



Thesis Handbook

2026/27

From the first question to the final defense.

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Welcome, Thesis Writer

Every thesis begins with a question that refuses to go away. Yours is about to become a piece of work with your name on it.

Welcome to the **UNI – Universum International College Thesis Handbook for the academic year 2026/27**. You have completed your coursework, built your knowledge, and sharpened your skills. The thesis is where all of that comes together: a chance to explore a question you care about, to test your ideas against evidence, and to show the academic community – and your future employers – what you are capable of.

This handbook is your map. It explains who supports you, how the process works from the first idea to the final grade, how your thesis must be organized, and what academic integrity means in practice. Read it once from start to finish, then keep it close: you will return to it at every stage.

The thesis journey at a glance

Choose a topic → **Propose** it → **Research and write** with your Mentor → **Submit** drafts → **Submit** the final thesis → **Defend** before the Jury Panel → **Graduate**.

Plan for about **six months** from first idea to final submission. Start early, write often, and ask for feedback sooner rather than later.

What is new in the 2026/27 edition

- A refreshed layout, a clearer numbering of sections, and a complete table of contents.
- A single, consistent list of the **six parties** involved in the thesis process (section 3).
- Grade bands, pass marks and re-submission rules presented side by side for Bachelor and Master students (sections 5 and 6.11).
- A recommended six-month work rhythm, checklists, and defense-day tips to help you plan.
- One referencing standard throughout the handbook: **APA 7th edition**.

1. What Is a Thesis

A thesis is a conversation with the existing body of knowledge – and your turn to add a sentence of your own.

A thesis is a significant academic project that involves in-depth research and critical analysis to answer a complex question or hypothesis. It serves as a final academic requirement for students pursuing Bachelor's and Master's degrees at UNI – Universum International College, in partial fulfillment of their degree requirements.

Students are required to submit a final thesis after completing all coursework in their respective programs and to successfully defend it before a Jury Panel.

The thesis is a critical component of the academic journey, as it showcases the knowledge and skills a student has developed throughout the program. It is an opportunity to demonstrate the ability to conduct independent research, apply specialized knowledge, and use analytical skills to contribute to the existing body of knowledge in the chosen field of study.

The thesis should reflect the student's capability to work autonomously, critically analyze information, and present coherent arguments backed by evidence. It is an essential step in showcasing the student's academic growth, research competence, and readiness to contribute meaningfully to their field.

A good thesis, in one line

It asks a clear question, answers it with evidence, and shows the reader exactly how you got there.

2. Why Write a Thesis

Anyone can hold an opinion. A thesis proves you can build one – and defend it.

Writing a thesis is a crucial part of academic and professional development. Beyond contributing to the body of knowledge in a specific field of research, it provides students with a unique opportunity to demonstrate their ability to apply theoretical knowledge to practical scenarios. This not only advances understanding in the area of study but also equips students with skills highly valued in real-world settings.

A high-quality thesis showcases a student's capacity to critically analyze complex issues, conduct rigorous research, and propose practical solutions. These skills are essential for success in professional environments, particularly when addressing business challenges or making informed decisions in any industry.

At UNI – Universum International College, the thesis is designed to align with practical learning outcomes, ensuring students are well-prepared for their future careers. By adhering to this handbook and the quality processes set by the institution, students can produce a polished piece of work that reflects both academic excellence and real-world applicability. This process fosters a deeper understanding of how to translate academic insights into effective practice, preparing students to excel in their chosen fields.

What you take with you

Skill you build	Where it pays off
Critical analysis	Evaluating complex issues and making informed decisions
Rigorous research	Evidence-based work in any industry or further study
Problem solving	Proposing practical solutions to real business challenges
Clear communication	Writing, presenting and defending ideas with confidence
Independence and planning	Managing a long project, deadlines and feedback

3. Responsibilities of Those Involved

No one writes a thesis alone. Six roles stand behind every successful one.

The thesis process at UNI – Universum International College involves **six key parties**:

1. **Student Coordinator** – ensures that students finish their coursework on time.
2. **Thesis Administration Officer** – notifies the student where to start with the preparation of the thesis and the timelines, and organizes the Thesis Defenses.
3. **Thesis Coordinator** – oversees the academic side of the thesis process.
4. **Mentor / Supervisor** – guides the student in developing their research.
5. **Jury Panel** – evaluates the final thesis and its defense.
6. **Student** – is responsible for completing the thesis.

The Academic Department manages the administrative aspects and provides final approval for thesis registration.

3.1 Student Coordinator

The Student Coordinator ensures that students are academically prepared to begin their thesis. They monitor student progress, assist with planning, and notify students of the appropriate time to start their thesis journey.

Responsibilities include:

- Tracking student success to ensure all courses are completed before starting the thesis.
- Providing guidance on when to begin the thesis process.
- Acting as a support system to help resolve challenges that may delay the thesis timeline.

3.2 Thesis Administration Officer

The Thesis Administration Officer is your first point of contact for the thesis process and its timelines.

Responsibilities include:

- Informing students of the thesis process.
- Sending the Thesis Handbook to students and instructing them about the submission of the Thesis Proposal Form.
- Informing students about the Mentor assigned.
- Announcing deadlines and organizing the Thesis Defenses.

3.3 Thesis Coordinator

The Thesis Coordinator is the Mentor's supervisor. At UNI, while the position is vacant, the Thesis Coordinator role is carried out by the VP Academic Affairs, assisted by the Director of the corresponding School.

Responsibilities include:

- Approving thesis proposals and overseeing quality standards in the technical aspects of the thesis.
- Providing expertise in methodology, structure and other aspects of the thesis.

3.4 Mentor

The Mentor offers specialized support and expertise in guiding students during the process.

Responsibilities include:

- Assisting students in filling in the Thesis Proposal.
- Guiding the student towards the thesis writing process once the proposal is approved.
- Reviewing and providing feedback on drafts.
- Guiding students in research design and methodology, data analysis and argumentation.
- Approving the final draft and advising on presentation preparation for the defense.

The Mentor is NOT responsible for:

Editing the thesis for grammar, language or style.

Correcting typographical errors or formatting issues.

Submitting the thesis on behalf of the student.

3.5 Jury Panel

The Jury Panel evaluates the thesis and its defense to determine the final grade.

Responsibilities include:

- Evaluating the thesis for originality, structure and academic rigor, based on the Rubrics.
- Providing constructive feedback and assigning the final grade.
- Applying the Rubrics for Thesis and the Grading Sheet to reach a well-reasoned grade.
- Note: the grade is not communicated to the student during the Panel session.

3.6 Student

The student is at the center of the thesis process and is ultimately responsible for its quality.

Responsibilities include:

- Completing all required coursework prior to the thesis defense.
- Proposing a research topic and securing approval from the Thesis Coordinator.
- Maintaining consistent communication with the Mentor.
- Organizing meetings and managing deadlines to ensure progress.

- Producing a thesis that meets the institutional guidelines in this Handbook.
- Submitting work with sufficient time for the Mentor to review and provide constructive feedback before deadlines.

4. When Does the Process Start?

The best time to start a thesis is a little earlier than you think you need to.

The thesis process at UNI – Universum International College is designed to ensure a structured and student-centered approach. It involves the following stages:

1. Eligibility to begin

- Students must complete their final semester of studies to start the thesis process, for both Bachelor and Master studies.
- Students who wish to begin before completing their final semester must submit a **letter of motivation** to the Thesis Administration Officer. Decisions are based on academic history, ECTS achieved, average grade, motivation and any mitigating circumstances.

2. Selection of a Mentor

- The Mentor is assigned by the Director of the corresponding School.

3. Proposal submission

- Students submit the **Thesis Proposal Form**, signed and approved by the Mentor, to the **Thesis Coordinator** for final approval.

4. Independent work

- Once registered, students work independently under the guidance of their Mentor.
- Drafts and progress must be submitted on time to receive feedback.

5. Final submission and defense

- The final thesis must be submitted by the announced deadline, communicated by the Thesis Administration Officer.
- Students defend their thesis in an **Oral Defense** before the Jury Panel on the scheduled date.

6. Thesis defense sessions

- Defense sessions are scheduled flexibly, based on the number of students eligible to defend. Typically there are **four defense sessions per academic year**, corresponding to the submission periods, so that every student can complete the defense in a timely manner.
- Once the final thesis is submitted, it must be officially approved by the Mentor and the Thesis Coordinator before a formal defense date is set. This approval confirms that the student has adhered to the procedural regulations and met the required standards.

Plan for six months

The thesis process generally requires **six months** for preliminary research, identifying the research question, conducting the study, and writing and editing the thesis.

Recommended rhythm (a planning guide, not an official deadline – official dates are announced by the Thesis Administration Officer):

Month	Focus	Milestone
Month 1	Explore and choose	Topic and research question defined; Mentor contacted
Month 2	Propose and read	Thesis Proposal Form approved; literature review started
Month 3	Method and data	Methodology confirmed; data collection under way
Month 4	Analyze	Results analyzed; first full draft sent to the Mentor
Month 5	Refine	Feedback addressed through further drafts
Month 6	Finish and rehearse	Final thesis approved and submitted; defense prepared

5. Potential Outcomes of the Thesis Process

Know the finish line before you start running: here is exactly how a thesis is graded and what each result means.

5.1 Bachelor's Thesis Outcomes

Grade range	Letter	Description
90 – 100%	A	Excellent
80 – 89%	B	Very good
70 – 79%	C	Good
60 – 69%	D	Satisfactory
45 – 59%	E	Sufficient
40 – 44%	–	Conditional Pass
Below 40%	–	Fail

1. Pass (45% and above). The student successfully completes the thesis and passes without any conditions.

2. Conditional Pass (40 – 44%). The student does not need to redefend the thesis but must make the revisions requested by the Jury Panel.

- The Jury Panel provides specific, written feedback detailing the changes required.
- The student must submit the revised thesis by the agreed deadline.
- The revised work is reassessed by the same Jury members, and the grade is capped at 45%.
- Failure to meet the deadline means the previous grade stands and the student must re-register for the thesis.

3. Fail (below 40%). The student is allowed one further opportunity to submit and defend a new thesis project.

- New submission and defense deadlines are coordinated with the Thesis Administration Officer.
- Re-registration and payment of the corresponding fee are required.
- The grade is capped at 45%.

4. Non-Submission. If the student does not attend the defense session, an approved **Mitigating Circumstances Form** is required to reschedule the defense. Without an approved form, the student must re-register for the thesis defense. A student who fails for a second time receives only a **Certificate of Studies**, not the diploma.

5. Mitigating Circumstances and Deadline Extensions. Extensions can be granted only once and must align with the Mitigating Circumstances Policy of UNI – Universum International College.

5.2 Master's Thesis Outcomes

Grade range	Letter	Description
90 – 100%	A	Excellent
80 – 89%	B	Very good
70 – 79%	C	Good
60 – 69%	D	Satisfactory
51 – 59%	E	Sufficient
45 – 50%	–	Conditional Pass
0 – 44%	–	Fail

1. Pass (51% and above). The student successfully completes the thesis and passes without any conditions.

2. Conditional Pass (45 – 50%). Revisions are required, but no redefense is necessary.

- The Jury Panel provides written feedback, which the Thesis Coordinator communicates to the Mentor and the student.
- The student must submit the revised thesis by the set deadline.
- The grade is capped at 51%.
- Missing the deadline means the previous grade stands and re-registration is required.

3. Fail (0 – 44%). The student is granted one more opportunity to submit and defend a new thesis project.

- New deadlines are set by the Thesis Coordinator.
- Re-registration is required.
- The grade is capped at 51%.

4. Non-Submission. If the student does not attend the defense, a **Mitigating Circumstances Form** must be approved to reschedule. Failure to present valid reasons requires the student to re-register for the thesis defense. Students who fail twice receive only a **Certificate of Studies** instead of the diploma.

5. Mitigating Circumstances and Deadline Extensions. Extensions can be granted only once and must align with the Mitigating Circumstances Policy of UNI – Universum International College.

6. Thesis Process at UNI

Eleven steps, one clear path. Take them one at a time.

The thesis process is designed to ensure that students complete their research and writing in an organized and structured way. Below are the **11 steps** involved:

Step	What happens	Who is involved
Step 1	Choose a topic and research question	Student
Step 2	Topic approval (Thesis Proposal Form)	Student, Mentor, Thesis Coordinator
Step 3	Thesis guidance and counseling	Student, Mentor
Step 4	Research and writing	Student
Step 5	Send the first draft to the Mentor	Student, Mentor, Thesis Coordinator (cc)
Step 6	Submit drafts for ongoing review	Student, Mentor
Step 7	Submission of the final thesis	Student, Mentor, Thesis Coordinator
Step 8	Thesis defense scheduling	Thesis Administration Officer
Step 9	Thesis defense	Student, Jury Panel
Step 10	Grading and rubrics	Jury Panel
Step 11	Final grade and outcome	Jury Panel

6.1 Step 1: Choose a Topic and Research Question

Students begin by researching a subject area, defining a research title, and determining the specific research question to answer. The following considerations should guide this process:

- 1. Usefulness of the topic:** the thesis question should be based on personal interest and societal relevance, and connect with courses from the student's program.
- 2. Clarity of the research question:** the research question must be clear and answerable through research.
- 3. Feasibility and manageability:** the topic should be broad enough for university-level research but narrow enough for in-depth analysis. Available resources and time must also support the chosen topic.

6.2 Step 2: Topic Approval

Once the research question is defined, students must complete a **Thesis Proposal Form** under the guidance of their Mentor. The form must include:

- The research question.
- Justification of its relevance.
- Proposed research methods.
- Resources to be used.

The form must be signed by the **Mentor** and submitted to the **Thesis Coordinator** and the Academic Department for approval before the registration deadline. Proposal approval marks the official start of the thesis process but does not commit to a defense date or grade.

6.3 Step 3: Thesis Guidance and Counseling

Students receive support from their Mentor, an expert in the field of study. Meetings should be planned well in advance to avoid scheduling conflicts, as Mentors also fulfill other academic duties. Any change to the proposal (such as a change of title) must be resubmitted for approval.

6.4 Step 4: Research and Writing

Students begin their thesis writing, which follows the standard academic structure, including:

- Abstract
- Introduction
- Literature Review
- Methodology
- Results
- Discussion
- Conclusion and Recommendations

6.5 Step 5: Send the First Draft to the Mentor

Students must email drafts of their thesis to their Mentor and copy the Thesis Coordinator. This allows for timely feedback and ensures students stay on track. Students must submit **at least one draft** to demonstrate progress. Failure to submit drafts may result in the student not being allowed to submit the final thesis.

6.6 Step 6: Submitting Drafts for Review

Drafts are sent to the Mentor for review via email. Students are encouraged to send as many drafts as possible to receive ongoing feedback.

Five drafts, no progress?

If a student fails to address the Mentor's comments as required for **five consecutive drafts**, the Mentor must inform the Thesis Coordinator. Together they hold a meeting with the student to address the issues and give last feedback before the defense.

6.7 Step 7: Submission of the Final Thesis

The final version of the thesis must be submitted by the specified deadline. Before submission, the student's Mentor and the Thesis Coordinator must approve the thesis, ensuring it meets academic standards.

Before you submit – checklist

- ☐ The Mentor and the Thesis Coordinator have approved the final version.
- ☐ The thesis follows the standardized organization in section 7.
- ☐ The word count is within the prescribed range (section 9).
- ☐ All sources are cited and listed in APA 7th edition style.
- ☐ Grammar, spelling and formatting have been checked by you – not by your Mentor.
- ☐ You are submitting by the announced deadline.

6.8 Step 8: Thesis Defense Scheduling

Once the thesis is submitted, the student must prepare for the defense. A formal defense date is scheduled after the thesis has been approved by the Mentor and the Thesis Coordinator.

6.9 Step 9: Thesis Defense

Students defend their thesis orally before a Jury Panel. The defense takes place in a scheduled session, where the student presents their findings and answers questions posed by the panel.

Students are allocated **45 minutes in total: 15 minutes for the presentation** and up to **30 minutes for Q&A**.

The thesis is defended in front of a **Jury Panel consisting of two UNI faculty members**. The Jury Panel does **not** include the Mentor or the Thesis Coordinator. A variety of visual aids may be used, including, but not limited to, PowerPoint slides.

- **Advice:** do not simply “copy and paste” content from the written thesis. Panel members will have read the thesis beforehand and aim to verify that students can identify and articulate key issues.
- The **Thesis Coordinator** provides a generic thesis defense guideline to all defending students.

- Students are strongly encouraged to rehearse to keep within the allocated time. If the presentation overruns, the Jury Panel has the right to terminate it, potentially preventing the student from delivering important concluding remarks.
- **Dress code:** business formal attire is mandatory.

Defense-day survival kit

Open strong: state your research question and why it matters in the first minute.

Tell the story, not the chapters: problem, method, findings, recommendations.

Rehearse out loud with a timer – 15 minutes goes faster than you think.

Welcome the questions: they are the panel's way of exploring your work, not of catching you out.

Be ready to explain your choices: why this method, why this data, why this conclusion.

6.10 Step 10: Grading and Rubrics

The final grade for the thesis project is a composite score determined by the Jury Panel, based on three primary components:

Component	Weight	What is assessed
Form	20%	Structural organization and presentation quality of the thesis document: Grammar and vocabulary • Writing and reporting • Use of technology • Style
Content	60%	Academic accuracy, depth and value of the research: Executive summary • Research question(s) and objectives • Background / literature review • Main body • Results and conclusions
Defense	20%	The oral defense and the effectiveness of communication: Quality of visual aids • Presentation content • Responses during questions and answers

The final score is the weighted sum of these components, reflecting the overall quality and rigor of the thesis process.

6.11 Step 11: Final Grade and Outcome

After the thesis defense, the Jury Panel evaluates the thesis and provides a final grade. The possible outcomes are:

Outcome	Bachelor students	Master students
Pass	45% and above	51% and above
Conditional Pass	40 – 44%. Revised thesis within a specified timeline; reassessed; grade capped at 45%.	45 – 50%. Revised thesis within a specified timeline; reassessed; grade capped at 51%.
Fail	Below 40%. May re-submit and re-defend an entirely new thesis; grade capped at 45%.	0 – 44%. May re-submit and re-defend an entirely new thesis; grade capped at 51%.
Non-Submission	If the student does not attend the defense, another session may be scheduled if a valid Mitigating Circumstances Form is submitted and approved. Otherwise the student must re-register for the thesis process.	

7. Standardized Thesis Organization

A clear structure lets your ideas do the talking. Follow it, and your reader will never get lost.

Every thesis submitted at UNI follows the same standardized organization. The table below gives a quick overview; the pages that follow explain each component.

Component	Status
7.1 Cover Page	Mandatory
7.2 Foreword / Acknowledgement	Optional
7.3 Abstract	Mandatory
7.4 Table of Contents	Mandatory
7.5 List of Tables	Mandatory
7.6 Chapters	Mandatory
7.7 Introduction	Mandatory
7.8 Research Aims, Questions and Objectives	Mandatory
7.9 Background and Literature Review	Mandatory
7.10 Research Methodology	Mandatory
7.11 Data Collection	Per approved method
7.12 Analysis and Findings	Mandatory
7.13 Conclusion	Mandatory
7.14 Bibliography	Mandatory
7.15 Appendix	If needed
7.16 Glossary	If needed

7.1 Cover Page

Mandatory

A cover page is required for all submissions. Students must use the standardized UNI – Universum International College cover page. The UNI logo is provided by the Program Coordinator or the Thesis Coordinator. The title of the thesis must be written in capital letters on the cover page.

7.2 Foreword / Acknowledgement

Optional

Students may write a note of thanks to individuals such as parents, spouses or supervisors. If included, it must be signed and dated by the student. The foreword is the only section where first-person pronouns such as “I”, “me” or “my” are permitted.

7.3 Abstract

Mandatory

The abstract should: provide a concise description of the thesis title; summarize the content with a focus on conclusions and recommendations; highlight the methodology and sources used; engage the reader's interest in the topic; and include a list of key words. It should be between 250 and 300 words.

7.4 Table of Contents

Mandatory

Lists the organization of the thesis, including chapters and major subdivisions, with corresponding page numbers.

7.5 List of Tables

Mandatory

Figures, graphs and illustrations must be numbered consecutively using Arabic numerals (e.g., Figure 1), or double-numbered by chapter (e.g., Figure 1.1) if there are many. Extensive tables should be placed in an appendix and referred to in the body of the text.

7.6 Chapters

Mandatory

From this point, the thesis must be organized into chapters. Each chapter begins on a new page, titled "Chapter X" followed by a descriptive heading.

7.7 Introduction

Mandatory

States the rationale, purpose and context of the research. Defines the main aims, objectives, scope and hypothesis.

7.8 Research Aims, Questions and Objectives

Mandatory

Clearly outlines the research aim, the primary research question or hypothesis, and the specific objectives.

7.9 Background and Literature Review

Mandatory

Synthesizes and compares existing research, highlights gaps in the literature, and establishes the context for the research. A well-written literature review demonstrates knowledge of the topic and informs the development of the research questions.

7.10 Research Methodology

Mandatory

Outlines the strategies used to answer the research questions, with a rationale for the chosen methods.

7.11 Data Collection

Per approved method

Presents all secondary and primary data collected for the research.

7.12 Analysis and Findings

Mandatory

A substantial section that analyzes and discusses the data. It connects back to the ideas introduced in the introduction, compares findings with existing literature, and discusses implications. Critical thinking and synthesis of concepts are essential here.

7.13 Conclusion

Mandatory

Summarizes the main arguments, findings and their implications for the field of study, and includes recommendations based on the research.

7.14 Bibliography

Mandatory

Lists all sources alphabetically by the author's last name. UNI uses the APA 7th edition referencing style for citations and the bibliography.

7.15 Appendix

If needed

Supplementary material that does not fit into the main text, such as lengthy tables. Appendices must be numbered and included in the table of contents.

7.16 Glossary

If needed

Defines terms or concepts that may be unfamiliar to the average reader. If included, it must also be listed in the table of contents.

Good to know

Chapter titles in the thesis may differ from the section titles listed above, as long as they align with the content.

8. Academic Integrity

Your name on the cover is a promise: this work is yours, and every idea that is not yours has been credited.

Honesty and self-discipline are core values within the academic community at UNI. The college upholds rigorous standards of academic integrity, which all students must adhere to. Academic dishonesty, including plagiarism, ghostwriting, impersonation, grade alteration and other forms of cheating, is a serious violation of academic conduct and will lead to disciplinary action. In cases such as attempting to steal academic records or exams, additional penalties may be imposed. For details, refer to the **UNI Academic Integrity Policy** and the **UNI Academic Misconduct Policy**.

8.1 Authorship

Authorship in academic work involves creating original ideas or advancing existing ones. Upholding academic integrity is essential, and students must properly acknowledge all sources used in their research. Citing the work of others is often vital for producing credible and comprehensive academic work. Students should credit others' work when:

- Reproducing sections of unedited text, graphs, images or other content.
- Paraphrasing, editing or altering text, graphs or other content, while ensuring proper attribution.
- Re-expressing others' ideas, theories or perspectives in their own words, while still acknowledging the original source.

8.2 Plagiarism

Plagiarism is the act of submitting someone else's work, in full or in part, as one's own without proper acknowledgment, regardless of intent to deceive. It is a breach of academic integrity and a violation of the UNI Academic Integrity Policy. Examples include:

- **Auto-plagiarism:** submitting work that was previously submitted for another course or assignment without acknowledgment.
- **Incorrect or incomplete citations:** failing to properly cite a source.
- **Data falsification:** presenting fabricated data as genuine.
- **Ghostwriting:** hiring someone else to complete coursework or assignments.
- **Impersonation:** completing assessments for another student, or having someone else do so.
- **Collaboration without acknowledgment:** failing to credit others who contributed.
- **Adding unreferenced sources:** including books or materials in the bibliography that were not used in the work.
- **Accidental plagiarism:** unintentionally failing to cite a source correctly.

Changing a few words or rephrasing text does not make it the student's own work. Any form of misrepresentation, including using someone else's ideas, is academic dishonesty. Students should reference any material or ideas taken from other sources, including corporate documents. When reusing previously submitted work, proper acknowledgment must be given; failing to do so constitutes auto-plagiarism.

Cite it, own it

When in doubt, cite. A reference never weakens your work – a missing one can end it.

8.3 Referencing

Correct referencing is crucial in academic writing and demonstrates that students have engaged with their sources in a thoughtful and thorough manner. This practice helps students avoid any suspicion of academic dishonesty. UNI uses the **APA 7th edition** citation style, and all students are expected to follow the APA 7th edition referencing guidelines for both in-text citations and the bibliography.

8.4 Academic Misconduct

Students suspected of academic misconduct are subject to the adjudication process outlined in the **UNI Academic Misconduct Policy**. Those found guilty of academic dishonesty face appropriate sanctions. Faculty and academic staff are required to report any suspected misconduct, and students who witness academic misconduct are encouraged to report it to the Academic Department.

For detailed information, students are advised to refer to the **UNI Academic Integrity Policy** and the **UNI Academic Misconduct Policy**, available on Moodle and Canvas and listed in the Academic Policies and Procedures Handbook of UNI – Universum International College.

9. FAQ

Quick answers to the questions every thesis writer asks.

1. Does it matter if I exceed or fall short of the word count?

Yes. Students should aim to stay within 10% of the prescribed word limit. Exceeding or falling short of this range may impact the final grade.

2. What is the required word count for the thesis?

Bachelor's theses: between 14,000 and 16,000 words. **Master's theses:** between 20,000 and 25,000 words.

3. What is included in the word count?

The word count includes the main text, starting from the **Introduction** and ending with the **Conclusion**. The Cover Page, Foreword / Acknowledgement, Tables, Abstract, Bibliography and Appendices are excluded.

4. Does my thesis need to be original?

Yes. The thesis must be the result of the student's own independent work and must not have been submitted to any institution or organization previously.

5. Must my thesis include original empirical research?

Most theses involve some form of primary data collection. However, students may choose alternative approaches, such as a critical evaluation of existing research data or a theoretical exploration, depending on the nature of the topic and approval from their supervisor.

6. Who is responsible for identifying a thesis topic?

It is the student's responsibility to select a topic, with guidance and support from their Mentor (supervisor).

7. When will I receive feedback on my first draft?

The sooner a student sends the first draft, the sooner they receive feedback. Note that the Thesis Coordinator and the Mentor are not responsible for correcting grammar or spelling errors; they provide general feedback and guidance to ensure the student is on the right track.

8. When will I defend my thesis?

Thesis defenses typically take place approximately **one month after** the submission of the final thesis. This allows the Academic Department to appoint jury members and gives them adequate time to review and pre-grade the theses.

9. Once I have defended my thesis, how long until I receive the diploma?

It takes approximately **30 working days** after the session is completed for students to receive their diplomas.

Last word

Start early, write regularly, and listen to your Mentor. The thesis is a marathon – and you now have the map. We wish you every success.