



GMBS

GLOBAL MANAGEMENT
BUSINESS SCHOOL



Malta
Further & Higher
Education Authority

Final Thesis Processing Rules

Article 1

Introductory Provisions

1. The final thesis forms part of the study in every study programme.

Article 2

Definition of Final Thesis

1. A final thesis is a work created by a student to fulfil his/her academic obligations arising from his/her legal relationship with the GMBS.
2. Its difficulty corresponds to the level of study and the expected extent of the theoretical knowledge acquired, the acquisition of methodological tools used in the discipline and their use in solving practical problems.
3. In the final thesis, the student demonstrates their ability to work competently with the conceptual apparatus from the field of study, the ability to creatively use a wide range of literary and other information sources, to analyse, sort and systematize facts, to justify the ideas presented, and to formulate conclusions and recommendations in a refined manner.

Article 3

Principles of Final Thesis Processing

1. The final thesis for the study according to the bachelor' study programme is the bachelor's thesis; the final thesis for the master' study programme is the master' thesis and the thesis for the study according to the doctoral study programme is the dissertation thesis.
2. The final thesis must be original, created by the author in compliance with the rules of working with the information sources.
3. The final thesis must not infringe the copyright of other authors. The author of the final thesis is obliged to cite the information sources used according to the relevant standard.
4. Information sources are understood to be professional literature, studies and articles in the professional press, sources (laws, decrees, etc.) and websites.

Article 4

Requirements of the Final Thesis

1. The thesis shall be submitted electronically via the modular academic information system (LMS) by the deadline set in the study timetable, but no later than four (4) weeks before the defence thereof.

2. The final thesis must be prepared by each student independently under the guidance of their final thesis supervisor and upon the publication sources used. It is not permissible for multiple students to work on the same assignment.
3. The final thesis should be grammatically correct, using professional terminology and appropriate citations and references to the publication sources used in accordance with the applicable legislative regulations.
4. The recommended length of a bachelor's thesis is 30 to 40 pages (54 000 to 72 000 characters), a master's thesis is 50 to 70 pages (90 000 to 126 000 characters) without appendices (i.e., tables of contents, introduction, main text, conclusion, list of references). The recommended length of a dissertation thesis is 100 to 120 pages without appendices (i.e., tables of contents, introduction, main text, conclusion, list of references).

The first page of the final bachelor's, master's and dissertation thesis must state:

- The name of the school (3 cm from the top edge);
- The title of the final thesis (7 cm below the name of the school);
- The designation of the final thesis "Bachelor's Thesis", "Master's Thesis" or "Dissertation Thesis";
- Name and surname of the author (centre-aligned);
- The place and year of submission (centre-aligned).

The second page of the final bachelor's, master's and dissertation thesis must state:

- The name of the school (3 cm from the top edge);
- The title of the final thesis (7 cm below the name of the school);
- The designation of the final thesis as a "Bachelor's thesis", "Master's thesis" or "Dissertation Thesis"
- Name and surname of the author;
- Name of the Study Programme;
- Name, surname and academic title of the thesis supervisor;
- The place and year of submission of the thesis (4 cm from the bottom left edge).

Article 5

Breakdown of the Final Thesis

1. The final thesis has a text section and an appendix section. In addition to the prescribed items, the text part is divided into individual chapters according to the topic of the final thesis. Individual chapters can be broken down to a maximum of three levels. The final thesis is divided into the following parts:

- Title page (first leaf)
- The second leaf
- Assignment of the final thesis
- Affidavit of the author of the thesis
- Acknowledgements by the author of the final thesis (optional part of the thesis)
- Abstract in the primary language of the final thesis
- Abstract in the secondary language of the final thesis
- Contents
- List of tables and illustrations (e.g. graphs, figures)
- List of symbols and abbreviations used
- Introduction
- Main text divided into chapters
- Conclusion
- List of publication sources used
- Annexes

2. The introduction of the final thesis should contain the basic characteristics of the final thesis; the rationale for the choice of the topic and its topicality; the goal to be achieved and the essential tasks for its fulfilment; the methodological procedures and approaches to the solution of the final thesis, and the interconnectedness of the given issue to the relevant field of study/programme.

3. The body is divided into logically following chapters and subchapters, the elaboration of which ensures a gradual penetration into the essence of the topic in the necessary contexts and relationships.

4. The conclusion of the final thesis includes an evaluation of the results achieved, and an assessment of the fulfilment of the aim of the final thesis in relation to the results and recommendations for practice. The conclusion may also contain an indication of other theoretical and practical problems related to the topic of the thesis that have emerged in the course of processing thereof.

5. Appendices are included at the end of the final thesis and contain parts that do not form part of the main text of the thesis.

6. Pages are counted from the title page (first page); numbering is given from the Introduction, (e.g. the first number given is 7).

Article 6

Citation in the Final Thesis

1. A citation is an abbreviation for a source from which the text is taken. It allows for the identification of the publication source and its location. There are two types of in-text citation:

- Literal citation – citation of a verbatim text from a published source;
- Paraphrased citation – an indication of the content of the text of a publication source.

2. The following principles should be respected in citations:

- A literal citation shall be presented accurately with all typographical peculiarities, and always in quotation marks;
- The citation shall express a coherent idea; it shall be chosen from the original text so that its true meaning is not distorted. Before selecting a citation, the preceding and following context of the whole, from which the citation has been selected, shall be carefully considered.

Article 7

Formal Editing of the Final Thesis

1. Graphs and figures in the bachelor's, master's or dissertation thesis can be made in colour for better illustration. The MS WORD text editor with this setting is used for typing:

- Edges: left 3.5 cm; right 2 cm, top and bottom 2.5 cm
- Portrait orientation, A4 format
- Line spacing – 1.5 lines
- Tab – 1.25 cm
- Font – Times New Roman
- Font size: – text – 12 normal

- Main chapter title – 16 bold, capital letters

- Subchapter title – font 14 bold

- Subchapter title – 14 bold, italics

- Spacing: – between paragraphs, after subchapter headings and parts thereof – 12 pt

- After chapter titles – 30 pt

- The chapter title (the beginning of the chapter) is always on a new page
- Pagination – from the introduction, on the right.

Symbols and Abbreviations

- All symbols and abbreviations used (including your own) must be listed in the **List of Symbols and Abbreviations Used**.
- The above rule also applies to the use of established symbols and abbreviations. The author's own symbols and abbreviations should not be identical to the commonly used symbols and abbreviations.

Tables

- A table should be inserted in the text only after a reference in the text to the relevant table.
- The title of the table with label (e.g., **Table 1 Research Results**) shall appear above the top left corner of the table. The name of the table is usually written in font size 11.
- The source, from which the table was drawn, shall be indicated below the table (e.g. Source: King, 2021, p.18, or Source: own elaboration). Tables shall be left aligned.
- Tables shall always have line spacing **1**.
- To optimize the dimensions, a smaller font (e.g. size 11) can be used in the table.
- If the table has many rows and cannot be placed on one page, the table must be split and the second or other part of the table must be marked as a continuation of the table without a title, (e.g.: **Table 5 – continued**). A table continuation must contain the table header (column headings).
- For the outer border of the table, a different line type than the one used inside the table shall be used.
- Tables shall be numbered in ascending order from the beginning to the end of the work in Arabic numerals.

Graphs

- A graph may be inserted in the text after a reference made in the corresponding graph. If the graph cannot be placed on a given page, it shall be inserted immediately on the next page. The same rule applies to figures and tables;
- The title of the graph with the label (e.g., **Graph 1 Research Results**) appears below the graph. The graph name is usually written in font size 11.
- The graph and the graph title below the graph shall be centred on the middle of the line.
- Below the graph title, the source, from which it was drawn, shall be indicated (e.g. Source: Einstein, 2024, p.18, or Source: own elaboration). It shall also be centred on the middle of the line.
- If a graph title is part of the graph, the graph label (e.g., **Graph 1**) appears above the upper left corner of the graph.
- The graph must be clear and easy to read. For better illustration, the graph may also be in colour.
- Graphs shall be numbered in ascending order from the beginning to the end of the work in Arabic numerals.

Figures

- The figure may be inserted into the text after a reference made to the corresponding figure.
- The title of the figure with its label (e.g. **Figure 1**, Circuit diagram) shall be given below the figure. The title of the figure is usually written in font size 11.
- The figure and its title are centred on the line.

- The source, from which the figure was drawn, shall be indicated below the figure (e.g. Source: Einstein, 2024, p.18, or Source: own elaboration). It shall also be centred on the middle of the line.
- The title of the figure and its description must be in the language in which the thesis is written; if another language is used, a reference to the literature from which the figure was taken, must be included.
- Figure must be clear and legible. For better illustration, the figure may also be in colour.
- Figures shall be numbered in ascending order from the beginning to the end of the work in Arabic numerals.

Mathematical Formulas

- Every mathematical formula is part of a sentence, i.e., there must be a period or comma after the formula.
- A comma is used after a formula, if unknown designators are used in the formula. In this case, "**where:**" is written in the line below the formula and continues with an explanation of the unknown parameters, e.g., where: U – Voltage;

Ω – Circular frequency.;

- When writing formulas, a different font type and size may be used; however, the formulas must be legible.
- When writing formulas, line **1** is used.
- Formulas shall be centred to the middle of the line.
- On the right-hand side of the line, each formula is indicated by a number in plain brackets; a space precedes and follows the number.
- Formulas shall be numbered in ascending order from the beginning to the end of the work in Arabic numerals.

Article 8

Publication and Citation Sources

- When referring in the text to a literal citation, the author's surname or the first word of the title, the year of publication of the cited document and the page number, from which the citation was taken, shall be given in parentheses. E.g.: (Einstein, 2024, p. 56). A literal citation is always given after a colon in quotation marks.
- When paraphrasing the author in the text, the procedure is the same as for a literal citation; page numbers in brackets should be given when paraphrasing a text of at least two or more pages. E.g. (Newton, 2019), (Kolert, 2024, pp. 42-43).
- When citing, the surname of the cited author is always given in the text; the data in brackets is used for identification in the List of References.
- The List of References is given at the end of the final thesis.

- References are listed alphabetically by authors' surname. The principle that all book references are listed first, followed by journal publication sources, Internet sources, laws, decrees, etc., shall be followed.

Article 9

Final Provisions

- The provisions of this Directive shall also apply *mutatis mutandis* to the final theses of continuing education of teaching and professional staff and to school theses (seminar, yearbook, student scientific and professional activities, etc.).
- The GMBS will publish a practical guide, the Final Thesis Preparation Manual, to assist students in the preparation of their final theses.