

INTERNATIONAL UNIVERSITY OF SARAJEVO
FACULTY OF BUSINESS AND ADMINISTRATION



COMPREHENSIVE MANUAL FOR PROJECTS, THESIS,
AND DISSERTATION

2025

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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 Political Science and International Relations at the Faculty of Business and Administration (FBA).

For the Master of Arts in Economics, International Business and Finance, and Master of Business Administration at the FBA, students can choose either Academic Master's (with Master's Thesis) or a Professional Master's program (with Master's project). In contrast, a master's thesis is required for students pursuing a Master of Arts in Political Science and International Relations.

Writing a dissertation is a requirement for obtaining a Doctor of Philosophy (Ph.D.) in all programs within FBA.

All Master's theses, Master's projects and Ph.D. dissertations accepted as a part of the FBA programs are submitted to a permanent collection of the International University of Sarajevo (IUS) Library. To maintain uniformity among the projects/theses/dissertations, FBA has established certain requirements.

The present manual has been prepared to help students throughout the process of planning, researching, and writing their final projects/theses/dissertations. It outlines general manuscript requirements, including formatting, documentation, citation, style, and appendices. Please keep in mind that while this manual provides guidance, it may not address every question related to project/thesis/dissertation completion. **Therefore, students are encouraged to consult their mentors for clarification on any matters not covered here. Additionally, students are responsible for checking the academic calendar for specific deadlines related to the respective academic year.**

Note: Students must read the study rules for their relevant study cycle before starting the work on their projects/thesis/dissertations. The rulebooks for all study cycles are available at:

<https://www.ius.edu.ba/en/regulations>

2. BACHELOR'S GRADUATION PROJECT

Undergraduate students may choose to complete a Bachelor's graduation project or take two program elective courses instead. The graduation project is available to students in their last semester of studies only. Other pre-requisites for the bachelor's graduation project are defined by each program.

The graduation project is defended in front of a committee, which includes the mentor and two committee members. Every step of the procedure must be initiated by the mentor.

Table 1: Overview of procedures for BA graduation project

Procedure	Form	Deadline	Submit to
Mentor appointment	You can find the form with your academic advisor.	Specific deadline is determined by the relevant Program Coordinator	<u>Student Advisor</u> (Submission made by the student)
Project Defense Committee	You can find the form with your mentor.	After a mentor's approval, but no later than August 1 st or January 15 th .	<u>Program Coordinator</u> (Submission made by the student)
Project Defense	You can find the form with your mentor.	The last date is determined by the IUS Academic Calendar.	<u>Student Affairs Office</u> (Submission made by the <u>mentor</u>)

3. MASTER'S THESIS AND PROJECT

While a Master's thesis is required for students in Political Science and International Relations, students in the programs at the Department of Economics and Management can choose between pursuing an Academic Master's or a Professional Master's program. The Academic Master's program requires a Master's thesis to be presented and successfully defended.

The Master's thesis carries 24 ECTS and it must satisfy the following criteria:

- a. Demonstrate a scientific approach in the research area;
- b. Use a scientific/artistic methodology/approach in Master's thesis work;
- c. Obtain new results and/or outputs by applying the scientific methodology.

The students enrolled in the Professional Master's Program at the Department of Economics and Management are required to complete a Master's project. However, this program does not preclude the option for a student to later enroll in a Ph.D. program. Therefore, students are provided with two options when it comes to their Master's projects:

1. **Business application** - This option enables students to devise a significant project within their chosen industry or business, such as a business or feasibility study, suitable for those aspiring to pursue a career in business. Students analyze project goals, objectives, and scope in relation to budget, schedule, and resources, proposing a comprehensive implementation plan that addresses challenges commonly faced by similar projects. This includes strategies for risk management, resource allocation, monitoring, evaluation, and reporting. Applying acquired skills, students demonstrate their ability to plan and execute a project from conception to conclusion. Additionally, students have the opportunity to submit a project for funding from local or international sources. If the project proposal is originally in a language other than English, it must be translated for the master's project's purpose. Close collaboration with mentors and adherence to program guidelines are integral aspects of this project option.
2. **Research paper** - This option allows students to produce a research paper or book chapter, with the research paper taking various forms like primary field research, review paper, conceptual paper, or case study analysis. The paper must meet specific criteria, being well-written, scholarly, presenting original research, and aligning with the student's research program. Suitable for those at the intersection of academic and

business careers, this project enhances research skills applicable to both paths, providing valuable preparation for Ph.D. enrollment and potential publication. The paper must be in English, and students collaborate closely with mentors, adhering to program guidelines.

The aim of the Professional Master's Program is to prepare a student for a successful professional career in the dynamic and often interdisciplinary environment of the modern labor market. Professional project carries 12 ECTS and it must satisfy the following criteria:

- a. Demonstration of a systematic understanding and mastery of knowledge in the field of study/discipline;
- b. Application of knowledge, understanding, and problem-solving abilities in new or unfamiliar environments within broader (or multidisciplinary) contexts related to their field of study.

Table 2: Overview of procedures for Master's thesis and project

Procedure	Deadline	Form	Submit to
Mentor appointment	First semester (specific deadline is determined by Study Rules and Academic Calendar).	Mentor proposal form	IUS Graduate Office
Master thesis/project approval	First semester (specific deadline is determined by Study Rules and Academic Calendar).	Master's Thesis/Project Proposal Approval Form	IUS Graduate Office
Master thesis/project defense committee appointment	After a mentor's approval, but no later than one month before the Master's thesis defense, and two weeks before the Master's project defense.	Defense Committee Appointment Form	IUS Graduate Office
Master thesis/project submission	After the committee's approval (specific deadline is determined by Study Rules and Academic Calendar).	The final version of the thesis/project, according to this manual	IUS Graduate Office
Master thesis/project defense	The last date is determined by IUS Academic Calendar.	Defense Report Form	IUS Graduate Office <u>Submitted by the mentor</u>

Note(s): All relevant forms for the procedures mentioned above are available at the IUS Graduate Office and on their webpage: <https://graduateoffice.ius.edu.ba/forms>.

Table 3: Overview of procedures for Ph.D.

Procedure	Deadline	Form	Submit to
Mentor appointment	First semester (specific deadline is determined by Study Rules and Academic Calendar).	Mentor Proposal Form	IUS Graduate Office
Ph.D. research proposal (committee selection)	Specific deadline is determined by Study Rules and Graduate Office.	Research Proposal Approval Form (Supervisory Committee Appointment Proposal)	IUS Graduate Office
Ph.D. progress reports	Per committee agreement.	Dissertation Progress Report	IUS Graduate Office
Ph.D. dissertation submission	Per committee approval.	Dissertation Submission Form	IUS Graduate Office
Ph.D. defense	The last date is determined by Academic Calendar.	Defense Report Form	IUS Graduate Office <u>Submitted by the mentor</u>

Note(s): All relevant forms for the procedures mentioned above are available at the IUS Graduate Office and on their webpage: <https://graduateoffice.ius.edu.ba/forms>.

4. FORMAT GUIDELINES

There are no strict formatting requirements, but project/thesis/dissertation should contain the essential elements such as: Abstract, Keywords, Introduction, Literature Review, Methodology, Results, Discussion, Conclusions, and References. Business project requirements and formatting are determined in consultation with the mentor based on the type of the work.

It is important to divide the manuscript into clearly defined and numbered sections. Headings should be in upper case, 12pt, bold and numbered (e.g. **1. INTRODUCTION**). Subheadings should be 12pt, bold and numbered (e.g. **1.1. Problem Statement**). The table of contents can feature titles in capital letters, either following the capitalization style used in the main text, in sentence case, or with each word capitalized, based on the mentor's preference. **The format for cover and intro pages is explained in appendices A-G.**

4.1 Text formatting

All manuscripts should adhere to the formatting outlined in this manual to ensure a proper layout upon submission. The main instructions are presented below.

Language: English (American or British - either is acceptable, but must be used consistently)

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 (unless otherwise defined by the latest edition of APA)

Spacing: Either 1.5 (double space between paragraphs and sections) or all 2.0 (without additional spacing as per APA style). The decision should be made in cooperation with the mentor.

Justification and Alignment: Both sides

Table 4: Recommended word count

Type of work	Word range
MAN/ECON/IBF Bachelor's Project	6,000–10,000
PSIR Bachelor's Project	8,000–12,000
Master's Project	6,000–10,000
Master's Thesis	20,000–25,000
Ph.D. Dissertation	50,000–60,000

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. Roman numerals should be used until the introduction. Arabic numerals should be used with the introduction, and the page where the introduction starts should be numbered as “1”.

Table 5: Binding and hard copies requirements

Type of work	Cover	Number of Copies
Bachelor's Graduation Project	White with black letters (softcover)	At least one
Master's Project	Dark blue with grey letters (hardcover)	At least one (plus electronic versions submitted to the Library and the Graduate Office)
Master's Thesis	Dark blue with grey letters (hardcover)	At least one (plus electronic versions submitted to the Library and the Graduate Office)
Ph.D. Dissertation	Black with gold letters (hardcover)	At least two (plus electronic versions submitted to the Graduate Office and the Library)

Note(s): The specified number of required copies includes those for the IUS Library for master’s theses/projects, and both the IUS Library and the National Library for Ph.D. dissertations. Mentors and committee members may request additional hard copies.

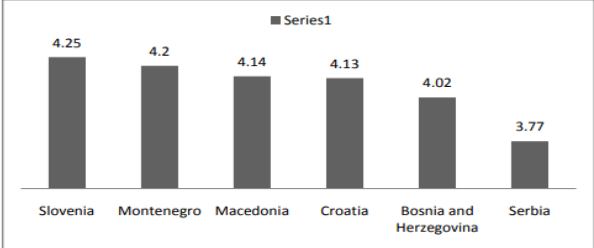
Paragraphs: The first line of each paragraph should be indented. Block quotations should be indented from both the right and left margins.

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

All **tables, figures, and equations** used in the work should be properly numbered, centralized and referenced using the following instructions below. If the sources are not stated, it is assumed that they were created by the author. Titles are 12pts, while content, notes, and sources are 10pts. The examples for tables are used throughout this manual. The examples for figures and equations are listed below.

For the region, the Global Competitiveness Index is presented in Figure 1.

Figure 1: Global competitiveness index in the region



Source: CPU (2014)

The following equation explains the model used.

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

5. CITATIONS AND REFERENCES

Every paper will undergo plagiarism/similarity check. Students should avoid plagiarism and should properly cite any sources they use. To prevent plagiarism and similarity issues, students should follow the latest APA style rules regarding proper direct quotation and paraphrasing.

The similarity percentage is defined in the Study Rules for II and III cycle studies since some parts of the text (e.g., bibliography, methodology) should be excluded when checking similarity.

The reference list at the end of the work provides the information necessary to identify and retrieve each source. Student should choose references judiciously and include only the sources that were used in the research and preparation of the work. For reference list, student should use the latest edition of APA style. For guidance on possible unaddressed details, students should consult their mentor.

When listing the reference, students should ensure that they are clear about the type of source they are using. The rules about references differ between journal articles, electronic books, printed books, edited books, book chapters, magazine articles, online sources, conference proceedings, research reports, theses, and dissertations, etc.

For specific examples and explanations of the application of APA style in citations, students should refer to online resources to ensure compliance with the latest APA citation style rules (<https://apastyle.apa.org/style-grammar-guidelines/references/examples>).

6 cm

PROJECT/THESIS/DISSERTATION TITLE 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	MASTER	2018	IUS	Right side 2.5
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Left side 2.5 cm	NAME SURNAME	Ph.D.	2018	IUS	Right side 2.5
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Left side 2.5 cm	NAME AND SURNAME	DEGREE	YEAR	IUS	Right side 2.5 cm
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6 cm

TITLE

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 graduation project/ thesis/ dissertation submitted in partial fulfillment of the requirements for the degree of Bachelor of Arts / Master of / Doctor of Philosophy

.....in (Program name)

18 pts

1*18 pts space (1.5)

Faculty of Business and Administration
International University of Sarajevo

18 pts

1*18 pts space (1.5)

Month Year

18 pts

14

3 cm

Appendix D – Approval page for projects and thesis

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 graduation project/master’s project/ master’s thesis for the degree of Bachelor of Arts / Master of Arts in

12 pts

1*12 pts space (1.5)

.....

Academic Title Name Surname

Mentor

1*12 pts space (1.5)

I certify that I have 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 graduation project for the degree of Bachelor of Arts / master’s project/thesis for the degree of Master of Arts in

1*12 pts space (1.5)

.....

Academic Title Name Surname

Committee member

1*12 pts space (1.5)

.....

Academic Title Name Surname

Committee member

This graduation project/ master’s thesis/ master’s project was submitted in partial fulfillment of the requirements for the degree of ...Bachelor of Arts / Master of Arts in

1*12 pts space (1.5)

.....

Academic Title Name Surname

Program Coordinator [for PSIR] /

Undergraduate or Graduate Coordinator [for ECON, IBF, MAN]

1*12 pts space (1.5)

.....

Academic Title Name Surname

Dean

3 cm

**Appendix E – Approval page
for Ph.D. dissertation**

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 dissertation for the degree of Doctor of Philosophy (Ph.D.) in

12 pts

1*12 pts space (1.5)

.....
Academic Title Name Surname

Mentor

1*12 pts space (1.5)

This dissertation was submitted in partial fulfillment of the requirements for the degree of Doctor of Philosophy (Ph.D.) in

1*12 pts space (1.5)

.....
Academic Title Name Surname

Program Coordinator [for PSIR] /

Undergraduate or Graduate Coordinator [for ECON, IBF, MAN]

1*12 pts space (1.5)

This dissertation was submitted in partial fulfillment of the requirements for the degree of Doctor of Philosophy (Ph.D.) in

1*12 pts space (1.5)

.....
Academic Title Name Surname

Dean

Appendix F – Ph.D. dissertation committee members

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PH.D. DISSERTATION COMMITTEE MEMBERS

14 pts

(First name belongs to the chairperson of the committee and the second name belongs to the mentor)

2*12 pts space (1.5)

↓

Title Name Surname 12 pts

Faculty 12 pts

University 12 pts

↓ 1*12 pts space (1.5)

Title Name Surname

Faculty

University

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Title Name Surname

Faculty

University

↓ 1*12 pts space (1.5)

Title Name Surname

Faculty

University

4 cm →

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Appendix G – 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

18

3 cm

Appendix H – Declaration of copyright and affirmation of fair 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 FAIR USE OF UNPUBLISHED WORK

16 pts

1*12 pts space (1.5)

Copyright © 2016 by Student's Name. All rights reserved.

12 pts

1*12 pts space (1.5)

TITLE

12 pts

1*12 pts space (1.5)

4 cm

No part of this unpublished work may be reproduced, stored in a retrieval system, or transmitted, in any form or by any means, electronic, mechanical, photocopying, recording or otherwise without prior written permission of the copyright holder and IUS Library.

2.5 cm

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Affirmed by Student's Name

.....

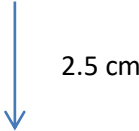
Signature

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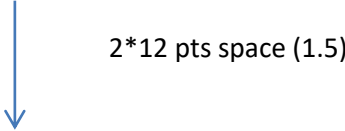
Date

19

3 cm

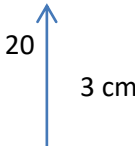
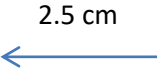
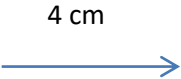


ACKNOWLEDGMENTS 14 pts



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

I would like to thank



Appendix J – List of abbreviations

LIST OF ABBREVIATIONS

2.5 cm

14 pts

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12 pts

B&H Bosnia and Herzegovina

EU European Union

FB&H Federation of Bosnia and Herzegovina

FBA Faculty of Business and Administration

GCI Global Competitiveness Index

ILO International Labor Organization

IUS International University of Sarajevo

MNCs Multinational Companies

NGO Non-governmental organization

SMEs Small and Medium Enterprises

4 cm

2.5 cm

2.5 cm

TABLE OF CONTENTS

2*12 pts space (1.5)

APPROVAL PAGE 12 pts

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 1.2.1 Theoretical gap 5

 1.2.2 Contextual gap 8

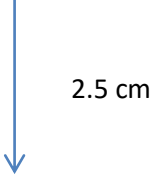
 1.3 Purpose statement, research questions, and objectives 9

 1.4 Dissertation outline 11

2. LITERATURE REVIEW AND HYPOTHESES 14

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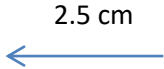
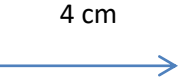


ABSTRACT

TITLE OF THESIS/DISSERTATION

The purpose of this section is to provide a brief and comprehensive summary of the study. It is very important because it is all that many people will read. It should include a brief description of the problem being investigated, the methods used, the results, and their implications. If the Abstract is more than one-page, the margins for the second page should be the same except the Top which should be 2.5 cm. The minimum number of words should be 250 while the maximum should be 500. At the end of the Abstract, a student should write at least five keywords.

Keywords: *thesis manual, economics, management, international business and finance, international relations* 12 pts



Appendix M – List of tables

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LIST OF TABLES

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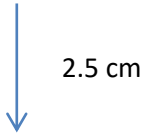
Table 1: Selected macroeconomic indicators 17
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4 cm →

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Appendix N – List of figures



LIST OF FIGURES

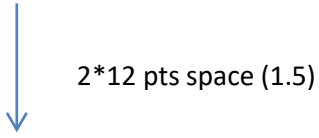


Figure 1: Map of B&H 15
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Figure 3: Statistics of foreign trade of B&H (mill EUR) 19

