange two or more works by the same authors (in the same order) by year of publication. Place in-press citations last. Give the authors' surnames once; for each subsequent work, give only the date.

Training materials are available (Department of Veterans Affairs, 2001, 2003)
Past research (Gogel, 1990, 2006, in press)

Identify works by the same author (or by the same two or more author in the same order) with the same publication date by the suffixes a, b, c, and so forth, after the year; repeat the year. The suffixes are assigned in the reference list, where these kind of reference are ordered alphabetically by title (of the article, chapter, or complete work).

Several studies (Derryberry & Reed, 2005a, 2005b, in press-a; Rothbart, 2003a, 2003b)

List two or more work s by different authors who are cited within the same parentheses in alphabetical order by the first author's surname. Separate t e citations with semicolons.

Several studies (Miller, 1999; Shafranske & Mahoney, 1998)

Exception: You may separate a major citation from other citations. within parentheses by increasing a phrase, such as *see also*, before the first of the remaining Citations, which should be in alphabetical order:

(Minor, 2001; see also Adams, 1999; Storandt, 2007)

6.17 Secondary Sources.

Use secondary sources sparingly, for instance, when the original work is out of print, unavailable through usual sources, or not available in English. Give the secondary source in the reference list; in text, name the original work and give a citation for the secondary source. For example, If Allport's work is cited in Nicholson and you did not read Allport's work, list the Nicholson reference in the reference list. In the text, use the following citation:

Allport's diary (as cited in Nicholson, 2003).

6.18 Classical Works

When a date of publication is inapplicable, such as for some very old works, cite the year of the translation you used, preceded by *trans.*, or the year of the version you used, followed by *version*. When you know the original date of publication, include It in the citation.

(Aristotle, trans. 1931)

James (1890/1983)

Reference list entries are not required for major classical works, such as ancient Greek and Roman works or classical religious works; simply identify in the first citation in the text the version you used. Parts of classical works (e.g., books, chapters, verses, lines, cantos) are numbered systematically across all editions, so use these numbers instead of page numbers when referring to specific parts of your source:

1 Cor. 13:1 (Revised Standard Version)

(Qur'an 5:3-4)

6.19 Citing Specific Parts of a Source

To cite a specific part of a source, indicate the page, chapter, figure, table, or equation at the appropriate point in text. Always give page numbers for quotations (see section 6.03). Note that *page*, but not *chapter*, is abbreviated in such text citations:

(Centers for Disease Control and Prevention, 2005, p. 10)

(Shimamura, 1989, Chapter 3)

For guidance on citing electronic sources that do not provide page numbers, see section 6.05.

See section 6.18 for citing parts of classical works.

Appendix 11 – Research feasibility checklist

Ask yourself about your own proposal:

- ☐ Is the problem clearly stated?
 - ☐ Are hypotheses clear, unambiguous, and testable?
 - ☐ If objectives of hypotheses are not clearly stated; how can they be accomplished?
 - ☐ Is the scope of the problem manageable?
 - ☐ Is the methodology feasible?
 - ☐ Can the data be collected?
 - ☐ How will the data be analyzed?
 - ☐ Will the analysis allow the acceptance or rejection of the hypotheses or the answering of the research question(s)?
 - ☐ Is the population from which the sample is to be drawn receptive to the research?
 - ☐ Will the interests of participants be protected?
 - ☐ What will be the results of the analysis look like?
 - ☐ What would be the consequences of the following?
 - ☐ Experiment fails?
 - ☐ Data (for each major item) not available?
 - ☐ Analysis inconclusive?
 - ☐ Changes that might take place in the organization you are researching.
 - ☐ Can major research activities be listed?
 - ☐ Can a time estimate be attached to each major activity?
 - ☐ Can the thesis be accomplished in one year/six months of full-time work, or is the thesis trying to do too much? If yes, what would make the project more manageable?
-



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