Regulations of the graduation theses of Ludes
Foundation H.E.I.

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Article 1
Subject

1. These Regulations govern the execution of the Bachelor’s degree thesis, Master’s degree thesis, Executive Master’s thesis and Master of Advanced Studies’ thesis (MAS) at Ludes Foundation HEI.

Article 2
Conferment of the academic qualification

1. The academic qualification is conferred after passing the final thesis examination, which can be accessed after passing all the other exams of the course.
2. The final exam – the thesis examination – consists in the assessment of the thesis of the candidate showing his/her scientific knowledge and the results obtained, carried out by an Examining Board – the Thesis Board – appointed by the Faculty Dean.
3. The examination is passed by the candidate if the Board gave a positive overall assessment.
4. The dates of the ordinary sessions of the Examining Board, and the dates of any extraordinary sessions, will be set by the Faculty Dean.
5. The dates should be scheduled at least one month before.
Article 3
Thesis examination

1. The thesis examination consists of the discussion of a thesis prepared by the student under the guidance of a supervisor.
2. The thesis supervisor is a Ludes Foundation HEI professor or a renowned expert.
3. The co-supervisor, if any, must be always appointed among the professors of Ludes Foundation HEI.
4. Any charges arising from the activity of the thesis supervisor are at the student’s expense.

Article 4
Assignment of the thesis

1. The topic of the thesis is usually chosen by the student among the topics proposed by the teachers.
2. The topic can also be proposed by the student and approved by the Faculty Dean and the Course Coordinator.
3. It is desirable that the thesis proposals describe their specific level of difficulty and features.
4. The assignment of a thesis is realized through the agreement between the Faculty Dean and/or the Course Coordinator with the student who jointly choose a thesis topic. The assignment of the thesis is also realized through the commitment of the teacher who takes on the role of supervisor and introduces the work prepared by the student and the activities carried out for its preparation to the Thesis Examining Board.
5. The necessary work to prepare the thesis can take place, partially or totally, at public or private entities that collaborate with Ludes Foundation HEI research bodies.
6. The student has the right for the assignment of the thesis when he/she passed at least 50% of the exams provided for in the course plan.
7. If the Faculty Dean and/or the Coordinator of the course do not assign the thesis within the above-mentioned term, the thesis can be assigned by a Professor in accordance with the University Board of Directors.
8. In any case, the student shall immediately notify the assignment of the thesis to the General Secretariat, using the appropriate form filled out together with his/her supervisor.
9. Then, the General Secretariat shall notify the Faculty Dean and/or the Coordinator of the course and publish the assignment.
10. The Faculty Dean and/or the Coordinator of the course ensure every student the maximum of thesis possibilities and opportunities, maintaining a balanced load distribution of activities for teachers.
Article 5
Thesis types

1. Thesis at Ludes Foundation HEI are set in order that students can properly learn the most effective research methodology.
2. The type of a thesis defined at the time of its assignment may be changed during its progress.
3. Thesis can be of different types.
4. For the technological and humanities area (anthropology, criminology, investigation, business administration, security), thesis types are divided as follows:
   • Monographic or general thesis
   • Historical or theoretical thesis.
   • Contemporary topics.
   • Socio-political thesis.
5. For the medical-rehabilitation area (physiotherapy, osteopathy, ultrasonography, neurophysiopathology, Psycho-biophysics) thesis types are divided as follows:
   • Literature-review based thesis
   • Research/experimental thesis
6. Basically, the student has to demonstrate that he/she is be able to critically analyze, with good capacity for synthesis, the fundamental aspects of the theoretical or experimental problem, related to the subject of the thesis.
7. In the case of participation in experimental activities, the student is also required to demonstrate a good command of the tools used and to critically analyze the experimental data collected.
8. A research thesis implies that the student shows a remarkable ability to delve into the topic.
9. In addition, he/she must prove to have a strong critical sense and the ability to work autonomously.
10. Finally, the student is required to learn the methodology and the use of the necessary techniques to carry out research and to give, if necessary, his/her original contributions to the results achieved and the methods used.
11. The student will participate to a possible routine work only for the minimum time required to learn the essential techniques to carry out the research.
12. Any additional routine work carried out by the student cannot be a reason for a better assessment, but will allow the student to participate fully in the ongoing research.

Article 6
Drawing up of the thesis

1. As a rule, the final thesis is drawn up in Italian language. Only upon written request to the President of the Thesis Board, a foreign language can be used.
2. The thesis must be written in accordance with the following formalities:
   a) use “Times New Roman” font;
   b) use font size 12;
   c) for titles, use a font size ranging between 16 and 22;
d) for footnotes, use font size 10;

e) use a distance of 2 cm from the left margin and the right margin

f) use a distance of 2 cm from the top margin and the bottom margin;

g) use justified alignment;

h) use a line spacing of 1.5;

i) the footnotes must always include the thesis title and the Arabic number of the page with font size 10;

j) must have at least 140 pages;

k) the thesis must be bound, with blue stiff cover, in leatherette or leather or fabric;

l) sheets must be white

m) the stiff cover must include the name of Ludes Foundation HEI and the headquarters, Faculty, Course, thesis title, Academic Year, name and surname of the student, the Dean of the Faculty, the Supervisor, the student’s matriculation number (Annex I). If “L.U.de.S.” has concluded agreements with other institutions and/or universities in the same course, the stiff cover of the thesis must also report the name of the other academic institution, its headquarters, name and surname of the Rector; the student's name and the title of the thesis must also be reported on the back of the stiff cover.

n) the second page must include: name of Ludes Foundation HEI, headquarters, Faculty, Course, thesis title, Academic Year, name and surname of the student, the Dean of the Faculty, the Supervisor, the student’s matriculation number and the date of discussion of the thesis (the second page must be signed by the supervisor and the student). If “L.U.de.S.” has concluded agreements with other institutions and/or universities in the same course, the second page must contain the name of the other institution or university, the headquarters, name and surname of the Rector;

o) the next page must mention the Faculty, Course, thesis title and the general contents of the thesis

p) the next page must mention the Faculty, Course, thesis title, year and month of discussion of the thesis and the general contents of the thesis;

q) leave the next page blank;

r) the next page must include the index for entries;

s) the next page must include a general overview with the acknowledgments; the next page must include an abstract, in the original language of the thesis and in English, which contains a comprehensive and coherent presentation of the whole thesis; the structure of this abstract must contain the following points:

1 – thesis title,

2 – type of research,

3 – purposes of the research,

4 – methodology of the research,

5 – materials and methods used,

6 – Results,

7 – Analysis, discussion and assessment of results

t) draw up the conclusions at the end of the thesis;

u) mention each bibliographic quotation, even iconographic quotations, with the footnote on each page, numbered progressively, mentioning name and
surname of the author, title of the book or document from which the quotation is taken, the page or pages of the book or document;
v) at the end of each chapter, quote the relevant bibliography, which is also reported in the final general bibliography with the same numbering;
w) the bibliography must be divided into three categories:
1 – general bibliography, containing real bibliographic references, texts and every ISBN indexed publication.
2 – other sources, containing other types of bibliographic references: official conferences, congresses, lecture notes, articles, online sources (from the Internet, etc.),
3 – iconographic bibliography, containing index of the images, drawings, photographs etc. The numbering of this bibliography will be independent from that of the two other categories.
x) the bibliography, at the end of the thesis, must be numbered with the same numerical indication used in the text; each numbered bibliography entry goes in the main text;
y) tables and images must be numbered and the number must be reported in the text; the iconography is to be placed as nearest as possible to the text;
z) the bibliography must be extensive and must include past and present works.

Article 7
Examining Board

1. All matters concerning the examining Board (Thesis Board), please refer to the Didactic Regulations of Ludes Foundation HEI and the regulations of Ludes Foundation HEI.

Article 8
Admission to the final exam

1. To be admitted to the Final Exam, students who have completed their thesis, must send a formal application (through the appropriate form to be downloaded from the Internet website of Ludes Foundation HEI: http://www.ludes.edu.mt/) to the General Secretariat of Ludes Foundation HEI.
2. Once obtained a positive feedback from Ludes Foundation HEI, the student has thirty days to file his/her thesis at the Secretariat.
3. The application (dated and signed by the student) must include the details of the student and the thesis title; along with the application for admission, the student must file two copies of the thesis, signed by the Supervisor and the student himself/herself, adding the IT file as well.
4. Once the thesis is filed, the University has 90 days to establish the Thesis Board and fix a session for the discussion of the thesis.
**Article 9**

*Discussion of the thesis*

1. The thesis exam for each candidate is divided into four stages:
   a) preliminary presentation of the candidate and the thesis,
   b) discussion of the thesis with the candidate,
   c) discussion and assignment of judgment,
   d) communication of the judgment.
2. The candidate and the public can take part in the second stage and in the fourth phase exclusively.
3. The Thesis Board has the faculty to group multiple candidates in the different stages, for every session or section.
4. In the stage of preliminary presentation of the candidate and the thesis, the supervisor describes the topic of the thesis, its type and provides all useful information for the assessment of the candidate.
5. During the same stage, the supervisor can propose his/her will to grant honours.
6. In the stage of discussion and assignment of judgment, the President of the Thesis Board describes the curriculum of the candidate to the members of the Board, while the supervisor explains the commitment of the candidate and the results achieved and proposes an overall assessment of the candidate.
7. The other members of the Thesis Board describe their counter deductions and any alternative proposals of overall assessment.
8. The assessment proposals for each candidate must take into account the overall curriculum of the candidate, the activity carried out during the thesis drawing up and the result of his/her thesis discussion.

**Article 10**

*Conferring of the degree*

1. The qualifications that can be obtained are as follows:
   - Bachelor’s Degree,
   - Master’s Degree
   - Executive Master
   - Master of Advanced Studies (MAS)
   - Diploma
   - Certificate of attendance
2. The qualifications are conferred by Ludes Foundation HEI following the decision of the mark taken by the Examining Board and are obtained after passing the final exam (Thesis exam).
3. Ludes Foundation HEI certifies their obtainment.
4. Once passed the Thesis Exam, Ludes Foundation HEI issues a certificate that replaces the final certificate evidencing the passing of the final exam.
5. Usually, the final certificate release takes a long time (12 to 24 months from the issue of the replacement certificate).
6. The student must go in person to the headquarters of Ludes Foundation HEI to withdraw the original certificate and affix the necessary signatures in the Institution's historical records. No departure from this rule is allowed.
7. In case of loss or theft, the certificate cannot be duplicated, in any case and for any reason.

**Article 11**

Cooperation agreements or conventions with other institutions and / or universities

1. The provisions of these regulations may be partly modified by cooperation agreements or conventions entered into by Ludes Foundation HEI with other institutions and / or universities.

**Article 12**

Entry into force, amendments, dispute

1. These regulations are approved by the Academic Senate by a majority of two thirds of the members and are issued by the Rector’s Degree, published in the manner prescribed by the legislative acts of Ludes Foundation HEI, and shall enter into force on the day following their publication.
2. With the entry into force of these Regulations, the University bodies comply their organizational and operational procedures with them.
3. All the rules and provisions that oppose these regulations are abolished
4. These regulations can be amended through the same procedures adopted for their approval.
5. Any disputes arising from the application of these Regulations and any relevant issue not specifically provided for in these regulations are the responsibility of the Rector, the President, the Executive Director, the Academic Senate, the Board of Directors within their respective powers.
6. All matters not expressly governed by these Regulations will be referred to the regulations in force.
7. These regulations are publicized as much as possible, in any form.
8. These regulations is always available on the Ludes Foundation HEI webpage.

THE RECTOR
ANNEX I - COVER –

FACULTY OF…
Dean: Prof. …

DEGREE COURSE IN…

THESIS
Title

Supervisor: name and surname
Candidate: name surname
matriculation number

ACADEMIC YEAR…