

**MINISTRY OF EDUCATION AND RESEARCH  
OF THE REPUBLIC OF MOLDOVA**

**AMERICAN UNIVERSITY OF MOLDOVA**



**FACULTY OF BUSINESS AND ECONOMIC SCIENCES**

**Business Administration and Marketing Department**

**GUIDELINES**

**How to Write and Defend a Year Thesis?**

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## INTRODUCTION

Bachelor students have to write a dissertation during the second year of the 1st cycle of studies in the Moldovan higher education system, commonly called “year thesis” (YT). The YT is a mandatory exercise aiming to develop theoretical and practical skills for research and writing.



### **The YT is the intermediary “masterpiece” of every student**

This dissertation mixes both empirical and theoretical knowledge. The practical part of the thesis is based on students’ internship experiences (which are part of the learning process). Theoretical frameworks learned during the license cycle in different economic disciplines underpin it.

This methodical Guideline is elaborated for undergraduate students from the Business and Economic Sciences Faculty (BESF) at the American University of Moldova (AUM). It complies with the following leading national regulatory acts:

- Education Code of the Republic of Moldova approved on 17 July 2014;
- National Framework of Qualifications in University degrees;
- Regulation-Framework about the organization and examination at the end of the higher education cycle;
- Regulation of organizing the study at the university level, approved by the Decree of the Ministry of Education nr. 1046 on 29.10.2015;

This guide outlines the common elements shared by most of the YT written and defended within the BESF framework at AUM. The interested parties will find here the working methodology that every BESF student should adopt in writing a YT and practical advice for each working stage. The text is structured by chapters that constitute the main steps of this methodology.

We hope that this methodological guide will give complete satisfaction to the students and their coordinators/supervisors.

## **I. REQUIREMENTS, RIGHTS AND RESPONSIBILITIES**

### **I.1 Requirements**

Every 1<sup>st</sup> cycle student should possess:

- Theoretical tools for the integration of the studied topic;
- Analytical skills for linking the economic theory with observed empirical data;
- Skills for doing an in-depth and multilateral analysis of economic information;
- The appropriate methodology for forecasting and analyzing economic facts;
- Writing skills for a dissertation elaboration;
- Working with the Bibliography (use literature, cite references, etc.).

All mobilized literature have to be correctly cited (see below). In case of plagiarism, the YT will be rejected.

### **I.2 Rights**

#### *Student's rights*

The student has the right to:

- receive systematic and guidance and constructive feedback for the YT elaboration process;
- discuss matters related to the YT
- be informed of the grading criteria and methodology in advance
- be informed of deadlines, schedules of conduct in advance

#### *Supervisor's rights*

The supervisor has the right to:

- decide how on the organization process, deadlines and schedule
- enrich the present Guideline with its own methodology
- require student's active implication
- receive the YT sent by the student on time
- receive clear information from the student on its help needs.

### **I.3 Responsibilities**

#### *Student's responsibilities*

The student should be prepared to carry out independent work, keep appointments, meet deadlines, and give well-written and carefully edited documents to its supervisor.

The student is responsible for:

- The selected topic will reflect the student's interests and motivate him/her to complete the YT;
- Theoretical knowledge and analytical skills; the supervisor will provide appropriate help.
- Contact the supervisor and discuss problems, difficulties, questions, and ways to carry out the YT.
- Ask necessary authorizations if any conducted fieldwork requires it;
- Develop a time frame and a communication system with the supervisor;
- Submit the final work by the agreed deadline.

### *Supervisor's responsibilities*

The scientific supervisor:

- approves the plan
- responds to the student's queries
- provides information on the grading criteria and rules on time
- guides the writing and research process
- instructs the student in considering research ethics
- provides expertise-based feedback on the student's YT manuscript
- helps the student to analyze different phenomena
- does not impose its own ideas
- ensures that the YT corresponds to the current Guidelines requirements.

## **II. STAGES OF THE THESIS**

For the YT elaboration, the student will follow several steps that are described hereafter.

### **II.1 Topic selection**

Students will choose the YT topic from a list proposed by the course responsible. The suggested topics will be consistent with the course unit within which it is made.

### **II.2 Review of Related Literature**

After selecting the topic, the student will conduct a thorough and critical review of the literature related to the studied question. This review will become a component of the YT. Students should expect to continuously update and revise this review until the final submission of the work.

All cited references will be listed at the end in the “Bibliography” section, in which each supervisor will define length following the student’s needs. Each inserted in the Bibliography reference will have a serial number, as indicated in Example 1 below, following the drafting standards contained therein.

The citation of a bibliographic reference in the body of the text will be done in square brackets by indicating the reference’s serial number from the Bibliography. E.g., According to Smith, labour division increase productivity [10]. Any text, phrase, expression, etc., which is the production of another author than the student, must be inserted in quotes. The student will indicate the source and the page of the inserted text as follows: “**inserted text**” [10, p. 234]. On the opposite, it will be considered plagiarism.

Extensive use of the bibliographic references indicates scientific maturity and deep knowledge of the studied question. So, students should use as most as possible references. At the same time, they must ensure that the YT does not become a set of quotes and ideas from other sources. Also, the mobilized literature should be critically evaluated.

### **Example 1: Bibliography**

1. LACHMAN R., “What is capitalism? Explaining origins and dynamics”, *Association Revue internationale de philosophie*, n° 285, 2018, p. 223-241.

...

13. KROLL, *Project tenor II. Summary report*, 2017. Available: [https://www.bnm.md/files/Kroll %20Summary%20Report.pdf](https://www.bnm.md/files/Kroll_%20Summary%20Report.pdf) (viewed 17.11.2019).

### **Example 2: How cite references?**

#### **Legislative Acts, Government Decisions**

1. Legea Republicii Moldova privind protecția consumatorilor: nr.105-XV, 13.03.2003, Monitorul Oficial al Republicii Moldova, 27.06.2003, nr.126-131/507, cu modificarea ulterioară prin Legea nr. 526-XV, 18.12.03. Republicat: *Monitorul Oficial al Republicii Moldova*, 21.10.2011, nr.176-181/513, p. xx-xxx.

2. Hotărârea Guvernului Republicii Moldova cu privire la Concepția dezvoltării clusteriale a sectorului industrial al Republicii Moldova: nr.614, 20.08.2013, *Monitorul Oficial al Republicii Moldova*, 30.08. 2013, nr. 187-190 (4505-4508).

#### **Monographs, Manuals, Methodical Works**

1. CHIRIAC L., CAUN V., *Marketingul rural și atractivitatea investițională a localităților*. Chișinău: ASEM, 2013.

2. BALAURE V. (coord.), *Marketing*, Ed. a II-a, București: Uranus, 2002.

### Articles in Scientific Journals and collective volumes

1. LACHMAN R., “What is capitalism? Explaining origins and dynamics”, *Association Revue internationale de philosophie*, n° 285, 2018, p. 223-241.
2. ROȘCA D., “The post-soviet Moldovan capitalism: between oligarchic political economy and reciprocity”, *Post-Communist Economies*, 2020, DOI: <https://doi.org/10.1080/14631377.2020.1793583>.
3. ACULAI E., VEVERIȚA V., VINOGRADOVA N., “Obstacles and Opportunities for Development of Family Businesses: Experiences from Moldova”, DANA L. P., RAMADANI V. (eds.), *Family Businesses in Transition Economies. Management, Succession and Internationalization*, New York: Springer, 2015, p.139-156.

### Conferences

1. LÎȘÎI A., CHIRIAC L., “Problemele dezvoltării micului business în Republica Moldova”, *Rolul științei și educației în implementarea Acordului de Asociere la Uniunea Europeană*. conf. șt. inter., 5 februarie 2015, Chișinău: USPEE, 2015, p. 593-596.

### Electronic Resources

1. KROLL, *Project tenor II. Summary report*, 2017. Available: [https://www.bnm.md/files/Kroll %20Summary%20Report.pdf](https://www.bnm.md/files/Kroll_%20Summary%20Report.pdf) (viewed 17.11.2019).

## II.3 Empirical data

The empirical data mobilized in the YT consist of statistical information, case studies, surveys, qualitative data, archives, etc., describing different economic phenomena associated with a particular region, country, firm, etc. Empirical data must be processed analytically and presented in tables, graphs, diagrams, boxes, photos, etc. (see examples *infra*).

### Example 3: Table

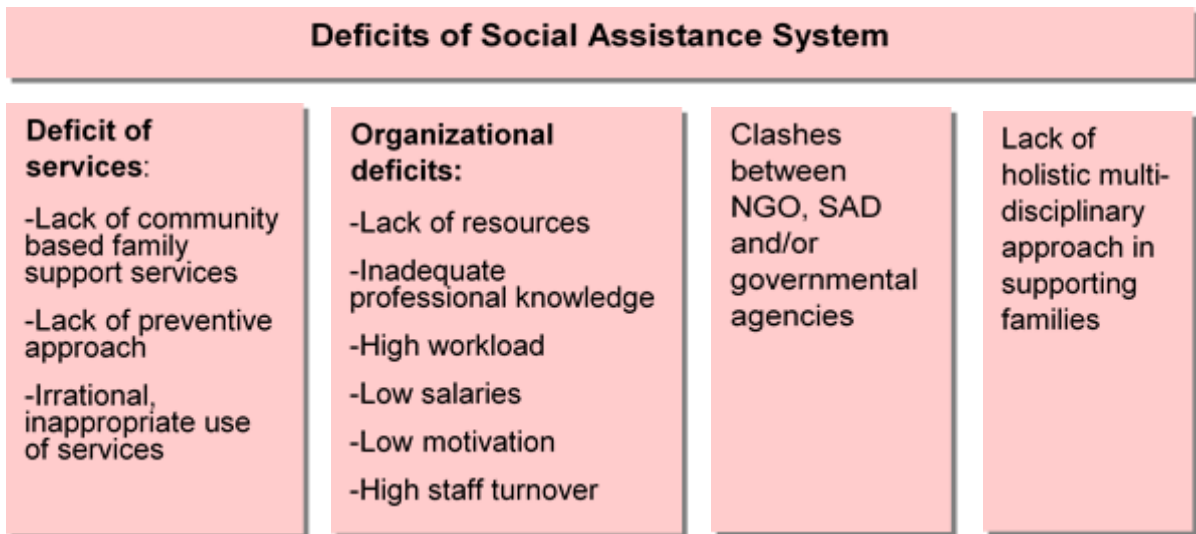
**Table 1: Budget execution, 2020 vs 2019, Millions MDL & %**

	Executed in 2020	Executed in 2019	2020/2019, %
Revenues	62,655.3	62,949.2	99.53%
Taxes total	39,752.2	40,054.2	99.25%
Expenses and non-financial assets	73,274.9	65975.6	111.06%
<b>Budget balance</b>	<b>-10619.6</b>	<b>-3026.4</b>	<b>350.90%</b>

Source: [3, p. 26].

#### Example 4: Figure

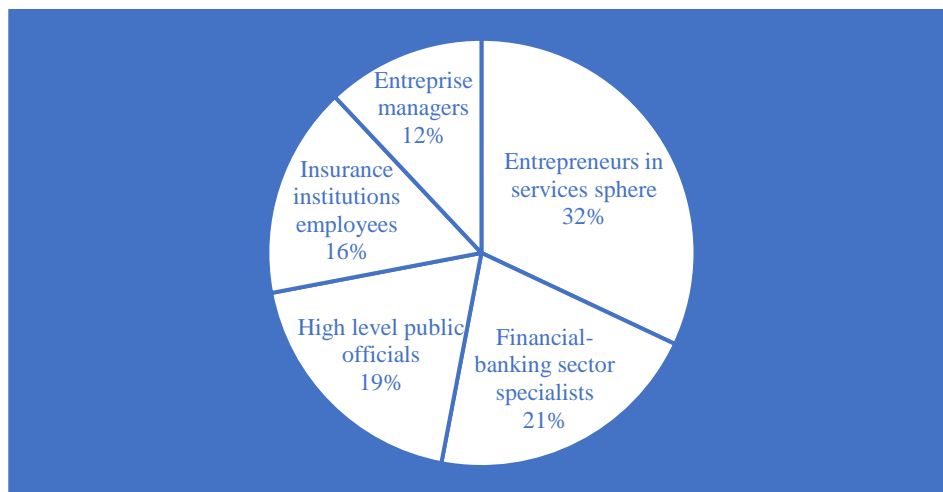
Figure 1. Deficits of the social assistance system in Moldova



Source: [2, p. 35].

#### Example 5: Diagram

Diagram 1. The Moldovan “new rich” profile 1998, %



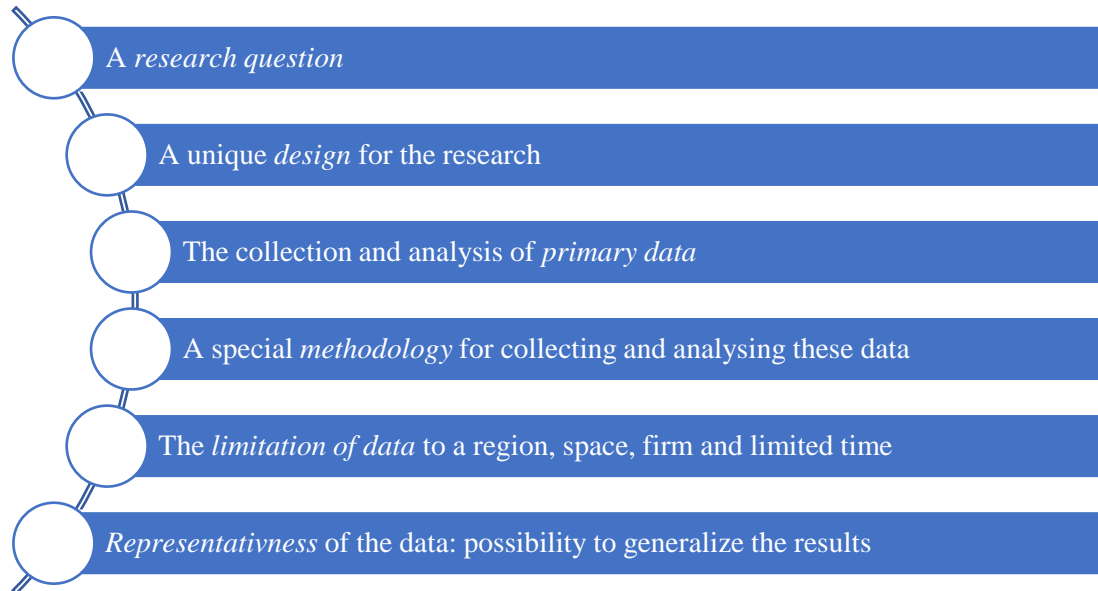
Source: [5, p. 242] and author's calculations.

Particular attention will be paid to the critical reading made by the student of the statistical data and their actuality. One chapter of the YT will be based on these empirical data.

Suppose the student finds it helpful to establish arguments on other types of empirical data, such as surveys, interviews, experiments, case studies, etc. In that case, he/she can mobilize these data in the

YT. The usage of the appropriated methodology, consistent with the mobilized type of empirical data, will be highly appreciated.

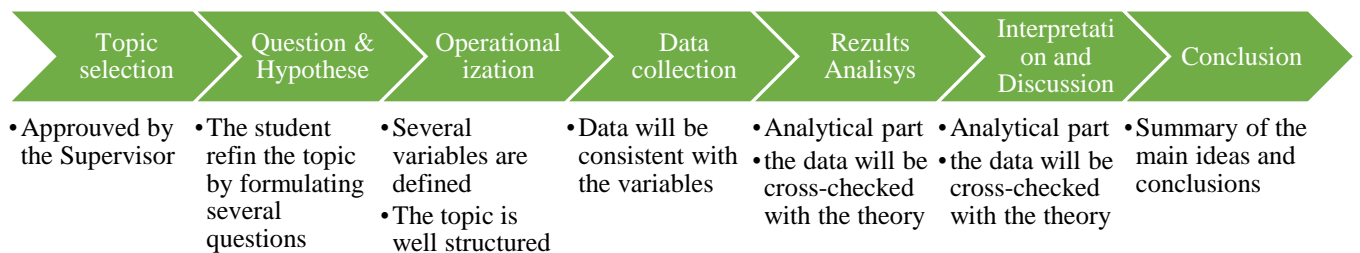
**Figure 1. Characteristics of the empirical research**



## II.4 Methodology

There are several steps to consider when writing a YT. The student will find the logical sequence of these steps in Figure 3 (*infra*).

**Figure 3: The YT Design and steps for writing**

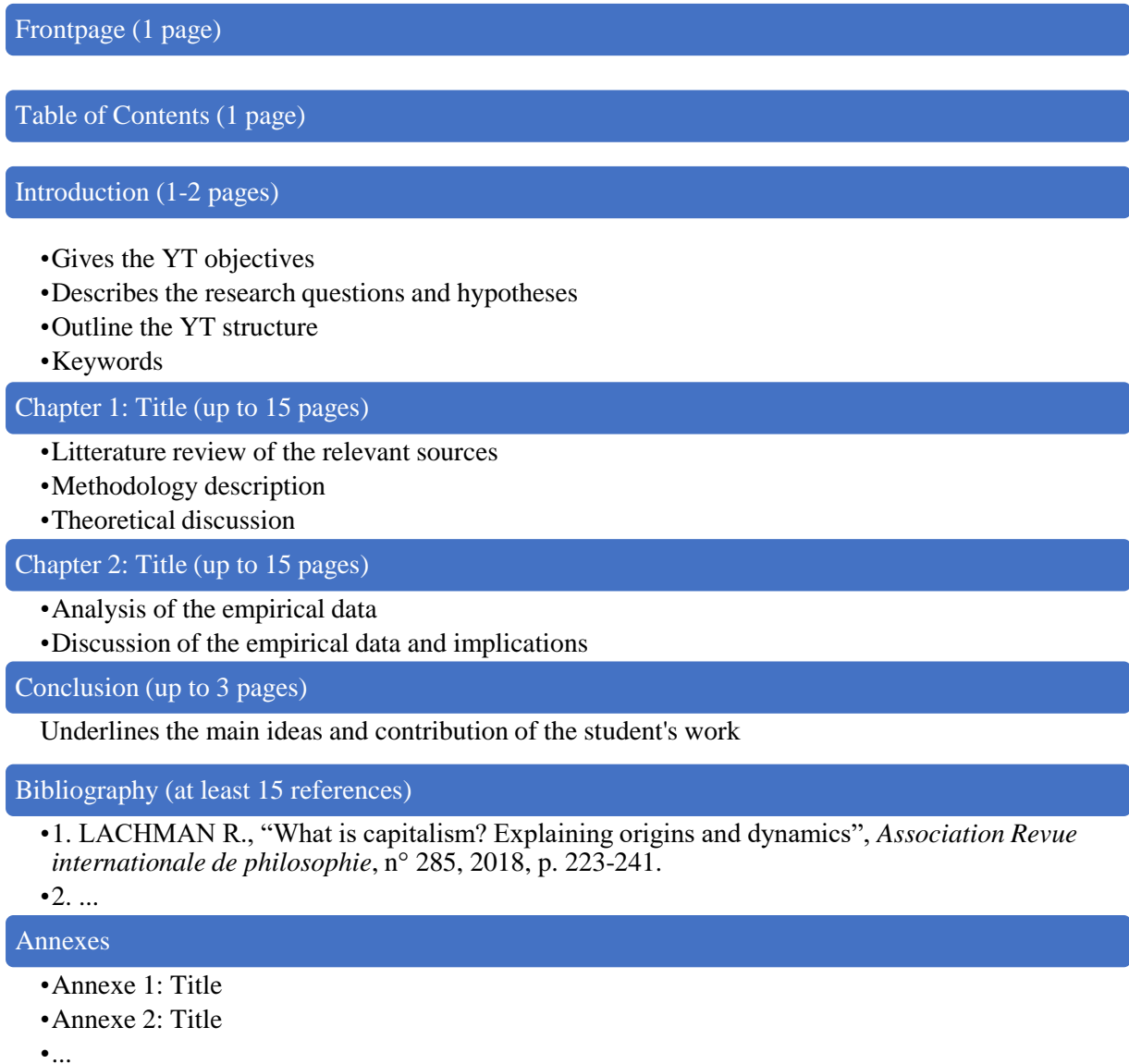


## III. STRUCTURE OF THE YEAR THESIS

A YT is a long piece of writing. So, it has to be structured following the logic which is common to academic works. It will also depend on the discipline and the supervisor advice and expectations.

Nevertheless, it will share a typical skeleton, indicated in Figure 2 (*infra*). Additionally, it will include several elements, such as the *title page* or *annexes*.


**Figure 2. Year thesis structure**



The YT structure can be changed (the student should discuss it with the supervisor). Each category of this structure should start on a new page.

Annexes are complementary to the YT and are not mandatory items in this structure. Annexes will contain adjacent information to the studied topic, big statistical tables, maps, primary documentation (e.g. photos of a particular document), etc.

### Example 3: The Frontpage

<p style="text-align:center"><b>MINISTRY OF EDUCATION AND RESEARCH OF THE REPUBLIC OF MOLDOVA</b></p> <p style="text-align:center"><b>THE AMERICAN UNIVERSITY OF MOLDOVA FACULTY OF BUSINESS AND ECONOMIC SCIENCES</b></p>  <p style="text-align:center"><b>YEAR THESIS</b> (character 14, Bold, center)</p> <p style="text-align:center"><b>TITLE OF THE YEAR THESIS</b> (character 16, Bold, center)</p> <p style="text-align:right"><i>Author: Xxxxxx Xxxxxxx, II<sup>rd</sup> year student, specialty XXXXXXXXXXXXX</i></p> <hr/> <p style="text-align:right"><i>Scientific supervisor: XXXXXXXX XXXXXXXX, Degree and scientific title</i></p> <hr/> <p style="text-align:center">Chişinău - 2022</p>
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### Example 4: Content table

<b>INTRODUCTION</b>	p. ??
<b>CHAPTER I</b>	p. ??
1.1. xxxxxxxx	p. ??
1.1.1. xxxxxxxx	p. ??
1.2. xxxxx	p. ??
1.2.1. xxxxxxxx	p. ??
<b>CHAPTER II</b>	p. ??
2.1. xxxx	p. ??
2.1.1. xxxxxxxx	p. ??
2.2. xxxxxxx	p. ??
<b>CONCLUSION</b>	p. ??
<b>BIBLIOGRAPHY</b>	p. ??
<b>ANNEXES</b>	p. ??

#### IV. EVALUATION CRITERIA

The evaluation criteria comply with the AUM Regulation regarding the organization of the process of students' evaluation. The marking scale is the following:

Mark	Evaluation criteria
10	The student shows <i>excellent</i> theoretical knowledge and a <i>deep</i> understanding of empirical facts The student knows <i>very well</i> the literature related to the economic discipline and selected topic of the YT The YT structure is coherent The text is <i>well-written, without orthographic mistakes</i> and respects the norms evocated in this Guideline.
9	The same criteria as for the 10 <sup>th</sup> grade <i>But</i> The supervisor picks up <i>some minor errors or unclarities</i> .
8	The student shows <i>good</i> theoretical knowledge and a <i>good</i> understanding of empirical facts The student knows <i>well</i> the literature related to the economic discipline and selected topic of the YT The YT structure is coherent The text is <i>well-written, without orthographic mistakes</i> and respects the norms evocated in this Guideline.
7	The same criteria as for the 8 <sup>th</sup> grade <i>But</i> There are several <i>hesitations</i> in detailing the studied facts
6	The student shows <i>basic</i> theoretical knowledge and a <i>poor</i> understanding of empirical facts The student knows <i>little</i> the literature related to the economic discipline and selected topic of the YT The YT structure is unclear The text is <i>well-written, without orthographic mistakes</i> and respects the norms evocated in this Guideline.
5	The same criteria as for the 6 <sup>th</sup> grade <i>But</i> The text is <i>unclear</i> and <i>has orthographic mistakes</i> , and does not respect the norms evocated in this Guideline.
3-4	The student does not meet a minimum knowledge, skills and competencies, but the form of the YT is acceptable.
2	The student does not meet a minimum knowledge, skills and competencies, and the form of the YT is unacceptable.
1	Plagiarism

## USEFUL REFERENCES

- BALAY R. (ed.), *Guide to Reference Books. 11th Edition*, Chicago: American Library Association, 1996.
- CRESWELL J. W., *Research Design: Qualitative, Quantitative, and Mixed Methods Approaches, 4th Edition*, Thousand Oaks: SAGE Publications, 2014.
- EATWELL J., MILGATE M., NEWMAN P. K., PALGRAVE R. H. (eds.), *The New Palgrave: A Dictionary of Economics*, New York: Palgrave, 2004.
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- HARRIS R. L., *Information Graphics: A Comprehensive Illustrated Reference*, New York: Oxford University Press, 2000.
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- TURABIAN K. L., *A manual for writers of term papers, theses, and dissertations. 5th Edition*, Chicago London: University of Chicago Press, 1987.
- THOMSON W., *A Guide for the Young Economist*, Cambridge, MA: MIT Press, 2001.