



**ALBANIAN UNIVERSITY**

UNIVERSITAS-FABREFACTA-OPTIME

**DEPARTMENT OF PHARMACY  
FACULTY OF MEDICAL SCIENCES  
ALBANIAN UNIVERSITY**

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## **GUIDELINE**

# **HOW TO WRITE A DIPLOMA THESIS**



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## 1. INTRODUCTION

At the end of the complete course of second level studies, i.e. with the full completion of obligations, including professional practice, in line with the teaching plan, the 5-year student obtains a diploma of the “Master of Science in Pharmacy” study program. The graduation process is realized after the completion of the final exam or defense of diploma thesis.

## 2. PROCEDURES OF DIPLOMA THESIS DEFENSE

### **Diploma sessions**

In the Pharmacy Study Plan, the Diploma Thesis is equal to 10 ECTS, The student has the right to start the development and preparation of the diploma thesis starting from the second semester of the fifth year of the Pharmacy Studies. The defense of diploma thesis is completed in three sessions : summer, fall and winter, which are defined by the Dean of Faculty, in line with the regulation of the Faculty.

### **Diploma Commission**

The student presents his/her diploma thesis before a commission, which is called the Diploma Thesis Commission. The composition of the commission is proposed by the department and is approved by the Dean.

### **Procedures of the Thesis Defense**

The student who successfully completes the final exam or diploma thesis is awarded with the title “Master of Science in Pharmacy”. The further procedure for completion and submission of Master of Science diploma is based on the General Regulation of the Albanian University and this Guideline.



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### **3. APPROVAL OF THE DIPLOMA THESIS**

Based on his/her abilities and interest, the student determines the topic and title of the thesis, in cooperation with the mentor.

The diploma thesis is a professional work, completed by the student under the headship of the mentor. The chosen topic aims to expand the theoretical and practical knowledge obtained during the studies; enhance use of scientific research in elaboration and development of the thesis; usage of national and international literature that will help for the explanation of the thesis. At the beginning of academic year, the student shall submit a written request for approval<sup>1</sup> of Diploma Thesis signed by his/her mentor and head of Pharmacy Department. Following the approval of the Diploma Thesis, in the course of the diploma period, the student must participate in 3 (three) consultations with the mentor in the presence of the head of Pharmacy Department. The consultations are obligatory and serve for the well-going of the work and progress of students work with the thesis. Consultations are obligatory and serve the student also in the future. Consultations are documents with a declaration<sup>2</sup>, which is signed by the candidate and the mentor.

### **4. METHODOLOGY OF WORK**

#### **Submission of Diploma Thesis**

Following the approval of the Head of Pharmacy Department, the student starts the theoretical and practical or research and practical individual work under the headship of the mentor. During the thesis presentation, the student should demonstrate the obtained abilities; enhancement of professional literature used for the study matter by regularly quoting it; good knowledge on the study field and professional terminology used during the work. During the

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<sup>1</sup> Attached is the paper of the diploma thesis approval

<sup>2</sup> The declaration is attached to the Guideline



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presentation of thesis, the student must express his/her abilities of thinking, analyzing and presenting the conclusions of proposals for solution of different problematic raised during the study of the thesis. The diploma thesis shall include the “ Times New Roman” font and consist of 50-60 pages.

## **Submission of Diploma Thesis**

After completing the writing of the diploma thesis and having the green light of the mentor, the student should submit 7 days prior to the graduation day in three copies respectively for :

- ☐ Graduation Commission
- ☐ Department of Pharmacy
- ☐ Archive of the Faculty of Medical Sciences

## **Defense of Diploma Thesis**

After the acceptance of the diploma thesis, the commission has a deadline of about 7 (seven) days to assess the diploma thesis, if the assessment is positive then its defense is approved and it will be held in public at the venues of the Faculty of Medical Sciences.

The procedure of the defense of Diploma Thesis is headed by the Chairman of the Commission. The candidate has at disposal about 15 minutes to present the thesis, where he describes the applied methods and conclusions; likewise, the candidate must underline that has carried out an independent work and demonstrate that is well informed of the literature used during the study of the thesis. After the oral presentation of the thesis, the commission members may ask questions. When the candidate finishes answering the questions and after the potential discussions, the commission withdraws to take a decision on the defense of the diploma thesis. The grade for assessment of diploma thesis is the same with the exam grades from 5 to 10. The thesis and its defense by the candidate is assessed by the majority of votes of the commission. A minute is kept for diploma thesis defense, which is signed by all the members of the commission, including also the grade.



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If the diploma thesis or the thesis defense is assessed with an unsatisfactory grade by the commission, then the student loses the right of defense and is subject of the written exam.

## **5. WRITING AND WORKING ON THE THESIS**

The diploma completion should include the following data;

- ☐ Preface
- ☐ Introduction
- ☐ Content of the study material
- ☐ Discussion of the Thesis
- ☐ Conclusion
- ☐ Annexes
- ☐ Literature

*Diploma thesis must be printed in a hard cover and shall contain the color and logo of the Albanian University*

## **6. PRESENTATION, SUBMISSION AND DEFENSE OF DIPLOMA THESIS**

### **6.1 Cover page**

Diploma starts with the Cover Page<sup>3</sup>, which contains the main data of the University, faculty, study program, title of the diploma thesis, name and surname of the student and name of the mentor.

### **6.2 Introduction**

Introduction contains the basic elements of the topic of study.

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<sup>3</sup> An example of the Cover Page is attached to the Guideline.



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The word “**INTRODUCTION**” is written in capital letters and is marked by the number 1.

For example :

## 1. INTRODUCTION

1.1. Subject and scope of the work

1.2. Source of the data and scientific research methods

1.3. Content and structure of the work

## **6.3 Content**

The content presents a panorama of the work's pages. The chapters, titles and subtitles are determined based on the content. Each chapter has a title that reflects the main idea. The completed structure of the work is prepared by the student, whereas the final structure is prepared after a consultation with the mentor.

## **Preface**

The diploma thesis might not have a preface. Nevertheless, if the candidate wants to write something, he/she must focus on the following :

- Preface must differ from the introduction. He shall mention the conditions that led him up to the presentation of the work, experience during the preparation, as well as objective difficulties faced during the work;
- The introduction must include the academic titles and functions of the persons who have helped the author in completion of the work.

## **6.4 Elaboration of the Thesis**

The student must elaborate and structure the studied material according to chapters. Each chapter has a title and starts on a new page. The title is written in capital letters. In order to



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have a better panorama, chapters shall be divided and start on a new page. According to the necessity, chapters can be divided into sub-chapters, whereas sub-chapters into sections.

## **6.5 Discussion of the Thesis**

The data obtained by the study are compared with the data included in the literature and according to the occasion, students offer their opinion.

## **6.6 Conclusions**

The text ends with the conclusions where is written in brief the results achieved by the student during the study. The title “CONCLUSIONS” is written in capital letters on a new page.

## **6.7 Annexes**

Detailed data that may boost the importance of the Diploma Thesis in future works, which may be too detailed to be included in the main body of the diploma thesis, can be included as annexes.

## **6.8 Literature**

The references used in the literature are written on the last page (after the conclusions), but in case there are annexes, it comes after them. The title “**LITERATURE**” is written in capital letters and is placed in the center of the page. If the author uses more than one source, they should be classified as: professional books, scientific publications, newspapers, scientific magazines or scientific papers. Papers used in the the diploma thesis are written the same as books. At first comes the author of the article, then in quotation marks comes the article. Later on, in **bold** comes the name of the paper where the article is published, place and year of publication (if the magazine is in the Albanian language the number of the magazine is marked as **Nr.**, whereas in case of a foreign magazine, it is written **No**, meaning Number) and the first publication year of the magazine,





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pages where the article is found (if it is in the Albanian language the year of the magazine is marked as **Viti**, whereas in case of a foreign language text is written **Vol** meaning Volume).

### Example

Arber Hoxha, "On scientific research methods in pharmacy", **Pharmacological details**, Tirana, year VII, Nr.7, 2004, page 118.

### **7. DIPLOMA ASSESSMENT, SCIENTIFIC ORIGINALITY OF THE WORK**

The selected work and methods used for the completion of the diploma thesis must be original. Any effort to copy parts of the previous diploma works carried out earlier by other students will be considered a failure and unsuccessful. In case of lack of originality, the mentor is responsible together with the candidate.