

# Dissertations Procedures for Students and Tutors/Mentors

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## 1. Introduction

At the end of some programmes offered by EAPTI-GPTIM students are obliged to write a dissertation/thesis.

This document purpose is to provide guidelines for students as well as for their tutors/mentors during the process of dissertation/thesis writing and assessment.

## 2. Definition

1. Some EAPTI-GPTIM courses require from students to undertake a dissertation/thesis at the end of their studies. Hold in mind that some courses do not have dissertations/thesis. The student can consult a Programme Director, Supervisor or Mentor or simply read a course programme to clarify whether his/her course requires a dissertation/thesis.
2. The Dissertations/Thesis can be a separate module or as a part of the final exam.
3. A dissertation/thesis is a large-scale written assignment that is presented in a specific format that follows academic conventions. A dissertation is a part of level 6 and 7 courses, and thesis is a part of level 8 courses.
4. Dissertation/thesis is meant to reveal research on a particular field of study. Final dissertation/thesis will result in the reception of a degree.

## 3. Role of the EAPTI-GPTIM

It is EAPTI-GPTIM's responsibility:

1. To coordinate with tutor/mentor teachers (tutors/mentors) the preparation of the **List of offered subject areas for dissertations/thesis** for each academic year. This list should contain names of tutors/mentors and their suggested subject areas for dissertations/thesis.
2. To process students' formal application for subject areas for dissertation/thesis.
3. To publish a list of assigned tutors/mentors (or inform students in other ways), not later than 14 days, after the process of application for the subject areas of the dissertation/thesis.
4. To organise **Dissertation/Thesis board**. Dissertation/Thesis examining board shall be composed of at least three teachers (tutor/mentor and two other teachers), appointed for the purpose of evaluating the dissertation.
5. Upon public defence and positive evaluation of dissertation/thesis EAPTI-GPTIM is obliged to permanently keep one hardcopy and an electronic copy of the dissertation in its archives.

## 4. Selection of dissertation/thesis tutors/mentors

1. At the very beginning of the semester which contains the final dissertation/thesis (or other modules/units connected to the dissertation/thesis) a meeting with students will be organized and the *List of offered subject areas for dissertations/thesis* will be presented to the students. This list should contain both suggested subject areas and tutors/mentors that are experts in each of these subject areas.
2. Students will have one week to choose a subject area from the *List of offered subject areas for dissertations/thesis*, and to apply for it. It is advisable for students to select a subject area on the basis of their interests and knowledge (both theoretical and practical).
3. In order to apply for tutor/mentor Students should complete the **Request for assignment of tutor/mentor for dissertation/thesis form**.
4. After the application EAPTI-GPTIM shall assign tutors for each student based on the chosen subject area for the dissertation. EAPTI-GPTIM will also take care that tutors/mentors have approximately the same number of students.

## 5. Responsibilities of dissertation/thesis tutors

1. Tutor's/mentor's duty is to guide a student through the whole process of working on the dissertation/thesis, which includes: specifying the topic of dissertation/thesis, making a research proposal, application for a research ethics approval, research process, writing up a dissertation/thesis, submitting a dissertation/thesis, preparing the presentation/public defence of the dissertation/thesis.
2. Tutors/mentors are mandatory members of Dissertation/Thesis examining board.

## 6. Responsibilities of students

1. Students should select a subject area that interests them for their dissertation/thesis and apply for the tutor/mentor.
2. Students should work on their dissertation/thesis with necessary commitment from the beginning to the end of this process.
3. Students shall follow the instructions of their tutors/mentors for the preparation of the dissertation/thesis. Further information on the dissertation guidelines may be found at: [https://b505e098-0862-41d9-a0b8-f4950023f614.filesusr.com/ugd/3e745d\\_2c4108096d0844f4a86c297bcf79270c.pdf](https://b505e098-0862-41d9-a0b8-f4950023f614.filesusr.com/ugd/3e745d_2c4108096d0844f4a86c297bcf79270c.pdf)
4. On the approval of the tutor/mentor, the student should submit their dissertations/thesis.
5. Students should prepare an oral presentation of their dissertations/thesis for public defence.

## 7. Submission of the dissertation/thesis

1. After the dissertation/thesis is finished and approved by the student's tutor/mentor, the student should submit the dissertation/thesis.
2. The student can submit the dissertation/thesis only if he/she completed all other requests on his/hers course (namely if he/she passed all other exams).
3. Submission of the dissertation/thesis is made by completing the **Submission of the dissertation/thesis form** together with one hard copy of the dissertation and an electronic copy of the dissertation (preferably in .pdf format).
4. Submission of the dissertation/thesis form has to be signed by the student's tutor/mentor as a guarantee of his/her favourable report and approval of submission.
5. If approved by EAPTI-GPTIM **Board of the school**, the public defence of the dissertation shall be appointed for the first incoming period scheduled for the public defences of dissertations/thesis.

## 8. Presentation/public defence of the dissertation/thesis

1. EAPTI-GPTIM shall establish at least two periods for the presentation/public defence of final dissertations/thesis.
2. Public defence of the dissertation/thesis is a public oral presentation of dissertation/thesis in front of the **Dissertation/Thesis board** and other members of the public.
3. Information on the public defence of the dissertation/thesis should be placed on bulletin board 7 days before the public defence so that all interested can join as public.
4. It is the obligation of the Dissertation/Thesis examination board to award the dissertation/thesis and its public defence with a grade. If the evaluation is positive a student will be formally introduced to the new degree.

## 9. Failing the dissertation

1. If the dissertation/thesis and its public defence do not meet the requested academic criteria Dissertation/Thesis examining board will award the dissertation with negative evaluation.
2. In this case the student needs to correct the dissertation/thesis and resubmit it prior to the next incoming period scheduled for public defences of the dissertations/thesis.

## REQUEST FOR ASSIGNMENT OF TUTOR FOR DISSERTATION/THESIS FORM

Prior to completing this form, please confirm the following:

I have read the EAPTI-GPTIM Dissertations/Thesis guidelines for students and tutors/mentors.	Yes/No
I have read the List of offered subject areas for dissertations/thesis for this academic year.	Yes/No

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### PART A - PERSONAL DETAILS (please complete in block capitals)

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<b>Student No.</b>	
<b>Title:</b>	Mr/Mrs/Miss/Ms/Other (please specify)
<b>Forenames:</b>	
<b>Surname:</b>	
<b>ID Number:</b>	

<b>Address</b> <i>[all correspondence relating to this request will be sent to this address]:</i>	<b>Tel:</b>
	<b>Mobile:</b>
<b>Postcode:</b>	<b>Email</b> <i>[all correspondence relating to this request will be sent to this email]:</i>

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### PART B - INFORMATION ABOUT STUDIES (at which you are enrolled)

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<b>Title of Programme:</b>	
<b>Year of studies:</b>	

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**PART C - SELECTED SUBJECT AREA FOR THE DISSERTATION/THESIS**

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**I am selecting this subject area for my dissertation/thesis:**

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Is this subject area listed on List of offered subject areas for dissertations/thesis for this academic year?
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<b>Yes/No</b>
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<b>Date:</b> _____ <b>Student's signature:</b> _____
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