



**Eastern
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University**

"Virtue, Knowledge, Advancement"

Eastern Mediterranean University

Faculty of Pharmacy

Graduation Thesis Guidelines for B. Pharm. and Pharm. D. students

August 2018

PREFACE

This guideline is prepared for B. Pharm. and Pharm. D. students in EMU Faculty of Pharmacy who are taking Graduation Thesis Projects (PHAR 451, PHAR 452 and PHAR 453) during their undergraduate education. This guideline is aiming to serve the following goals,

- i. to constitute a regulation and standardization during the determination of thesis topics by the supervisors and assignment of these thesis topics to students,
- ii. to design the standard forms required for the graduation thesis process,
- iii. to determine the graduation thesis writing and submitting guidelines,
- iv. to set up an orientation course for the students who are going to take graduation thesis project,
- v. to standardize the assessment and grading of the graduation thesis by the supervisors and the evaluation committee, to form a guideline for the evaluation and grading committee for each thesis,

With the above guidelines, to increase the quality of the graduation thesis performed in our faculty, to constitute a standard procedure for each thesis and increase the recognition and ranking of our university in the world were determined as the main outcomes.

Committee members

Prof. Dr. Gül den Çelik:

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Dean of Faculty of Pharmacy

..... / 13/08/2018

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THESIS ASSIGNMENT RULES

1. Faculty dean is authorized for the assignment of thesis topics which are decided by the instructors of the faculty.
2. The academic staff who owns the conditions below is eligible to offer a graduation thesis for pharmacy students:
 - a. Full time and part time academic staff that gives lecture in EMU, Faculty of Pharmacy,
 - b. A researcher from another faculty in EMU, another university or institute out of North Cyprus who is approved by the faculty board of Faculty of Pharmacy, EMU.
3. The topics offered by the supervisors must be related to the pharmacy field and be approved by the dean of EMU Faculty of Pharmacy.
4. A graduation thesis coordinator is assigned by the dean of the faculty for a two-year's time. Graduation thesis coordinator is responsible for the collection of the topics, assignments of the thesis topics to the students and entry of the mid-term and final grades of the students to the system.
5. Graduation thesis project cannot be taken by the students for the summer semesters.
6. Full and part-time academic staff in EMU Faculty of Pharmacy will announce their graduation thesis titles for each semester before the announced deadlines declared by the faculty administration at the end of the previous academic year.
7. The minimum number of graduation thesis topics that will be announced by the eligible supervisors whose position is in the EMU Faculty of Pharmacy will be as follows;

a. Prof. Dr:	10 topics for each semester
b. Assoc. Prof. Dr:	7 topics for each semester
c. Assist. Prof. Dr:	6 topics for each semester
d. Sn. Instructors:	4 topics for each semester
e. Vice deans:	4 topics for each semester
f. Part time instructors:	3 topics for professors, 2 topics for the instructors for supervisors who don't own the professor title for each semester
8. The number of graduation thesis topics that will be announced by the eligible supervisors is subject to change by the decision of the faculty administration.

9. The number of topics which will be announced by the supervisors will be declared by the faculty administration with an official letter after the “*last day for the submission of re-sit examination grades*” until the announced deadlines for that academic year.
10. Thesis topics will be announced with the name of the supervisor.
11. Deadline for the announcement of the graduation thesis topics who will be announced by the academic staff of the EMU Faculty of Pharmacy will be declared by the faculty administration at the end of the previous academic year.
12. All thesis topics announced by the supervisors of the EMU Faculty of Pharmacy will be announced in the web address of our faculty.
13. It is not an obligation for a supervisor to declare his/her topic as J1 or J2; it is optional and depends on the supervisor. However, supervisors will define their topics as **practical (experimental)** or **theoretical** in parenthesis following the thesis topics. For the topics which can be assigned for the students who must be speaking Turkish must be specified by the supervisor (e.g., for surveys, scales which are in written in Turkish or if communication with patients or participants in Turkish language is a requirement).
14. Students who want to do their graduation thesis projects in another faculty in EMU or in another university **must** submit their forms to the dean’s office including their thesis topics, student information, the contact information of the supervisors and the signatures of the student and the supervisor with a deadline which is the day of the **start of the classes** for each semester. Deadlines will be declared by the faculty administration at the end of the previous academic year. Signed and scanned forms which are sent via e-mail to the thesis coordinator before the deadline are accepted.
 - a. These thesis projects should also follow the same deadlines provided on page 6.
 - b. These thesis projects will not be funded by EMU.
15. Students who registered for the graduation thesis project for the semester must submit their “*graduation thesis application forms*” with a deadline announced by the faculty administration.
16. Thesis coordinator will assign the thesis topics to the students according to their choices in the forms. If one thesis topic is chosen by the same student, thesis coordinator will decide according to the CGPA of the students. Student with a higher CGPA is privileged to choose that topic.
17. A student,
 - a. who could not take any of the chosen topics in his/her application form,
 - b. who missed the deadline of the submission of the forms

will have the right to fill a second application form which he/she can choose from the non-assigned thesis topics. These non-assigned thesis topics will be announced by the thesis coordinator and assigned to these students. Thesis coordinator will assign these thesis topics to the students according to their choices in the forms. If one thesis topic is chosen by the same student, thesis coordinator will decide again according to the CGPA of the students. Student with a higher CGPA is privileged to choose that topic.

18. The topics which were not assigned to any student can be offered for the following semesters by the same supervisor.

19. Important deadlines for 2018/2019 academic year have been given below. The new deadlines will be determined and announced for each academic year in the beginning of that academic year.

IMPORTANT DEADLINES for 2018/2019 ACADEMIC YEAR:

	FALL	SPRING
Declaration of the number of topics which will be announced by the supervisors	02/08/2018	08/02/2019
Announcement of the topics by the academic staff of the EMU Faculty of Pharmacy	01/09/2018	11/02/2019
Submission of the forms for students who want to do their thesis in <u>another faculty, university or institute other than EMU, faculty of Pharmacy</u> to the dean’s office:	24/09/2018	18/02/2019
“Graduation thesis application forms” submission to the thesis coordinator:	01/10/2018	25/02/2019
Declaration of assigned thesis topics to the students	05/10/2018	01/03/2019
Declaration of assigned thesis topics to the students who could not take any topic in the first application	12/10/2018	08/03/2019
Date of orientation course	15/10/2018	11/03/2019
Submission of the mid-term grades to the thesis coordinator	03/12/2018	24/04/2019
Submission of the final grades to the thesis coordinator	15/01/2019	20/06/2019

STUDY DURATION (minimum) in FALL SEMESTER (2018/2019)

Study weeks until mid-term: **6 weeks** (05/10/2018 – 21/11/2018)
 Study weeks between mid-term and finals: **4 weeks** (01/12/2018 – 03/01/2019)
 Total: **10 weeks**

STUDY DURATION (minimum) in SPRING SEMESTER (2018/2019)

Study weeks until mid-term: **5 weeks** (01/03/2019 – 11/04/2019)
 Study weeks between mid-term and finals: **5 weeks** (22/04/2018 – 31/05/2019)
 Total:..... **10 weeks**

ORIENTATION COURSE

An orientation course will be given to all students who are going to take graduation thesis project for the first time. The students who registered for the course which is PHAR451 must attend this course.

1. This course is compulsory for all students who are registered for PHAR 451.
2. The date of the orientation courses for each semester (fall and spring semesters) will be announced in the beginning of that academic year.
3. It is the responsibility of the students to attend the orientation course.
4. The attendance will be taken before the orientation courses.
5. Attendance to the orientation courses will directly affect the mid-term grade of the students who registered for PHAR 451.
6. The main contents of the orientation course is listed below:
 - General information about the graduation thesis,
 - Learning outcomes of the graduation thesis for the students,
 - Supervisor expectations from the students,
 - Responsibilities of supervisors and students,
 - Assessment system during grading the midterm and final grades for PHAR 451, 452 and 453.
 - Sources of information (library, web-based tools, *Pubmed*, *Sci-finder* etc.)
 - Scientific writing, EMU Faculty of Pharmacy graduation thesis writing and submitting rules, sections in thesis and reference writing rules,
 - Plagiarism, importance and use of the *Turnitin* program,
 - Creating table of contents, list of figures, using appropriate references, dealing with track changes,
 - Using a reference manager program (*Mendeley* interface etc.)
 - Tips about using word and text writing,
 - Assessment principles, poster presentation and defending your thesis,

THESIS WRITING GUIDELINES

Below you can find the guidelines which you will be expected to use for your graduation thesis projects. In the first part please read about the general rules regarding the **format and appearance**. In the second part you can find the information related with the “**parts of thesis**”.

PART 1: Format and Appearance

a. Paper

Double-sided copies of good quality white A4 paper will be accepted.

b. Text Type

“**Times New Roman**” font and **12 points** is accepted for the body of the text. The type and size must be consistent throughout the thesis. Bold face letters and symbols, and italics may be used for special emphasis and foreign words.

The language must be consistent throughout the whole thesis. In other words, either U.K. English or U.S. English must be used, not both.

c. Spacing

The general text of the manuscript must be **1.5 line spacing**. However, figures and tables may be single-spaced.

d. Margins

The left margin of the document must be **4 cm** (or 1.58 inches) wide to allow for binding. The top and bottom margins must be **2.5 cm** (or 0.98 inch) wide.

The written text must appear between these margins and not the paper margins, that is, the written text must be between the 4 cm left margin, the 2.5cm top and bottom margins, and the 2.5 cm right margin. Page numbering must also appear within the 2.5cm bottom margin.

Paragraphs could be indented (approximately five spaces), therefore no extra spacing is required between paragraphs, depending on the style being followed.

e. Pagination

All page numbers of your graduation thesis must appear in the same location on the page. Page numbers must be at least two single spaces above or below the nearest line of text, but within the margin boundaries as stated above. All page numbers must be in the same font and size as the text (12 points Times New Roman).

The following pagination plan should be used:

a) Preliminary Pages: Use small Roman numerals (i, ii, iii, iv, etc.).

⇒ The “Title page” and the “Approval page” do not have numbers, but count as pages i and ii, respectively.

⇒ Actual page numbering begins with **iii** on the Abstract page.

b) Body of the Manuscript: Use Arabic numerals (1,2,3...) beginning with "1" on the first page of the text and continue throughout the rest of the thesis, including bibliography. All pages must be numbered consecutively, including pages containing illustrations, such as tables, figures, and photographs.

The minimum page number should be 30 pages.

f. Printer Setup, Copies of Manuscript and Binding

While printing the manuscript, the paper size of the printer should be selected as **A4** (21 cm by 29.7cm). Three CD copies of your thesis must be submitted to the supervisor or Secretary of the Faculty of Pharmacy.

PART 2: Parts of a Thesis

Keep the format as simple as possible, and be consistent with the format throughout the thesis.

List of Required and Optional Sections (in the order they should appear in your thesis):

- Title Page
- Approval Page
- Abstract
- Acknowledgment (optional)
- Table of Contents
- List of Tables
- List of Figures
- List of Symbols/Abbreviations
- Main Body of Manuscript
- Bibliography or References
- Appendices (optional)

a. Title Page

Title: 18 pt, Times New Roman, Bold, Centered

Name of student: 16 pt, Times New Roman, Bold, Centered

Degree and address of university: 14 pt, Times New Roman, Centered

Margins: 2.5 cm at the top and bottom of a page

4 cm on left and 2.5 cm on the right

See the format of the title page at the end of this document (**Appendix A**)

b. Approval Page

It is strongly recommended that the approval page of the thesis be signed in blue ink.

Margins: 2.5 cm at the top and bottom of a page

4 cm on left and 2.5 cm on the right

See the format of the approval page at the end of this document (**Appendix B**)

c. Abstract

The abstract gives a succinct account of the thesis, including a statement of the problem, and providing a general summary which ends with conclusions. If the thesis project is experimental then in addition to addressing the problem, procedure and methods, results, and conclusions parts are also included.

The following list of requirements for abstract is necessary:

- The abstract must be on a separate page;
- The word **ABSTRACT** must be centered and must be in bold;
- Title of the thesis and name of the student should be indicated right after **ABSTRACT**
- The abstract text must not have underlining, boldface or italics;
- The abstract must have the same spacing as the text (i.e., 1,5 line spacing);
- The length of the abstract must be between 250 - 350 words;
- The abstract must not have citations, references, diagrams and mathematical formulas;
- At the end of the abstract, three to five keywords are required.

d. Acknowledgement (optional) (See Appendix C for a sample)

e. Table of Contents

The table of contents must list the titles and its parts and sections, references or bibliography,

appendices. Each entry must have leader dots which connect it to its corresponding page number (See Appendix D for a sample).

f. List of Tables and Figures

Basically, if they are used, they must be listed and their page number must be stated just like it is done in table of contents. (See Appendix E for a sample)

g. The Text

All headings and subheadings should be presented in the same way, in terms of capitalization, font and placement on the page. Subheadings can be divided up to four sections.

When in the text a figure or a table will be inserted, generally it is preferred to be inserted as near as possible to the part of the text relating them.

Pages which are in “Landscape” (horizontal) form will be counted, but left unnumbered.

Illustrations may run longer than one page. In such cases, all subsequent pages of the illustration must include at least the illustration number and the notation that it is continued, e.g., "Table 1 (cont.)" or "Table 1 (continued)."

Table numbers and captions are placed one space above the top line of the illustration; figure numbers and captions are placed one space below the last line or bottom of the illustration.

h. References

- References must be given according to *Harvards* style. Literature should be cited in the text by the author's surname and year of publication. For example, (Henderson, 2005)
- Every reference used in your text should appear in the list of references at the end of the thesis.
- References at the end of the thesis can be headed using alternative titles as BIBLIOGRAPHY, REFERENCES or LIST OF REFERENCES.
- In the references list we use full details. Examples are given below:

Surname and initials (year of publication). Title of the publication. Journal name. Volume: page numbers.

Kasai A, Shintani N, Oda M, Kakuda M, Hashimoto H, Matsuda T, Hinuma S, Baba A (2004). Apelin is a novel angiogenic factor in retinal endothelial cells. *Biochem. Biophys. Res. Commun.* (2): 395–400.

- The bibliography or references must not be given a chapter number, but it must have page numbers written in the same typeface and size used for pagination throughout the thesis;
- The heading BIBLIOGRAPHY or REFERENCES is centered between the text margins. The list begins one double space below.

Rules for in-text citation:

1. **For two authors**, employ both names: “(Torgerson& Andrews, 1979).”
2. **For three authors**, name them all in the first entry, as “(Torgerson, Andrews, & Dunlap, 1979),” but thereafter use “(Torgerson *et al.*, 1979).” It is also acceptable to use ‘et al.’ after the first author if the work has three authors.
3. **Citing works by the same author written in the same year.** You cite a new work which has the same author and was written in the same year as an earlier citation, you must use a lower case letter letters (a, b, c) after the date to differentiate between the works.

For example, “Thompson (1966a) and “Thompson (1966b)” Then use “1966a” and 1966b” in your “List of References.”

4. In the case of **direct quotation or paraphrase** to a specific page, you must include the author, year, and page number(s), as follows:

Example: He stated, “These data of psychological development suggest that retarded adolescents are atypical in maturational growth” (Jones, 1983, p. 215), but he failed to clarify which data were examined.

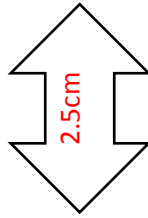
A quotation or paraphrase that falls at the end of a sentence:

Example: Jones (1984) found that “these data of psychological development suggest that retarded adolescents are atypical in maturational growth” (p. 215).

5. Any illustrations, diagrams, tables or figures should be provided in an in-text citation
6. Work with no obvious author such as statistical details from World Health Organization (WHO) can be cited in text as (WHO, 2018). However, in the references list full details needs to be provided such as,

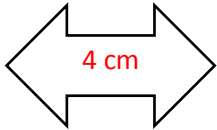
Department of Health. (2009) Living well with dementia: a national dementia strategy. Available from: www.gov.uk/government/publications/living-well-with-dementia-a-national-dementia-strategy [Accessed 4th June 2015].

Appendix A:



Title of the thesis

(18 pt, Times New Roman, Bold, Centered)



Student name

(16 pt, Times New Roman, Bold, Centered)



Supervised By: Advisors name

(14pt, Times New Roman, Bold, Centered)

Pharm. D. Graduation Thesis

Faculty of Pharmacy

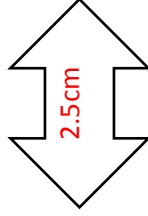
Eastern Mediterranean University

Pharm. D. or B. Pharm. is used according to your registered program

June 2018

Famagusta, North Cyprus

Appendix B:

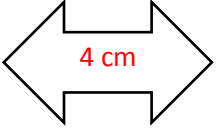


Title of the thesis

by

Student name

This is to certify that the B. Pharm. (or Pharm. D.) graduation thesis prepared byname /surname/number..... with the title of “.....” has been approved by:



Dean Of the Faculty of Pharmacy

Prof. Dr. M. Fethi Şahin:

.....

Thesis Supervisor:

Assist. Prof. Dr. Jale Yüzügülen:

Thesis Co-Supervisor (If present):

Assist. Prof. Dr. Imge Kunter

Thesis Coordinators:

1. Prof. Dr. Gönül Şahin

2. Assist. Prof. Dr. Mehmet Ilktac

3. Prof. Dr. Gülden Çelik

4.

5.

Appendix C:

ACKNOWLEDGMENT

(Title: Times new roman, 16pt, Bold, Center)

I would like to thank Prof. Dr. Glenn Jenkins for his continuous support and guidance in the preparation of this study. Without his invaluable supervision, all my efforts could have been short-sighted.

Assoc. Prof. Dr. Hatice Jenkins, Chairman of the Department of Banking and Finance Department, Eastern Mediterranean University, helped me with various issues during the thesis and I am grateful to her. I am also obliged to Prof. Dr. Hasan Ali Bıçak for his help during my thesis. Besides, a number of friends had always been around to support me morally. I would like to thank them as well.

I owe quit a lot to my family who allowed me to travel all the way from Nepal to Cyprus and supported me all throughout my studies. I would like to dedicate this study to them as an indication of their significance in this study as well as in my life.

(Body: Times new roman, 12pt, Justify)

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Appendix E:

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Figure 1. Title of a Figure must be written here1

Figure 2. Title of a Figure must be written here.....3

Figure 3. Title of a Figure must be written here.....6

THESIS ASSESMENT GUIDELINES

1. Pharm.D. and B.Pharm. graduation projects lasts for 3 and 2 semesters, respectively and students have their grades as midterm and final grades.
2. **Pharm-D students** will have 3 midterm and 3 final grades, **B.Pharm. students** will have 2 midterm and 2 final grades.
3. Orientation course is compulsory for both Pharm.D. and B.Pharm. students. This course must be completed by all students registered for PHAR 451. Orientation course will be held in the beginning of the first semester of PHAR 451 on the day announced by the faculty administration.

4. **For B. Pharm. students,**

a) *first midterm grade* will be decided by the advisor according to the performance of the student. The points which described below should be taken into consideration when the midterm grade will be assigned to the student by the advisor,

- filling the thesis proposal forms and submitting these forms before the deadline,
- attendance and completing the orientation course,
- performance in processing the literature search,
- giving the references by following the rules,
- preparation of the contents of the thesis subject,
- capability of the students in following the meeting dates with the supervisor,
- being sufficiently prepared for the following meetings,
- writing the introduction part of the thesis,
- uploading the written parts on Turnitin® program and evaluation

b) *first final grade* and *second midterm grade* will be decided by the advisor according to the performance of the student in his/her progress in the project, having sufficient knowledge and background related with the topics regarding his/her thesis subject and performance in writing the other parts of the thesis.

c) *second final grade* will be given by the supervisor and a committee named “**Graduation Project Coordinators Committee**”. These points will be taken into consideration when grading the students’ thesis projects.

- Performance of the student in the last semester for writing the discussion and conclusion part of his/her thesis. This will be evaluated by the supervisor and the grade given by the supervisor will be the **60% of the second final grade** of the student.

- Student will do a poster presentation related with his/her thesis subject and data of the research if present.
- All posters will be presented during one week which will be announced in the beginning of each semester.
- All posters will be available to be seen and evaluated by the Graduation Project Coordinators Committee during that week, and questions will be asked to the students during the poster session.
- The time intervals for the students who will present their posters, answer the questions of the Graduation Project Coordinators Committee members and discuss the important points will be announced before the poster sessions start.
- The evaluation of the poster presentations will be done according to the
 - i.* scientific content,
 - ii.* visual aesthetic of the poster,
 - iii.* performance and qualification in answering the questions and
 - iv.* capability of the student covering the important points of his/her thesis topic.
- The average of the grades given by the members of the Graduation Project Coordinators Committee will be calculated and this will share the **30% of the students' second final grade.**
- The final form of the thesis will be controlled by the supervisor and this control will share the **10% of the second final grade.**

5. For Pharm. D. students,

a) *first midterm grade* will be decided by the advisor according to the performance of the student. The points which described below should be taken into consideration when the midterm grade will be assigned to the student by the advisor,

- filling the thesis proposal forms and submitting these forms before the deadline,
- attendance and completing the orientation course,
- performance in processing the literature search,
- giving the references by following the rules,
- preparation of the contents of the thesis subject,
- capability of the students in following the meeting dates with the supervisor,
- being sufficiently prepared for the following meetings,
- writing the introduction part of the thesis,
- uploading the written parts on Turnitin® program and evaluation

b) *first final grade, second midterm grade, second final and third midterm grade* will be decided by the advisor according to the performance of the student in his/her progress in the project, having sufficient knowledge and background related with the topics regarding his/her thesis subject and performance in writing the other parts of the thesis.

c) *third (last) final grade* will be given by the supervisor and a committee named “**Graduation Project Coordinators Committee**”. These points will be taken into consideration when grading the students’ thesis projects.

- Performance of the student in the last semester for writing the discussion and conclusion part of his/her thesis. This will be evaluated by the supervisor and the grade given by the supervisor will be the **60% of the second final grade** of the student.
- Student will do a poster presentation related with his/her thesis subject and data of the research if present.
- All posters will be presented during one week which will be announced in the beginning of each semester.
- Poster printouts (in A4 paper) must be delivered to the supervisor, co-supervisor and Graduation Project Coordinators Committee one week earlier before the poster presentation week.
- All posters will be available to be seen and evaluated by the Graduation Project Coordinators Committee during that week, and questions will be asked to the students during the poster session.
- The time intervals for the students who will present their posters, answer the questions of the Graduation Project Coordinators Committee members and discuss the important points will be announced before the poster sessions start.
- The evaluation of the poster presentations will be done according to the
 - i.* scientific content,
 - ii.* visual aesthetic of the poster,
 - iii.* performance and qualification in answering the questions and
 - iv.* capability of the student covering the important points of his/her thesis topic.
- The average of the grades given by the members of the Graduation Project Coordinators Committee will be calculated and this will share the **30% of the students’ second final grade**.
- The final form of the thesis will be controlled by the supervisor and this control will share the **10% of the second final grade**.

6. Graduation Project Coordinators Committee will be consisted of 4 main groups;

- Biological Sciences Project Coordinators
- Chemistry Project Coordinators
- Technology Project Coordinators
- Toxicology and Pharmacology Project Coordinators

7. Graduation Project Coordinators Committee members will be decided by the faculty administration for each semester and announced in the beginning of each semester.

8. Sample table for the grading for the last final grade of B. Pharm and Pharm.D. students who registered for PHAR 452 and PHAR 453, respectively:

GRADE GIVEN BY	PERCENTAGE	CRITERIA
Supervisor	60%	Performance of the student in the last semester for writing the discussion and conclusion part of his/her thesis
Supervisor	10%	The evaluation of the final form of the thesis
Graduation Project Coordinators Committee members*	30%	<ul style="list-style-type: none">• scientific content,• visual aesthetic of the poster,• performance and qualification in answering the questions and• capability of the student covering the important points of his/her thesis topic.

*Average of the members will be calculated.