



Democritus University of Thrace
Department of Political Science

Master

in National Security, Intelligence and Crisis Management

Dissertation guidelines

<https://nsicr.polsci.duth.gr>

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Introduction

This **Guide** presents in detail the relevant Regulations for the preparation of their **papers** and **Postgraduate Dissertation (Thesis)**. The aim of this Guide is to provide to the postgraduate students the necessary guidance for the successful preparation and submission of theses and for the meeting of their academic obligations.

In the context of this educational process, the number of the following academic assignments contribute to the deepening of knowledge, the development of research skills and the cultivation of critical thinking. These **Dissertation Guidelines** describe the types of assignments, the evaluation criteria, the submission procedures and the rules of academic ethics.

The **Postgraduate Dissertation (Thesis)**, as the culmination of the academic educational journey, is a systematic scientific study in a specialized subject. The **Postgraduate Dissertation (Thesis)** determines the process of the selection (the subject), the method of conducting the research, the writing requirements, and the presentation and evaluation procedures.

This **Guide** aims to provide clear instructions and ensure the transparency and quality of the academic processes, enhancing the educational experience of our students.

The first Chapter presents the indicative specifications and the method of the written essay evaluation within the framework of the semester courses.

The second Chapter presents the procedures for undertaking, the specifications and the method of the **Postgraduate Dissertation (Thesis)** evaluation which is prepared during the third Semester and leads to the completion of the studies.

Essays

The preparation of the academic assignments is a key element of Education and aims to develop research skills and critical thinking, to familiarize students with the systematic study of the main scientific sources, to cultivate the analytical and synthetic abilities, and improve the scientific writing and the following documentation skills.

Depending on the subject of the study and the nature of the research, the tasks may include:

- **Literature Review:** systematic presentation of the existing literature (on a topic).
- **Empirical Research:** collection and analysis of primary or secondary data through quantitative or qualitative methods.
- **Case Study:** Analysis of a specific example with the aim of drawing conclusions.
- **Comparative Analysis:** different approaches testing, policies or theoretical models testing.
- **The Development of your Methodology:** developed methodologies application within the framework of the semester courses.

For the successful preparation of this Postgraduate Dissertation (Thesis), follow these basic principles:

- **Topic definition:** you have to select a specific and research-interesting topic.
- **Research and Collection of Sources:** you have to search and study the necessary bibliography/literature from the authoritative sources (books, scientific articles, references).
- **Drafting:** creating your structure with a clear introduction, main part and conclusions.
- **Use of the necessary References:** by the application of a uniform citation style (e.g. APA, Harvard, Chicago) to avoid plagiarism.
- **Proofreading and Editing:** you have to correct your errors and improve the text before the final submission.
- **Meeting the Deadlines:** by the submission of your work within the specified time limits.

Format

To ensure the quality of your work, please follow the following format specifications:

- **Length:** the minimum and maximum length of the work is determined by its type (e.g. short work 2,000-3,000 words, dissertation/thesis 10,000-15,000 words).
- **Font and Line Space:** typically, Times New Roman or Arial font, size 12pt, line space 1.5 or 2.
- **Margins and Alignment:** side margins 2.5 cm, left alignment or full alignment.
- **Language of Elaboration:** the assignments are in Greek, after the guidance of your supervisor.

These assignment specifications are under the guidance of your supervisor, depending on the course requirements or the research subject.

Evaluation criteria

The evaluation is based on the following criteria:

- **Originality and Innovation:** contribution to the existing knowledge (in terms of approaching the topic).
- **Scientific Documentation:** use of valid sources and correct use of bibliography.
- **Structure and Coherence:** logical organization of your content and clear argumentation.
- **Analysis and Critical Approach:** ability to synthesize your information and formulate the substantial conclusions.
- **Linguistic and Formal Correctness:** academic style use, correct grammar-spelling and syntax.

The above stated factors are the necessary indicative criteria, and the supervisor has the role to distribute or assign different degrees of importance. It is important to mention that the importance and the overall contribution of these assignments to the course final grade is determined by the instructor at the beginning of the course.

Postgraduate Dissertation (Thesis)

The topic of the Postgraduate Dissertation (Thesis) entails the subject of the Postgraduate Program and must utilize the postgraduate program knowledge, abilities, attitudes and skills.

Following the invitation from the Coordination Committee, each postgraduate student submits his/her application to the Postgraduate Program Secretariat, in which he/she propose the title of his/her Postgraduate Program Dissertation (Thesis), the supervisor and all the relevant supporting documents.

Each postgraduate candidate who does not submit the application within the specified deadline postpones, at his/her own responsibility, the start of the preparation of the Postgraduate Program Dissertation (Thesis) by at least six months.

The Coordination Committee after the examination of the postgraduate candidate's application, forwards this application to the Assembly or the Postgraduate Program authorities, which appoint the supervisor and forms the three-member monitoring and examination committee, in which participates the supervisor of this thesis.

The following are entitled to supervise the postgraduate dissertations (theses):

- a) Members of the Faculty, Academic Staff, Academic Board and Academic Staff of the Department or other Departments of the Democritus University of Thrace or another domestic or foreign Foundation or a Higher Military Educational Institution (ASEI) with the additional employment beyond their legal obligations, if the Postgraduate Program has tuition fees,
- b) Emeritus Professors or retired faculty members of the Department or other Departments of the Democritus University of Thrace or another domestic or foreign Universities,
- d) Visiting Professors,

e) Visiting Researchers,

f) researchers and scientists following the article 13A of the legislation 4310/2014 (FEK A' 258) or other Greek/ foreign research centers and institutes (a doctoral degree is necessary).

By the decision of the Postgraduate Program board, the supervision of these postgraduate theses may also be assigned to the Faculty, the Special Education Department, the Special Education Department, Honorary and retired members of the Department, who have not undertaken teaching work in the Postgraduate Program. In exceptional cases of objective inability to exercise supervisory duties for a serious reason, it is possible to replace the supervisor or member of the Three-Member Examination Committee following a reasoned decision of the Department Assembly.

The **Postgraduate Program Dissertation (Thesis)** must meet the scientific paper specifications and structure, such as, to include the necessary description of the paper topic, to describe the paper findings or results, to provide the methodology, assumptions, bibliography and any other necessary supporting or explanatory elements (necessary figures, diagrams, photographs, images, etc.).

The **Postgraduate Dissertation (Thesis)** is written in Greek and is accompanied by a short summary of approximately 300 words in an European language (e.g. English or French). After the necessary consultation with the supervisor and approval by the Committee, it may be written in any other language and include an extended summary in Greek. For English-speaking postgraduate programs, the Postgraduate Program Dissertation (Thesis) is written in English. The Postgraduate Program Dissertation's (Thesis) structure and the specifications-standard writing plan are specified in the postgraduate program Regulations.

By the end of the **Postgraduate Program Dissertation (Thesis)**, the candidate submits to his/her Supervisor the copies of the Postgraduate Program Dissertation (Thesis) and to the other two members of the Three-Member Examination Committee. The

postgraduate student submits his/her work in consultation with his/her supervisor and the certificate of the plagiarism check, which states the results of the check using the special plagiarism detection application (Turnitin), to the Three-Member Committee and to the central library of the institution. At the same time, the candidate sends to the Three-Member Committee a Solemn Declaration that the Postgraduate Program Dissertation (Thesis) is the product of his/her work and not the product of plagiarism, either in its entirety or in individual parts of his/her work.

The Three-Member Examination Committee, after the supervision of the Postgraduate Program Dissertation (Thesis), defines the date for the public speech/evaluation of the Postgraduate Program Dissertation (Thesis). After the presentation of the Postgraduate Program Dissertation (Thesis), the Examination Committee submits the Postgraduate Program Dissertation (Thesis) score to the Secretariat along with the student's solemn declaration that the Postgraduate Program Dissertation (Thesis) is a product of his/her work and not the product of plagiarism, either in its entirety or in individual parts. In the event of a negative Postgraduate Program Dissertation (Thesis) assessment, the postgraduate student has the right, in the following academic year, to change the topic and the supervisor.

The final copy of the **Postgraduate Program Dissertation (Thesis)**, in electronic form, is submitted to the Library of the Democritus University of Thrace and to the archive (which is kept in the Department). The Secretariat of the Department appoints a person who has the responsibility for the collection of all the Postgraduate Program Dissertations (Theses) in digital form. The Secretariat is responsible for maintaining the digital archive until the full development of the Central Repository of the Democritus University of Thrace.

The length of the paper should be at least 12,000 words. The issue of the text of the Postgraduate Program Dissertation (Thesis), can be written in Greek and English and consists of the following parts:

1. Cover
2. Title page
3. Foreword
4. Acknowledgements
5. Table of contents
6. Table of figures and diagrams
7. List of tables
8. Abstract of the paper and keywords
9. Abstract in a foreign language
10. Main paper
11. Bibliography/ literature
12. Appendix