Evropski centar
za mir i razvoj
Terazije 41
11000 Beograd, Serbia

ECPD Headquarters
[redacted]

European Center
for Peace and Development
Centre Européen
pour la Paix et le Développement
Centro Europeo
para la Paz y el Desarrollo
Европейский центр
мира и развития

University for Peace est. by the United Nations

GUIDELINES

For Topic Application and Acceptance, and Preparation, Evaluation and Defence of the Specialist Paper, Master, MBA or M.Sc. Thesis and Doctoral Dissertation

January 2023

Phone: +381 11 3246-041, 3246-042, 3246-043, 3246-044, 3246-045 Fax: 3240-673, 3234-082
E-mail: office@ecpd.org.rs, ecpd@EUnet.rs • www.ecpd.org.rs

These Guidelines are intended for students of the International Postgraduate Studies (hereinafter referred to as: IPS) – Specialist, Master, MBA, M.Sc. and International Doctoral Studies (hereinafter referred to as: IDS) and International Post-Doctoral Studies (hereinafter referred to as: IPDS) conducted by the European Center for Peace and Development (hereinafter referred to as: ECPD) of the University for Peace established by the United Nations. These Guidelines have been drawn up in accordance with the Statute of the ECPD, the Statute of the University for Peace established by the United Nations, the Rules Governing the IPS and the Rules Governing the IDS and IPDS, bearing in mind the Law on Higher Education of the country in which the studies are conducted.

I Topic application – Research Proposal

1. Topic application

A candidate, who meets all requirements set in the relevant Curriculum and Syllabi, and the mentioned Rules, and discharges his/her financial obligations, acquires the right to apply for the topic of his/her Specialist paper, Master, MBA or M.Sc. thesis, or Doctoral dissertation. An application for the topic is submitted, in duplicate, to the ECPD Educational and Scientific Board (hereinafter referred to as: ECPD ES Board), in accordance with the appropriate Rules.

The topic application includes: (1) Application Form, (2) Research Proposal, (3) CV, and (4) Bibliography of the Candidate's Professional and Research Papers, all included in one document.

2. Research Proposal

The research proposal (depending on the subject area, topic, selected type of research and approach) includes:

a) Title page (ECPD, author, title, date, place ...)

The title must provide the information on the essential meaning of the proposed topic (without the use of acronyms, abbreviations and unnecessary loanwords) in a simple, very correct and very concise manner.

b) Planned Content of the Paper/Thesis/Dissertation

A well-developed content of the paper/thesis/dissertation contributes to the inclusion of all necessary parts, and to such relations between the different parts of the text, so that they make up a logically harmonious whole. The planned structure (content) of the future text enables the timely detection of disharmony, disorder and gaps in the text structure, as well as their easy removal, rectification or supplementation.

The anticipated, planned content of the paper, thesis or doctoral dissertation should be adjusted to the nature of the subject, problem, objectives, method and results of the research. As a provisional guide to formulating that content, the following structure may be used:

- Title page (ECPD, title, author, year, place)
- Table of contents
- Abstract
- Key words
- Introductory chapter (the subject and problem, theoretical approach, objectives, selected literature review and findings so far in the research)
- Hypothesis/research questions
- Chapter on the research method
- Chapter on the results (outcomes/products) of the research
- Chapter with a discussion about the results of their research
- Conclusions
- Bibliography/List of references
- Appendix

The research objectives should be related to the research problems and set in the form of the anticipated research outcomes/products.

(In the case of developmental/technological research, it is necessary to point to human/socio-economic/ecological implications of achieving the objectives of the proposed research.)

c) Content (Working version)

The preliminary research project should be a logically and functionally harmonious whole. The description of the research project should be presented clearly, concisely (the text should contain no unnecessary paragraphs, and the paragraphs should contain no unnecessary sentences), and informatively.

The clear and concise formulation of the (theoretical/empirical/methodological/practical) problem, which the proposed research attempts to solve, must be put in the framework established in the Introduction and/or the appropriate theoretical context. It is also necessary to explain the (theoretical/practical/methodological) significance of the research problem.

(1) **Abstract**

(2) **Introduction** (optional). The Introduction presents the subject area and scope of the proposed research.

(3) **The Problem and Its Teoretical Context**

In this chapter, the theoretical concept of the problem is supported by the review of important literature and findings of the research so far. A concise critical review of the most important (primary and secondary) literature and the most important research of the defined (and related) problem should identify any gaps/logical discrepancies in the discussions on the subject and problem of research, put the proposed research into an appropriate context of previous research, and clearly indicate the weaknesses or missing parts of such research and give a justification for this proposed research.

(4) **Research Questions** (when appropriate)

Quantitative research questions are mostly asked before the conduct of research. As for qualitative research questions, they are mostly asked before and during the conduct of research. Research questions should be directly related to the research problem; they must be correctly formulated and be significant from a theoretical and practical viewpoint.

(5) **Hypotheses and Their Theoretical Justification** (if applicable)

In some research (e.g., exploratory and many qualitative ones), advancing a hypothesis (trial problem solving or, more exactly, a trial answer to the research question) is not implied. The hypothesis should represent an informative, significant, empirically verifiable and properly theoretically explained trial answer to the research question.

(6) **Definitions of the Basic Terms** (given separately, or in the section dealing with the problem/hypothesis)

The meanings of the most important terms used in formulating the topic, subject, problem and hypothesis should be explicitly and precisely defined.

(7) **Specification of Variables** (given separately, or in the section dealing with the problem/hypothesis – when appropriate)

When the problem/research questions of hypotheses concern the unknown/anticipated relations among the variables, it is appropriate to specify the independent/ dependent/intervening/controlled variables and give their operational definitions.

(8) **Trial Research Findings** (if such trial research was conducted)

In the case of developmental/technological research, it is necessary:

- To formulate the basic project assumptions and limitations;
- To evaluate the feasibility of the project from technical, economic, institutional and other important aspects.

(9) **Description of the Research Method**

The section devoted to the research method should provide a simple and clear description of how the proposed research will be done.

(9.1) **Strategy/Type and Design of Research**

The selected strategy (experimental, ex post facto, case study, grounded theory, action research, etc.), type and design of the research should comply with the nature of its subject, problem, research questions, purpose, objectives and hypothesis of the proposed research. In contrast to the process of most quantitative researches, the process of a great majority of qualitative researches is distinctly adjustable, fluid, iterative and recursive, while designs are less clearly structured and less strict. Technical quantitative research designs are typically determined in advance or during the research.

(9.2) **Sampling Frame and Sampling Plan** (if applicable)

It is necessary to define the sampling frame (population) and determine the method for sampling the participants/materials/time/conditions/documents and the like, as well as the size of the sample. In the case of quantitative research, the size of probability/non-probability samples is mostly determined in advance. In the case of qualitative research, the size of "purposeful", "theoretical" samples is mostly determined during the research and depends on "saturation".

The type and size of the sample should comply with the subject/problem/research questions/hypothesis and objectives of the proposed research, selected strategy/type/design of research and selected procedures for analyzing the data that will be collected within the research.

(9.3) **Research Methods and Tools**

This section presents the most appropriate methods, techniques and tools (measuring and other instruments, equipment, software, etc.) which will be used in their research, as well as the purpose for which they will be used. The selection of the research methods, techniques and tools must comply with the subject/problem/research questions/hypothesis and objectives of their research, as well as the selected strategy/type of research and selected participants. (The completely new – or recently changed – methods, techniques and tools that will be used in this proposed research are described in detail in the "Appendix" section.) Special attention should be devoted to assuring the quality of the data to be collected within the proposed research by using the selected methods, techniques and tools. (Here, it is a question of the selection of data collection methods, techniques and tools, while the selection of the methods, techniques and tools for data validation and analysis will be dealt with in Section 9.5).

(9.4) **Description of the Research Procedure**

This section should contain the chronological order of all core activities within the proposed research (which is, inter alia, a vital prerequisite for its replication). It is necessary to consider the ethical aspect of the research procedure.

(In the case of developmental/technological research, it is necessary to define the stages of the project.)

(9.5) **Data Management and Analysis Plan** (if applicable)

The selection of the most appropriate data management procedures, as well as the procedures for quantitative and/or qualitative data analysis, should be in compliance with the problem, research questions, hypothesis and objectives of the proposed research, selected type/design of research, type and size of the sample, as well as the nature of the data that will be analyzed.

(In most quantitative research, data are collected first and then they are analyzed. In most qualitative research, sampling, data collection, data interpretation and analysis are intertwined and carried out iteratively.)

(10) **Anticipated Results and the Evaluation of Their Significance** (if applicable)

In some research (e.g., applied, developmental/technological), it is desirable to anticipate the possible outcomes/products and to evaluate their significance for a specified field of knowledge and practice.

(11) **Research Schedule** (if necessary)

The schedule provides a survey of all phases and activities within the proposed research and the anticipated time of their beginning and completion, as well as the duration of the overall project.

(12) **Research Team Composition** (if applicable)

(13) **Necessary Resources and Resource Management Plan** (if applicable)

(The resource management plan and careful assessment of necessary resources are especially significant for developmental/technological research.)

(14) **Limitations/Weaknesses of the Research Project** (if detected)

(15) **Risk Management Plan for the Research Project** (if justified)

Although risk management is very significant for empirical, fundamental and applied research projects, it is especially important for developmental/technological researches.

d) Literature (used in the preparation for the Research Proposal)

The list of references used in the preparation for the Research Proposal should include all (and only) papers cited or paraphrased in the Research Proposal, and all books from the reference list must be cited or paraphrased in the text of the Research Proposal. For citations and references in the bibliographical information, the Harvard, APA and Vancouver referencing style is applied.

e) Appendix (if necessary)

If this section contains more than one enclosure, then it should have its own title page, which will be followed by the page with the table of contents and then by the enclosures themselves, marked by the appropriate numbers/letters.

II Follow-up Procedure upon Topic Application, Including the Research Proposal

A) Receipt of the Topic Application

Upon receipt of the application, the competent officer at the ECPD Secretariat will be obliged to check within a period of two days, in accordance with the appropriate Rules, as to whether all conditions for the preparation of the paper, thesis or dissertation have been met. If the conditions have not been met, then the officer will return the application to the candidate and oblige him/her to complete the application and adjust it to the requirements set forth in the Rules and the Guidelines within a period of 30 days. If the conditions have been met, then

the competent officer will submit one copy of the application to the Secretary of the ECPD ES Board, while the other one will be put in the candidate's file. The topic application with the candidate's name and surname and the topic title will be entered in the ECPD IPDS Registry. The procedure for the topic application and acceptance is specified in the relevant Rules. The ECPD ES Board will appoint the Commission for Determining the Eligibility of the Candidate and the Topic.

B) Report of the Commission and Appointment of the Mentor and Commission for Determining the Eligibility of the Candidate and Topic of the Paper/ Thesis/Dissertation

The Commission carries out an interview with the candidate in order to discuss all important elements for the successful preparation of the paper/thesis/dissertation. Thereafter, the Commission prepares and submits to the ECPD ES Board the Report on the Eligibility of the Candidate and Topic of the Paper/Thesis/Dissertation.

Upon acceptance of the topic, the ECPD ES Board makes the decision on topic acceptance and appoints the mentor and other members of the Commission for Paper/Thesis/Dissertation Evaluation and submits it to the ECPD Academic Council for approval1*. The decisions of the ECPD ES Board and the ECPD Academic Council are put in the candidate's file and submitted to the candidate, his/her mentor and members of the Commission for Paper/Thesis/Dissertation Evaluation. The competent officer at the Secretariat will enter the approved topic in the Registry and the candidate's file.

* For Doctoral Dissertations

Guidelines and criteria for determining the eligibility/acceptance of the research proposal for paper/thesis/dissertation*

Subject of evaluation	Evaluation criteria
Research project description	
Research problem formulation (and theoretical framework)	Clarity of the research problem Correctness of stating the research problem Solvability of the research problem Unknown quantity contained in the research problem. Theoretical significance of the research problem Practical significance of the research problem Determinacy of a theoretical perspective in research (theoretical framework for the research problem)
Review of significant literature and analysis of hitherto research findings	Adequacy of the selected texts included in literature review Significance of the selected texts included in literature review Measure in which literature review establishes a theoretical framework for the proposed research Measure in which literature review points to the need for the proposed research Measure in which literature review points to gaps in available scientific knowledge about the selected topic
Research objectives	Determinacy of the objectives Compatibility of the objectives with the research problem Attainability of the research objectives Cognitive value of the research objectives Ethical value of the research objectives Practical value of the research objectives
Research questions	Correctness of formulating the research questions Theoretical significance of the research questions Practical significance of the research questions Ethical acceptability of the research questions

* Some of the mentioned criteria for evaluating the research proposal are applicable to both quantitative and qualitative research, while the other ones are only applicable to one of these two types of research.

Subject of evaluation	Evaluation criteria
Hypotheses and theoretical explanation of hypotheses	Clarity/correctness of hypothesis formulation Hypothesis informativeness Theoretical explanation of the hypothesis Empirical verifiability of the hypothesis Compliance of the hypothesis with the theorizing principles A priori hypothesis probability Explanatory power of the hypothesis Predictive power of the hypothesis Simplicity of the hypothesis
Definitions of basic terms	Adequacy of the empirical and stipulative definitions
Specification of variables	Significance of the selected (independent/dependent/foreign/controlled) variables Adequacy of the (operational and other) definitions of variables
Research methodology description	
Research strategy/type and design	(a) Suitability of the type/strategy/design for research problem solving, answering the research questions and attaining the research objectives (b) Possible effectiveness of research type/strategy/design (c) Possible efficiency of research type/strategy/design
Sampling frame and sampling plan	(a) Adequacy of the sampling frame (population) definition (b) Adequacy of the selected type for the sample (c) Adequacy of the sample size
Selection of methods, techniques and instruments	(a) Compatibility with the problem and research questions (b) Compatibility with the research objectives and research type (c) Compatibility with the operational definitions of basic terms (d) Reliability of measuring instruments (e) Validity of measuring instruments (f) Sensitivity of measuring instruments
Description of the research procedure and data collection plan	(a) Clarity of the research procedure description (b) Compatibility with ethical principles (c) Appropriateness of the research procedure (d) Adequacy of the data collection plan

Subject of evaluation	Evaluation criteria
Data management and analysis plan	(a) Compatibility with the problem and research questions (b) Compatibility with the research objectives and hypothesis (c) Compliance of the data analysis plan with the research type/design (d) Adequacy of the data analysis plan in terms of the level of measurement (e) Adequacy in terms of the selected type and size of the sample
Criteria for trial research evaluation (or feasibility study)	(a) Adequacy of the trial research or feasibility study (b) Validity of the trial research or feasibility study
Other elements of research project	
Anticipated results and significance of the proposed research	Expected information value of the anticipated research finding Expected measure in which the problem will be solved Expected theoretical/methodological novelty in the anticipated research result Expected measure in which the anticipated research results will increase or change available knowledge in the field to which the proposed research refers Expected depth of insight into the essence of the subject of research Social, ethical and ecological significance of the anticipated research results Economic significance of information contained in the anticipated research finding Expected practical applicability of the anticipated research result
Research schedule	Adequacy of the research schedule Economy of the research schedule
Research team composition	Adequacy of the research team composition
Necessary resources	Availability of the necessary resources Research feasibility
Limitations/weaknesses of the research project	Significance of the detected limitations and weaknesses Possibilities for overcoming limitations
Risk management plan in the research project	Correctness of the assessment of risk significance Correctness of the assessment of risk probability Adequacy of the risk mitigation plan

Subject of evaluation	Evaluation criteria
Logical and functional congruity of the project as a whole	Compliance of research methodology with the problem, research questions and research objectives
	Mutual compatibility of the research project elements
Criteria for evaluating the potential success of the project as a whole	Value of the purpose of the research presented within the research project
	Potential effectiveness of the research proposal as a whole.
	Potential efficiency of the research proposal as a whole
Other research proposal elements	
Selection of literature	Adequacy of selected literature for the proposed research topic and problem
	Significance of selected literature for the proposed research topic and problem
	Coverage of selected literature
	Diachronic presence of significant literature
	Relationship between primary and secondary literature
Planned content of the paper/ thesis/dissertation	Compliance of the planned dissertation content with the research problem
	Compliance of the planned dissertation content with the selected method of problem solving
	Content coverage (inclusion of all necessary text parts)
	Arrangement, systematization of the planned text content
	Text content coherence (logical harmony among the planned text parts)
	Conciseness of the planned text content (exclusion of all unnecessary text parts)
Writing style of the research proposal	Presentation arrangement
	Presentation accuracy and uniformity
	Expression economy
	Selection of the words that ensure clarity and preciseness

III Preparation of the Paper/Thesis/Dissertation, Mentorship, Report of the Evaluation Commission and Appointment of the Defence Commission

1. Preparation of the Paper/Thesis/Dissertation and Technical Elements

Technical design is the process that starts in the phase of the candidate's preparation of his/her paper/thesis/dissertation, when he/she directly singles out the entities (chapters, titles and subtitles) and establishes the harmonious relations among them; if necessary, then he/she illustrates the text with figures, schemes and other forms of graphical presentation; singles out and aesthetically presents mathematical models (formulae), footnotes and other entities; selects the type of writing and, at times, assumes the responsibilities of a typist and technical editor. An adequately prepared paper/thesis/dissertation must be comprehensive, congruous, clear and aesthetically and graphically designed.

Their comprehensiveness and congruity imply pulling together all necessary parts into the text and that the relations between the parts of the text make up a coherent and compact whole.

Clarity is achieved by clearly emphasizing more significant text parts, sentences, syntagms and terms. All titles of the same rank have to be marked in the same way and written in the same way, implying the same appearance, letters and arrangement of the text. Apart from the title, it is also possible to emphasize other, more significant parts of the text.

The title page must contain the name of the institution, title of the topic, name and surname of the author and mentor, and the year of preparation. The name of the institution is written in the upper part of the title page: EUROPEAN CENTER FOR PEACE AND DEVELOPMENT, underneath: UNITED NATIONS UNIVERSITY FOR PEACE.The title of the topic is written in the centre of the title page in capital letters and in full – without abbreviations. The author's name and surname are written above the title, and underneath the type of work – *Specialist Paper* – or *Master Thesis* – or *MBA Thesis* – or *M.Sc. Thesis* – or – *Doctoral Dissertation*. The mentor's title, name and surname are written in the lower part of the page, to the left. The place and year of preparation should be at the bottom of the title page.

The text should be typed on A-4 paper with spacing (34 lines on one page, 70 characters in one line, the size of letters being 12 PT). The text should be written only on one side of the paper, so as to be easier to follow the content and allow for interventions (commentaries) of the mentor and members of the Commission. The left margin must be 3 cm, so as to allow for any corrections and the binding of the paper, thesis or dissertation. The upper and lower margins must be 2-3 cm, while the right one may be narrower (usually about 2 cm).

Figures, diagrams, tables and other forms of graphic representation are inserted directly into the free space left in the text. For aesthetic reasons, they should be put in the centre of the text (at an equal distance between the left and right margins). If they are larger in size, they may also be presented on a separate page, or in an enclosure. Each of the mentioned illustrations must have its title and number so that it is easier to locate it. Illustrations are dealt with first in the text, and then are presented. As an exception, when that is not technically possible, the sequence may be reversed. The content of more complex illustrations, which are not clear, is explained in the text.

Mathematical formulae are written in the centre of the page, immediately after being mentioned. To be easier to read a formula, one or two spaces must be left free before and after it. Formulae must be numbered (1, 2, 3, ... n), while references are given in parentheses.

In addition to the abstract written in the author's language, there must be one in English.

Other illustrations, such as citations and the like, must be in the context of the content. They are inserted directly into the basic text, or are presented as special entities which, as a rule, must be on the same page on which there is the basic text.

The volume of papers, theses and dissertations (except in the fields of mathematical, natural and technical sciences), expressed in terms of the number of pages with 34 lines and 70 characters (1 page – about 300 words), that is, in terms of the number of characters, cannot be smaller than:

– Specialist paper	50 pages
– Master thesis	70 pages
– MBA thesis	70 pages
– M.Sc. thesis	100 pages
– Doctoral dissertation	200 pages

Number of words and ±10% refers only to the upper limit.

The candidate prepares his/her specialist paper, Master, MBA or M.Sc. thesis, or Doctoral dissertation independently, with the mentor's assistance and other members of the Commission for (mentorship and) paper/thesis/dissertation evaluation. During the research, the mentor and members of the Evaluation Commission are obliged to assist the candidate in the form of consultations – by reviewing the partial results of his/her research and giving the instructions for problem solving.

After completing the research, the candidate will submit to the mentor the draft of his/her paper/thesis/dissertation for examination and evaluation. The mentor and other members of the Evaluation Commission are obliged to submit to the candidate their commentaries, proposals, supplements and changes concerning some parts or the whole of his/her paper/thesis/dissertation.

2. Guidelines and criteria for evaluating the research results/findings

Evaluation criteria	Explanation
Adequacy of processing and analyzing the data obtained by the research	Data analysis should be carried out in accordance with: – the problem/research questions/hypothesis, – the purpose and objectives of the research, – research strategy/type and design, – the nature of data (and the levels of measurement), – the selected type and size of the sample.

Evaluation criteria	Explanation
Adequacy of interpreting the results	The interpretation of the results should be carried out at the semantic and theoretical levels.
Validity of the research findings	The validity of the quantitative research findings can be evaluated in terms of the research method, implying (a) the measure in which the finding refers just to those entities, sizes, relations and effects to which the problem, hypotheses and objectives of the research refer, and (b) the measure in which the research finding can be justifiably generalized to the conditions, cases and means of research that are not covered by the research. In qualitative research, it is possible to evaluate: (a) descriptive validity (which refers to factual correctness), (b) interpretative validity (which refers to the questions as to what the studied processes, objects, events and behaviours mean to research participants, informers), (c) theoretical validity (which refers to the validity of the explanation of a phenomenon from the viewpoint of the relevant theory), (d) generalizability (which refers first to generalizations within a society, group or institution – internal generalizability, and then to generalizations to other societies, groups or institutions – external generalizability).
Correctness of drawing the conclusions on the basis of research results	Research conclusions should be drawn in a logically faultless way, on the basis of the conjunction of statements on research results and appropriate theoretical statements.
Novelty contained in the research finding	Novelty is a characteristic possessed not only by the results speaking about the new, hitherto unknown objects, processes, phenomena, relations, characteristics and effects, but also by the results speaking about a new, different design of the already known reality. The degrees of novelty of the results range from new information that is explicable, predictable and logically derivable from the previous scientific knowledge (at one extreme), to new information that is not only inexplicable, unpredictable and logically undeliverable (at the other extreme).
Information value of the research finding	The information value of the findings can be evaluated on the basis of the set of possible states of affairs which is excluded by the research finding (because, according to semantic information theory, a statement is all the more informative if it excludes a larger subset of possible states of affairs). Do the findings contain new information and insights?

Evaluation criteria	Explanation
Value of the research problem and measure in which the problem has been solved	This double criterion is based on the conviction that the value of the results of some research depends on the value of the problem being solved and the degree to which the problem has been solved by the research.
Value of the research finding in stating a new significant scientific problem	The statement of a new significant scientific problem on the basis of the results of some research is one of the important criteria for evaluating the cognitive and heuristic value of research results.
Depth of insight into the essence of the subject of research	The result of scientific research may be in the form of a scientific principle, scientific theory, scientific law, scientific hypothesis, model, classification or scientific fact, so that in the evaluation process it is necessary to take into account the differences in the cognitive values of those various forms of scientific knowledge.
Human, social and ethical significance of the research finding	It is necessary to evaluate the human, social and ethical value of a research finding on the basis of the anticipated effects of its application.
Economic significance of the information contained in the research finding	The economic value of the information contained in a research finding can be evaluated on the basis of the assessment of those losses which a producer or service provider would sustain should he/she fail to take into account such information.
Practical applicability of research results	This complex criterion for evaluating the value of research results includes the ease of the application, breadth of application, profitability of application and other similar criteria.

3. The Commission's Report on the Evaluation of Paper/Thesis/Dissertation

The report of the Commission for the Evaluation of Paper/Thesis/Dissertation contains the data on the Commission, data on the candidate, short content of his/her paper/thesis/dissertation and the evaluation of of the parts of the paper/thesis/dissertation, evaluations of the research results, including the view whether it has been carried out in accordance with the elements of the application and the report on the acceptance of the paper/thesis/dissertation on the basis of which the Commission draws the conclusion whether the paper/thesis/dissertation and its defence proposal are approved.

If the paper/thesis/dissertation does not deserve its positive evaluation, then the Commission may propose the elements for the improvement of the paper/thesis/dissertation, or reject it.

4. Making the Paper/Thesis/Dissertation and the Report on Its Evaluation is Publicly Available

5. Adoption of the Report on Paper/Thesis/Dissertation Evaluation at the ECPD ES Board's Session and submission to the ECPD Academic Council for approval

6. Appointment of the Defence Commission

IV Paper/Thesis/Dissertation Defence

The competent officer at the Secretariat is obliged to prepare the room designated for the defence at least half an hour before the time of defence. This includes the preparation of the workplaces of the candidate and the Defence Commission, provision of the necessary documents for the defence and equipping of the presentation place with the necessary didactic aids (based on the candidate's request). The public defence is conducted by the Chairman of the Defence Commission.

The defence is carried out according to the Protocol for the Public Defence of the Paper/Thesis/Dissertation. First, the Chairman of the Defence Commission announces the Decision on the composition of the Defence Commission (and the defence procedure). Then, the Chairman of the Commission reads the candidate's CV and the Report of the Paper/Thesis/Dissertation Evaluation Commission. Thereafter, in his/her opening statement of up to 30 minutes, the candidate presents the objectives, tasks and motives of his/her paper/thesis/dissertation; the subject and method of his/her research; the most important results of the research and their professional or scientific contribution; difficulties encountered in the research and, possibly, the directions to be taken in further research. The candidate's presentation is usually oral and, if necessary, based on a computer presentation and/or other illustrations.

After the candidate's exposition, the members of the Defence Commission (as a rule, in the following order: the member(s), the Chairman of the Commission and, finally, the mentor) first make a short critical evaluation of the paper/thesis/dissertation, and then ask questions. Apart from the members of the Commission, questions may also be asked by those present.

If possible, then the candidate should give concise answers. The answers must be supported by (and be logically and correctly based on) the appropriate evidence of a scientific (theoretical/empirical), meta-scientific (epistemological, axiological, methodological, etc.), technical and technological nature.

After receiving the answers to its questions, the Defence Commission will retreat for consultation. Its decision is entered in the Records of the Defence for the Paper/Thesis/Dissertation, which are certified, with their signatures, by all members of the Commission and which are, after the public announcement at the Defence, submitted by the Chairman of the Commission to the competent officer at the ECPD Secretariat. This officer enters the data on the defence of the paper/thesis/dissertation in the Candidates' Register, while the Records of the Defence are put in the Candidates' files.

The competent officer prepares the Specialist, MBA, Master or M.Sc. or Doctoral Degree Certificate in two copies, in the language of the country in which the teaching is conducted and in English. The Degree Certificate (in the language of the country in which teaching is conducted and in English) is awarded to the candidate by the IPS and IDS Rector, Dean or Deputy Dean after the announcement of the Commission's decision about the successful defence.

V Diploma Awarding Ceremony

The diploma awarding ceremony for Specialists, Masters, Masters of Business Administration, Masters of Science and Doctors of Science is organized by the ECPD once a year.

The ECPD Secretariat prepares the necessary documents for the ceremony. The competent services prepare and decorate the room where the diploma awarding ceremony will take place, and send out invitations to the persons who will be awarded diplomas, their mentors, members of the Commission and guests.

At the diploma awarding ceremony, after the introductory speeches of the President of the ECPD Council, the IPS and IDS Rector, IPS and IDS Deans and ECPD Executive Director, the relevant parts of the Commission's reports on each Specialist, Master, Master of Business Administration, Master of Science or Doctor of Science will be read (about 3 minutes per candidate), diplomas will be awarded and the candidates will be officially promoted. As a rule, these reports are read by mentors, each for his/her candidate, or by a member of the Commission. The report contains: the name and surname of the candidate who will be awarded a degree; a short CV with emphasis on the details of his/her educational and professional development, and the list of more significant professional and scientific papers; the title of the topic and date of its approval; composition of the evaluation and defence commissions, place and time of the defence, and the professional or scientific contribution of the specialist paper, Master or M.Sc. thesis, or Doctoral dissertation.When reading the report, it will be desirable to show the data (with photographs, if possible) on the candidate, his/her topic and members of the Commission by means of a projector. After reading the reports, the President of the ECPD Council, Rector, Deans and ECPD Executive Director will award diplomas to the candidates.

APPLICATION FOR THE TOPIC OF:

- **SPECIALIST PAPER**
- **MASTER THESIS**
- **MBA THESIS**
- **M.Sc. THESIS**
- **DOCTORAL DISSERTATION**

Name and surname

Address

Phone No.

E-mail address

To the Educational and Scientific Board of the European Center for Peace and Development (ECPD) of the University for Peace Established by the United Nations

Please approve my topic entitled:

In my opinion, the above mentioned topic is significant for the following reason (s):

About the topic, I also consulted with:

Other data can be found in the research proposal.

I propose for my mentor:

Research Proposal Enclosures:

1) Application for the Topic

2) Planned Content of the Paper/Thesis/Dissertation

3) List of References Based on the Harvard System

4) CV with Bibliography of the Candidate's Professional and Scientific Papers

5) The Professor's Opinion

Place _____ Date _____

Signature of the Candidate _____