

INTERNATIONAL UNIVERSITY OF SARAJEVO
FACULTY OF BUSINESS AND ADMINISTRATION



BACHELOR GRADUATION PROJECT

SARAJEVO, 2018

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1. INTRODUCTION

Writing a bachelor's graduation project is optional for the completion of a Bachelor of Arts in Management, Economics, International Business and Finance, and International Relations at the Faculty of Business and Administration (FBA).

The graduation project should be prepared in accordance with the **Bosnia and Herzegovina Qualification Framework (B&HQF)** from 2011 (Council of Ministers of B&H, 2011). According to Bosnia and Herzegovina Qualification Framework, the Bachelor's student shall be assessed based on the following criteria:

1. demonstrates knowledge and understanding in the field of study that builds upon their secondary education, and is usually at that level, with the support of appropriate learning resources (texts, and information and communication technologies), which includes some aspects that will be based on knowledge of the most advanced achievements in a given area of study;
2. can apply the thorough knowledge and critical understanding of principles relating to the field of study/discipline applied in a manner that indicates a professional approach to their work or vocation and has competences typically demonstrated through devising and sustaining arguments and solving within their field of study;
3. can apply the main methods for acquiring knowledge and applicative research in the given discipline, and is able to decide on the approach to be taken for solving a given problem and is aware of the extent to which the selected approach is suitable for solving the problem;
4. can communicate using the knowledge of one or more foreign languages and communication technologies, information, ideas, problems, and solutions, to the audience that is not specialized and the one specialized for a given area of science;
5. has the ability to gather and interpret relevant data (usually within their field of study) to inform judgments that include a reflection on relevant social, scientific or ethical issues;
6. has built the learning skills necessary to undertake further study with a high degree of autonomy and academic skills and attributes necessary for research work, comprehend and evaluate new information, concepts and evidence from different sources;
7. has a foundation for future self-directed and lifelong learning; and

8. has acquired interpersonal skills and teamwork skills appropriate for employment and/or further study.

The present manual has been prepared to help FBA post/graduate students throughout the process of planning, researching, and writing their theses/dissertations. This manual explains the general requirements of a dissertation, its format, documentation, citation, style, and appendices.

It should not be forgotten that no manual can address all questions about the completion of a thesis/dissertation. **Thus, students are advised to consult their mentors for clarifications of issues that are not addressed in this manual.**

Note: Before starting to attend lectures, a student is obliged to read this Thesis/Dissertation Manual and Study Rules for the relevant Study Cycle which are available at:

First Study Cycle:

http://www.ius.edu.ba/sites/default/files/u666/study_rules_for_the_first_study_cycle_at_ius1.pdf

2. BACHELOR'S GRADUATION PROJECT

The process of graduation project consists of 3 main steps:

1. selection of the graduation project topic and appropriate mentor;
2. graduation project implementation; and
3. graduation project defense;

The graduation project is defended in front of the committee (mentor and 2 committee members). Every procedure has to be initiated by the mentor.

Table 1: Overview of Procedures

Procedure	Form	Deadline	Submit to
Mentor appointment	You can find the form with your academic advisor.	First semester (Specific deadline is determined by the Course Holder)	Student's Advisor
Project Defense Committee	You can find the form with your mentor.	After a mentor's approval. The last date is always August 1 st .	Head of Department
Project Defense	You can find the form with your mentor.	The last date is determined by the IUS Academic Calendar.	Student Affairs Office

3. STUDENT-MENTOR CONSULTATIONS: GENERAL RECOMMENDATIONS

Assigning of a mentor must be followed by the official approval of a topic. Mentor and student are advised to consider the following: discussion about the topic, its purpose and focus; submission of tentative writing schedule and getting mentor's approval; developing specific consultations schedule with the mentor; discussing some general issues with the student such as choice and use of sources, plagiarism and paraphrasing, and organizing/structuring the thesis/dissertation; discussing expectations and responsibilities of both student and mentor.

3.1 Student's Responsibility

Each step in the process of writing the theses /dissertations involves consultation with the mentor and his/her official approval. The student's responsibility is to produce a thesis/dissertation according to the topic, proposal and research schedule. The mentor's responsibility is to assist the student to understand and carry out each task, respectively. The mentor will review the work produced by the student, make comments, on both, its merits and deficiencies and offer advice on how to proceed. The following are recommended steps, which the student should follow in planning, researching and writing the thesis/dissertation:

- Consult the mentor about the topic at the beginning of the semester after the topic is chosen;
- Make plans for research and writing with the mentor and follow the agreed schedule;
- Identify the focus or research question to be addressed in the work;
- Make a tentative outline that could lead to the tentative organization of chapters;
- Begin research as discussed with the mentor and take notes from sources;
- If necessary, revise the focus or research questions. Also, revise the outline if necessary;
- Continue gathering information, collecting notes and organizing notes to be used in writing;
- Begin to write the first drafts of chapters. These should include a description of methods used to gather information, methods used to analyze the information, findings, and analyses of findings, conclusions reached and implications of the findings;

- Write the introduction, conclusion, and abstract based on the contents of the body of the work;
- Submit a draft of the entire work;
- Make final revisions based on the advice of the mentor;
- Submit the final, bound copies of the thesis/dissertation to your mentor;
- Obtain the commentaries of the mentor and opponent;
- Prepare for the defense, especially noting and preparing responses to the comments made in the commentaries and
- Key-in and make corrections after your defense.

Students should be aware that if they fail to consult their mentor regularly, there is a high probability that the thesis/dissertation will not be completed properly and will not be approved for the defense. It will then be necessary to re-write the thesis/dissertation with proper consultations.

3.2 Mentor's Responsibility

The role of the mentor is to help students to plan and execute the research and writing of the thesis/dissertation according to the requirements of the program and faculty. The mentor should be available at the arranged meeting times to consult the student, check the work in progress, offer advice, and make suggestions for improvement of the thesis/dissertation.

The mentor initiates the procedure and communicates with the committee members to assure that the best possible work is going for a defense.

4. GENERAL REQUIREMENTS

There are no strict formatting requirements but research papers should contain the essential elements needed to convey your manuscript, for example, Abstract, Keywords, Introduction, Materials and Methods, Results, Conclusions, and References. Regarding the business project, requirements are different and they are agreed with the mentor depending on a type of project.

The format for cover and intro pages is explained in appendices A-G.

4.1 Text formatting

All papers should be written in English. In order to submit the paper in proper layout, authors should adopt the following criteria:

Language: English (American or British)

Paper size: A4

Margins: Left: 4 cm (1.6 inches); bottom: 3 cm (1.2 inches); top and right: 2.5 cm (1 inch)

Font: Times New Roman, 12pt / 10pt for captions, figures, tables, footnotes, endnotes, and long quotations.

Spacing: 1.5 (double space between paragraphs and sections)

Justification and Alignment: Both sides

Recommended Length: 6,000-10,000 words

Bullets and Numbering: Use it consistently.

Pagination: The Title page and the Approval page **do not have** numbers, even though they are counted as pages i and ii, respectively. **Actual page numbering begins with "iii"** on the Approval page. Page numbers should be centered.

Binding: White with black letters (4 hard copies - 1 to IUS Library and 3 to the Committee members, and 1 electronic copy for IUS Library).

Paragraphs: The first line of each paragraph should be indented. Block quotations should be indented from both the right and left margins. Space between paragraphs should be 12pt.

Tables: Each table should be numbered. The title should be bold, 12pt and placed left above the table. All data in the tables should be 10pt. The space between a title and a table should be 6pt. If it is someone else work, it should be properly referenced, 10pt and placed centered below the table. Please, see an example below:

12 pt
6 pt
10 pt

Table 1: Title

Country	Year	GDP
N1	2000	\$20 billion

Source: *Author, Year (if the table is made by the author then put Source: Authors' compilation)*

Figures: Each figure should be numbered. The title should be bold, 12pt and placed left above the table. If it is someone else work, it should be properly referenced, 10pt and placed centered below the figure:

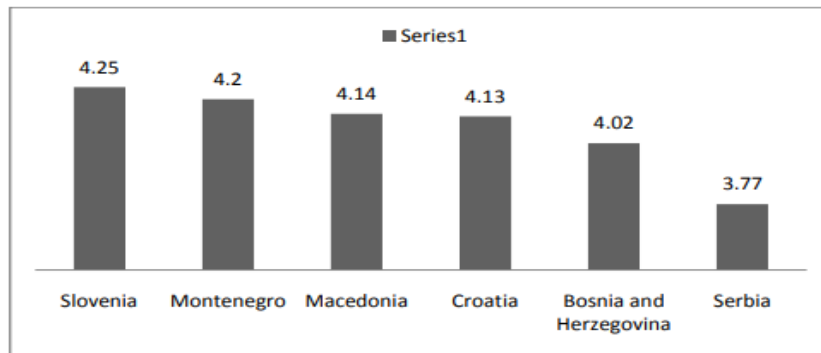


Figure 1: Global Competitiveness Index in the Region (CPU, 2014)

↓ 1*10 pts space (1.5)

Equations: centered and numbered. It is important that equations and symbols are clearly defined before or after the equations:

$$EDy = \frac{(Qc - Qp)/Qp}{(Yc - Yp)/Yp} \quad (1)$$

Abbreviations and Acronyms: Define them the first time they are used in the text (from Introduction).

5. REFERENCES

Faculty of Business and Administration (FBA) requires students to use the American Psychological Association Style (APA) Sixth Edition. The following section provides examples of how to use APA. **For the details that are not covered in this guideline, a student should consult with the mentor.**

Each work submitted to the mentor will go through the **plagiarism/similarity check software.**

5.1 Direct Quotation and Sources

Reproduce word for word material directly quoted from another author's work or your own previously published work, material replicated from a test item, and verbatim instructions to participants. When quoting, always provide the author, year, and specific page citation or paragraph number for non-paginated material.

If the quotation comprises fewer than 40 words, incorporate it into text and enclose the quotation with double quotation marks. If the quotation appears in mid-sentence, end the passage with quotation marks, cite the source in Parentheses immediately after the quotation marks, and continue the sentence. Use no other punctuation unless the meaning of the sentence requires such punctuation, as demonstrated by the example, below:

Interpreting these results, Robbins et al. (2003) suggested that the “therapists in dropout cases may have inadvertently validated parental negativity about the adolescent without adequately responding to the adolescent's needs or concerns” (p. 541), contributing to an overall climate of negativity.

If the quotation appears at the end of a sentence, close the quoted passage with quotation marks, cite the source in parentheses immediately after the quotation marks, and end with a period or other punctuation outside the final parentheses, as demonstrated by the example, below:

Confusing this issue is the overlapping nature of roles in palliative care, whereby “medical needs are met by those in the medical disciplines; non-medical needs may be addressed by anyone on the team” (Csikai & Chaitin, 2006, p. 112).

5.2 Paraphrasing Material

When paraphrasing or referring to an idea contained in another work, you are encouraged to provide a page or paragraph number, especially when it would help an interested reader locate the relevant passage in a long or complex text.

Table 2: Citing in the Text

Type of citation	First citation in Text	Subsequent citation in the text	Parenthetical format, the first citation in the text	Parenthetical format, subsequent citation in the 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)

6. REFERENCE LIST

The reference list at the end of a thesis/dissertation provides the information necessary to identify and retrieve each source. Choose references judiciously and include only the sources that you used in the research and preparation of the article.

Although some volume numbers of books and journals are given in Roman numerals, APA journals use Arabic numerals (e.g., Vol. 3, not Vol. III) because they use less space and are easier to comprehend than Roman numerals. A Roman numeral that is part of a title should remain Roman (e.g., Attention and Performance XIII). Arrange entries in alphabetical order by the surname of the first author followed by initials of the author's given name.

Table 3: Periodicals

Journal article with DOI	Herbst-Damm, K. L., & Kulik, J. A. (2005). Volunteer support, marital status, and the survival times of terminally ill patients. <i>Health Psychology, 24</i> , 225-229. doi:10.1037/027S-6133.24.2 .225
Journal article with DOI more than seven authors	Gilbert, D.G., McClernon, J.F., Rabinovich, N. E., Sugai, C., Plath, L. C., Asgaard, G., . . . Botros, N. (2004). Effects of quitting smoking on EEG activation and attention last for more than 31 days and are more severe with stress, dependence, DRD2 A1 allele, and depressive traits. <i>Nicotine and Tobacco Research, 6</i> , 249-267. doi:10.1050/146222004 10001676305
Journal article without DOI (when DOI is not available)	Sillick, T. J., & Schutte, N.S. (2006). Emotional intelligence and self-esteem mediate between perceived early parental love and adult happiness. <i>E-Journal of Applied Psychology, 2</i> (2), 38-48. Retrieved from http://ojs.lib.swin.edu.au/index.php/ejap Light, M. A., & Light, I. H. (2008). The geographic expansion of Mexican immigration in the United States and its implications for local law enforcement. <i>Law Enforcement Executive Forum Journal, 8</i> (1), 73-82.
Journal article without DOI, title translated into English, print version	Guimard, P., & Florin, A. (2007). Les evaluations des enseignants en grande section de maternelle sont-elles predictives des difficultes de lecture au cours preparatoire? [Are teacher ratings in kindergarten predictive of reading difficulties in first grade?]. <i>Approche Neuropsychologique des Apprentissages chez l'Enfant, 19</i> , 5-17.
Journal article with DOI, an advance online publication	Von Ledebur, S.C. (2007). Optimizing knowledge transfer by new employees in companies. <i>Knowledge Management Research & Practice</i> . Advance online publication. doi:10.1057/palgrave.kmrp.8500141
In-press article posted in a preprint archive	Briscoe, R. (in press). Egocentric spatial representation in action and perception. <i>Philosophy and Phenomenological Research</i> . Retrieved from http://cogprints.org/5780/1/ECS_RAP_F07.pdf
Magazine article	Chamberlin, J., Novotney, A., Packard, E., & Price, M. (2008, May). Enhancing worker well-being: Occupational health psychologists convene to share their research on work, stress, and health. <i>Monitor on Psychology, 39</i> (5), 26-29.
Online magazine article	Clay, R. (2008, June). Science vs. ideology: Psychologists fight back about the misuse of research. <i>Monitor on Psychology, 39</i> (6). Retrieved from http://www.apa.org/monitor/
Newsletter article, no author	Six sites meet for comprehensive anti-gang initiative conference. (2006, November/December). <i>OJJDP News @ a Glance</i> . Retrieved from http://www.ncjrs.gov/html/ojjdp/news_acglance/216684/topstory.html

Newspaper article	Schwartz, J. (1993, September 30). Obesity affects economic, social status. <i>The Washington Post</i> , pp. A1, A4.
Online newspaper article	Brody, J. E. (2007, December 11). Mental reserves keep brain agile. <i>The New York Times</i> . Retrieved from http://www.nytimes.com
Special issue or section in a journal	Haney, C., & Wiener, R. L. (Eds.). (2004). Capital punishment in the United States [Special issue]. <i>Psychology, Public Policy, and Law</i> , 10(4). Greenfield, P., & Van, Z. (Eds.). (2006). Children, adolescents, and the Internet [Special section]. <i>Developmental Psychology</i> , 42, 391 -394. doi:10.1037/0012-1649.42 .3.391
Abstract as the original source	Wolf, N. J., Young, S. L., Fanselow, M. S., & Butcher, L. L. (1991). MAP-2 expression in cholinceptive pyramidal cells of rodent cortex and hippocampus is altered by Pavlovian conditioning [Abstract]. <i>Society for Neuroscience Abstracts</i> , 17, 480. Lassen, S. R., Steele, M. M., & Sailor, W. (2006). The relationship of school-wide positive behavior support to academic achievement in an urban middle school. <i>Psychology in the Schools</i> , 43, 701-712. Abstract retrieved from http://www.interscience.wiley.com

Table 4: Books and Book Chapters

The entire book, the print version	Shotton, M. A. (1989). <i>Computer addiction? A study of computer dependency</i> . London, England: Taylor & Francis.
An electronic version of the print book	Shotton, M. A. (1989). <i>Computer addiction? A study of computer dependency</i> [DX Reader version]. Retrieved from http://www.ebookstore.tandf.co.uk/html/index.asp Schiraldi, G. R. (2001). <i>The post-traumatic stress disorder sourcebook: A guide to healing, recovery, and growth</i> [Adobe Digital Editions version]. doi:10.1036/0071393722
Electronic-only book	O'Keefe, E. (n.d.). <i>Egoism & the crisis In Western values</i> . Retrieved from http://www.onlineoriginals.com/showitem.asp?itemID=135
An electronic version of the republished book	Freud, S. (1953). The method of interpreting dreams: An analysis of a specimen dream. In J. Strachey (Ed. & Trans.), <i>The standard edition of the complete psychological works of Sigmund Freud</i> (Vol. 4, pp. 96-121). Retrieved from http://books.google.com/books (Original work published 1900)
Limited-circulation book or monograph, from an electronic database	Thomas, N. (Ed.). (2002). <i>Perspectives on the community college: A journey of discovery</i> [Monograph]. Retrieved from http://eric.ed.gov/
Several volumes in a multivolume work	Koch, S. (Ed.). (1959-1 963). <i>Psychology: A study of science</i> (Vols. 1-6). New York, NY: McGraw-Hill.
An electronic version of the book chapter in a volume in a series	Strong, E. K., Jr., & Uhrbrock, R. S. (1923). Bibliography on job analysis. In L. Outhwaite (Series Ed.), <i>Personnel Research Series: Vol. 1. Job analysis and the curriculum</i> (pp. 140-146). doi:10.1037/10762-000
Book chapter, the print version	Haybron, D. M. (2008). Philosophy and the science of subjective well-being. In M .Eid & R. J. Larsen (Eds.). <i>The science of subjective well-being</i> (pp. 1 7-43). New York, NY: Guilford Press.

Book chapter, English translation, reprinted from another source	Piaget, J. (1988). Extracts from Piaget's theory (G. Gellerier & J. Langer, Trans.). In K. Richardson & S. Sheldon (Eds.), <i>Cognitive development to adolescence: A reader</i> (pp. 3-1 8). Hillsdale, NJ: Erlbaum. (Reprinted from Manual of child psychology, pp. 703-732, by P. H. Mussen, Ed., 1 970, New York, NY: Wiley)
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Table 5: Technical and Research Reports

Corporate author, government report	U. S. Department of Health and Human Services, National Institutes of Health, National Heart, Lung, and Blood Institute. (2003). Managing asthma: A guide for schools (NIH Publication No. 02-2650). Retrieved from http://www.nhlbi.nih.gov/health/prof/lung/asthma/asth_sch.pdf
An authored report, from a nongovernmental organization	Kessy, S. S. A., & Urrio, F. M. (2006). The contribution of microfinance institutions to poverty reduction in Tanzania (Research Report No. 06.3). Retrieved from Research on Poverty Alleviation website: http://www.repoa.or.tz/documents_storage/Publications/Reports/06.3_Kessy_and_Urrio.pdf
Report from an institutional archive	McDaniel, J. E., & Miskel, C. G. (2002). The effect of groups and individuals on national decision making: Influence and domination in the reading policymaking environment (CI E RA Report 3-025). Retrieved from University of Michigan, Center for Improvement of Early Reading Achievement website: http://www.ciera.org/library/reports/inquiry-3/3-025/3-025.pdf
Issue brief	Employee Benefit Research Institute. (1992, February). Sources of health insurance and characteristics of the uninsured (Issue Brief No. 1 23). Washington, DC: Author.

Table 6: Meetings and Symposia

Symposium contribution	Muellbauer, J. (2007, September). Housing, credit, and consumer expenditure. In S. C. Ludvigson (Chair), <i>Housing and consumer behavior</i> . Symposium conducted at the meeting of the Federal Reserve Bank of Kansas City, Jackson Hole, WY.
Conference paper abstract retrieved online	Liu, S. (2005, May). <i>Defending against business crises with the help of intelligent agent based early warning solutions</i> . Paper presented at the Seventh International Conference on Enterprise Information Systems, Miami, FL. Abstract retrieved from http://www.iceis.org/iceis2005/abstracts_2005.htm
Proceedings published regularly online	Herculano-Houzel, S., Collins, C. E., Wong, P., Kaas, J. H., & Lent, R. (2008). The basic non uniformity of the cerebral cortex. <i>Proceedings of the National Academy of Sciences, USA, 105</i> , 12593-1 2598. doi:10.1073/pnas.0805417105
Proceedings published in book form	Katz, I., Gabayan, K., & Aghajan, H. (2007). A multi-touch surface using multiple cameras. In J. Blanc-Talon, W. Philips, D. Popescu, & P. Scheunders (Eds.), <i>Lecture Notes in Computer Science: Vol. 4678. Advanced Concepts for Intelligent Vision Systems</i> (pp. 97-108). doi:10.1007/978-3-540-74607-2_9

Table 7: Theses and Dissertations

Master's dissertation, from a commercial database	McNiel, D. S. (2006). <i>Meaning through narrative: A personal narrative discussing growing up with an alcoholic mother</i> (Master's dissertation). Available from ProQuest Dissertations and Dissertations database. (UMI No. 1434728)
Doctoral dissertation, from an institutional database	Adams, R. J. (1973). <i>Building a foundation for evaluation of instruction in higher education and continuing education</i> (Doctoral dissertation). Retrieved from http://www.ohiolink.edu/etd/
Doctoral dissertation, from the web	Bruckman, A. (1997). <i>MOOSE Crossing: Construction, community, and learning in a networked virtual world for kids</i> (Doctoral dissertation, Massachusetts Institute of Technology). Retrieved from http://www-static.cc.gatech.edu/-asb/dissertation/
Doctoral dissertation, abstracted in DAI	Appelbaum, L. G. (2005). Three studies of human information processing: Texture amplification, motion representation, and figure-ground segregation. <i>Dissertation Abstracts International: Section B. Sciences and Engineering</i> , 65(10), 5428.
Doctoral dissertation, from a university outside the United States	Carlbon, P. (2000). <i>Carbody and passengers in rail vehicle dynamics</i> (Doctoral dissertation, Royal Institute of Technology, Stockholm, Sweden). Retrieved from http://urn.kb.se/resolve?urn=urn:nbn:se:kth:d_iva-3029

Table 8: Internet Message Boards, Electronic Mailing Lists, and Other Online Communities

Message posted to a newsgroup, online forum, or discussion group	Rampersad, T. (2005, June 8). Re: Traditional knowledge and traditional cultural expressions [Online forum comment]. Retrieved from http://www.wipo.int/roller/comments/ipisforum/Weblog/themeeighChow_cann_cultura_l#comments
Message posted to an electronic mailing list	Smith, S. (2006, January 5). Re: Disputed estimates of IQ [Electronic mailing list message]. Retrieved from http://tech.groups.yahoo.com/group/ForensicNetwork/message/670
Blog post	PZ Myers. (2007, January 22). The unfortunate prerequisites and consequences of partitioning your mind [Web log post]. Retrieved from http://scienceblogs.com/pharyngula/2007/01/the_unfortunate_prerequisites.php A blog comment would be referenced as follows: Middle Kid. (2007, January 22). Re: The unfortunate prerequisites and consequences of partitioning your mind [Web log comment]. Retrieved from http://scienceblogs.com/pharyngula/2007/01/the_unfortunate_prerequisites.php

APPENDICES

Appendix A – Cover page

6 cm

TITLE OF GRADUATION PROJECT 18 pts

3*18 pts space (1.5)

4 cm

2,5 cm



4 cm

1*18 pts space (1.5)

STUDENT'S NAME

18 pts

2*18 pts space (1.5)

INTERNATIONAL UNIVERSITY OF SARAJEVO

18 pts

1*18 pts space (1.5)

YEAR 18 pts

3 cm

Appendix B – Cover Page Spine

Cover Page Spine

Times New Roman, Uppercase, 16pts

Left side 2.5 cm	NAME SURNAME	DEGREE	YEAR	IUS	Right side 2.5
---------------------	--------------	--------	------	-----	----------------------

Left side 2.5 cm	NAME SURNAME	BACHELOR	2018	IUS	Right side 2.5
---------------------	--------------	----------	------	-----	----------------------

Left side 2.5 cm	NAME SURNAME	MASTER	2018	IUS	Right side 2.5
---------------------	--------------	--------	------	-----	----------------------

Left side 2.5 cm	NAME SURNAME	Ph.D.	2018	IUS	Right side 2.5
---------------------	--------------	-------	------	-----	----------------------

Left side 2.5 cm	NAME AND SURNAME	DEGREE	YEAR	IUS	Right side 2.5 cm
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6 cm

TITLE OF GRADUATION PROJECT

18 pts

1*18 pts space (1.5)

BY

18 pts

4 cm

1*18 pts space (1.5)

2,5 cm

STUDENT'S NAME

18 pts

1*18 pts space (1.5)

A dissertation submitted in partial fulfillment of the
requirements for the degree of Bachelor of Arts

in.....

18 pts

1*18 pts space (1.5)

Faculty of Business and Administration

18 pts

International University of Sarajevo

1*18 pts space (1.5)

Month Year

18 pts

3 cm

Appendix D – Approval Page for Bachelor Graduation Project

APPROVAL PAGE

14 pts

1*12 pts space (1.5)

I certify that I have supervised and read this study and that in my opinion, it conforms to acceptable standards of scholarly presentation and is fully adequate, in scope and quality, as a thesis for the degree of Bachelor of Arts / Master of in

12 pts

1*12 pts space (1.5)

.....
Title Name SURNAME

Mentor

1*12 pts space (1.5)

.....
Title Name SURNAME

Co-Mentor (if any)

1*12 pts space (1.5)

I certify that I have supervised and read this study and that in my opinion, it conforms to acceptable standards of scholarly presentation and is fully adequate, in scope and quality, as a thesis for the degree of Bachelor of Arts / Master of in

1*12 pts space (1.5)

.....
Title Name SURNAME

Examiner 1

1*12 pts space (1.5)

.....
Title Name SURNAME

Examiner 2

3 cm

This thesis was submitted to the Department of and was accepted as partial fulfillment of the requirements for the degree of Bachelor of Arts / Master of in

4 cm

2,5 cm

.....
↓
1*12 pts space (1.5)

.....

Title Name SURNAME

Head of Department

1*12 pts space (1.5)

This thesis was submitted to the Faculty of Business and Administration and was accepted as partial fulfillment of the requirements for the degree of Bachelor of Arts / Master of in



1*12 pts space (1.5)

.....

Title Name SURNAME

Dean



3 cm

20

Appendix E – Declaration

DECLARATION 14 pts

2*12 pts space (1.5)

I hereby declare that all information in this document has been obtained and presented in accordance with academic rules and ethical conduct. I also declare that, as required by these rules and conduct, I have fully cited and referenced all material and results that are not original to this work.

12 pts

2*12 pts space (1.5)

Name:

1*12 pts space (1.5)

Signature

Date

4 cm

2,5 cm

3 cm

Appendix F – Declaration of Copyright and Affirmation of Fairs Use of Unpublished Work

2,5 cm

INTERNATIONAL UNIVERSITY OF SARAJEVO

18 pts

1*12 pts space (1.5)

DECLARATION OF COPYRIGHT AND AFFIRMATION OF FAIRS USE OF UNPUBLISHED WORK

16 pts

1*12 pts space (1.5)

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12 pts

1*12 pts space (1.5)

TITLE OF THESIS/DISSERTATION

12 pts

1*12 pts space (1.5)

4 cm

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2,5 cm

12 pts

6*12 pts space (1.5)

Affirmed by Student's Name

.....

Signature

.....

Date

Appendix G – Acknowledgments

↓
2,5 cm

ACKNOWLEDGMENTS 14 pts

↓
2*12 pts space (1.5)

I wish to express my indebtedness to all those who offered their assistance during my research. 12 pts

I would like to thank

← 4 cm

← 2,5 cm

↑
3 cm

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