

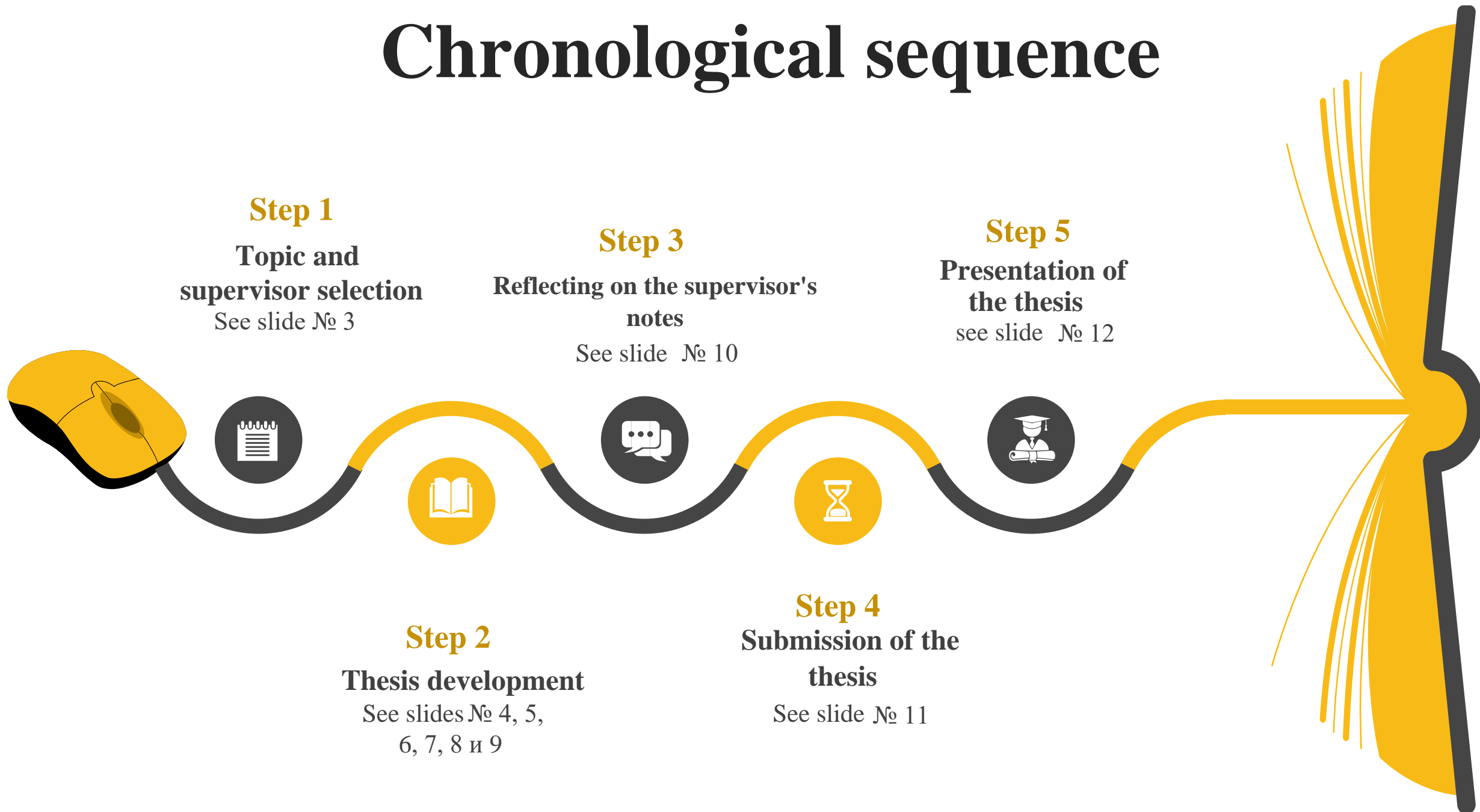
Preparation of the thesis and its presentation

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Chronological sequence



Topic and supervisor selection

1. Choosing and connecting with a lecturer (doctor, associate professor, or professor) and obtaining his consent.
2. Receiving guidelines for a sample topic from the supervisor (information about sample topics is available on the VUZF website).
3. Submission of an application to the Academic Activities Directorate for the selection of a topic and thesis supervisor.
4. Coordination of the literary sources and the thesis plan with the supervisor.

Note:

- ✓ If you want to work with a lecturer who is not a doctor, associate professor, or professor, he can be your thesis consultant.
- ✓ It is also necessary to contact a lecturer from VUZF university (doctor, associate professor, or professor) who agrees to be your thesis supervisor.
- ✓ Both can approve the topic and content, but the thesis supervisor will do the main work.



Thesis development

- ✓ The topic must be current and research-in-nature.
- ✓ The considered issue must necessarily have economic aspects.
- ✓ The presented theory must have a practical focus, i.e., related to practice.
- ✓ The length of the thesis must be between 45 and 50 pages.
- ✓ Main text font: 12 Times New Roman, 1.5-line spacing, 2.5 cm spacing on all sides, 1.25 cm indentation on each new line.
- ✓ Footnote font: 10, Times New Roman, single line spacing.
- ✓ The thesis must be spiral-bound and have thin cardboard covers.



Thesis structure

Content arrangement:

Annotation in Bulgarian and English

(about ½ page each in Bulgarian and English)

Introduction

First Chapter

Second Chapter

Third Chapter

Fourth Chapter

Conclusion

Bibliography

** The number of chapters can be two, three, or four, depending on the topic. There are usually three chapters in number.*





Thesis introduction

The introduction performs the essence of the presented research.

It mandatory includes:

- ✓ **statement;**
- ✓ **object;**
- ✓ **subject;**
- ✓ **main goal;**
- ✓ **tasks of the research.**

It is necessary to indicate the following:

- ✓ **the reasons for choosing the topic;**
- ✓ **the topicality of the topic.**

* The statement is the claim you are trying to prove in your exposition. It must not be an indisputable fact.

** The object, the goals, and the tasks must correspond to the statement.

Argumentative part (Exposition) of the thesis



- ✓ Exposition may consist of two, three, or four chapters, depending on the topic.
- ✓ The first chapter is usually theoretical. The rest may have a methodological and imperial character.
- ✓ We recommend forming conclusions after each chapter.

IMPORTANT:

If you use data and information internal to an organization, you must ask for written permission from its management!

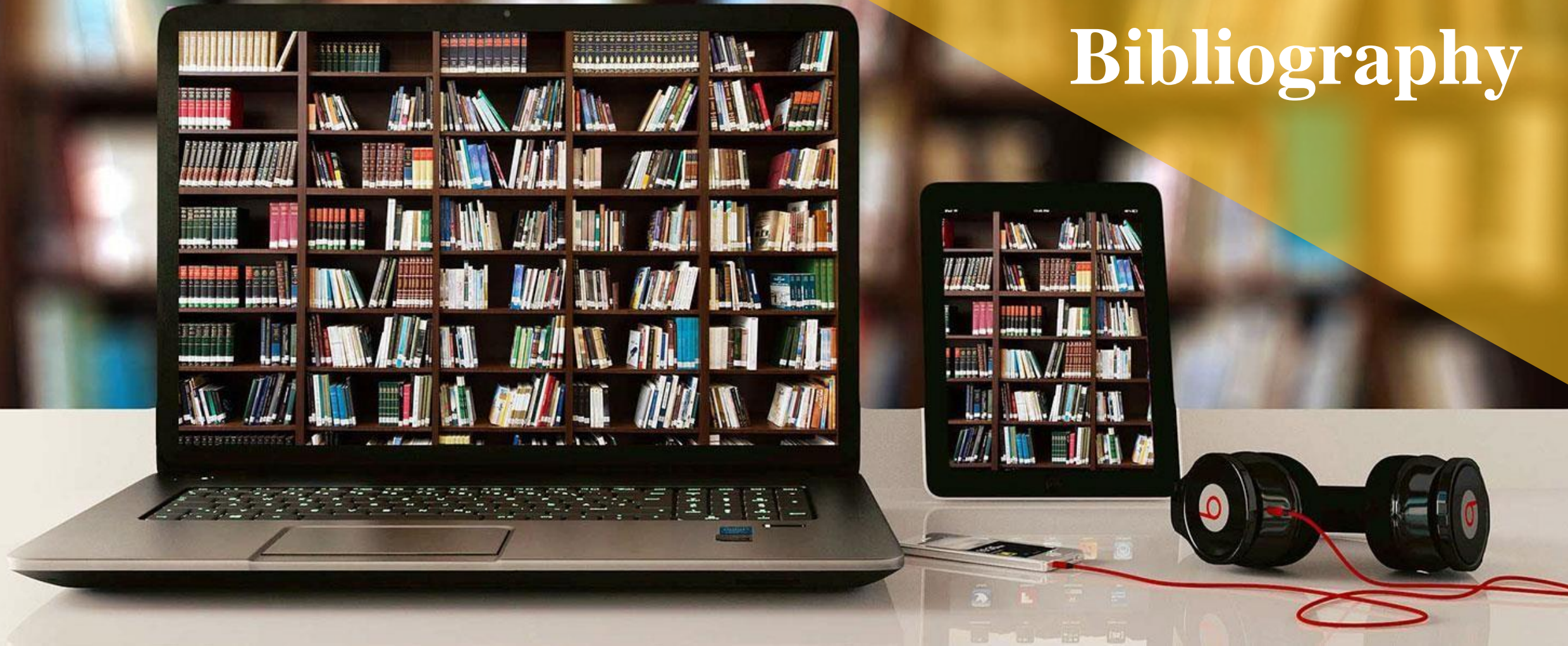
Conclusion



- ✓ In the "Conclusion" section, we summarize the main inferences of the research.
- ✓ We summarize whether the statement in the introduction has been proven or not.
- ✓ There needs to be an explanation to the author why we obtain the relevant result.

- ✓ You must list at least 15 current sources.
- ✓ It's mandatory to place reference footnotes in the text.
- ✓ Sources that are footnotes are listed alphabetically: first sources in Cyrillic, then those in Latin, and at the end - Internet sources.
- ✓ Correct use of sources is essential to avoid plagiarism.

Bibliography

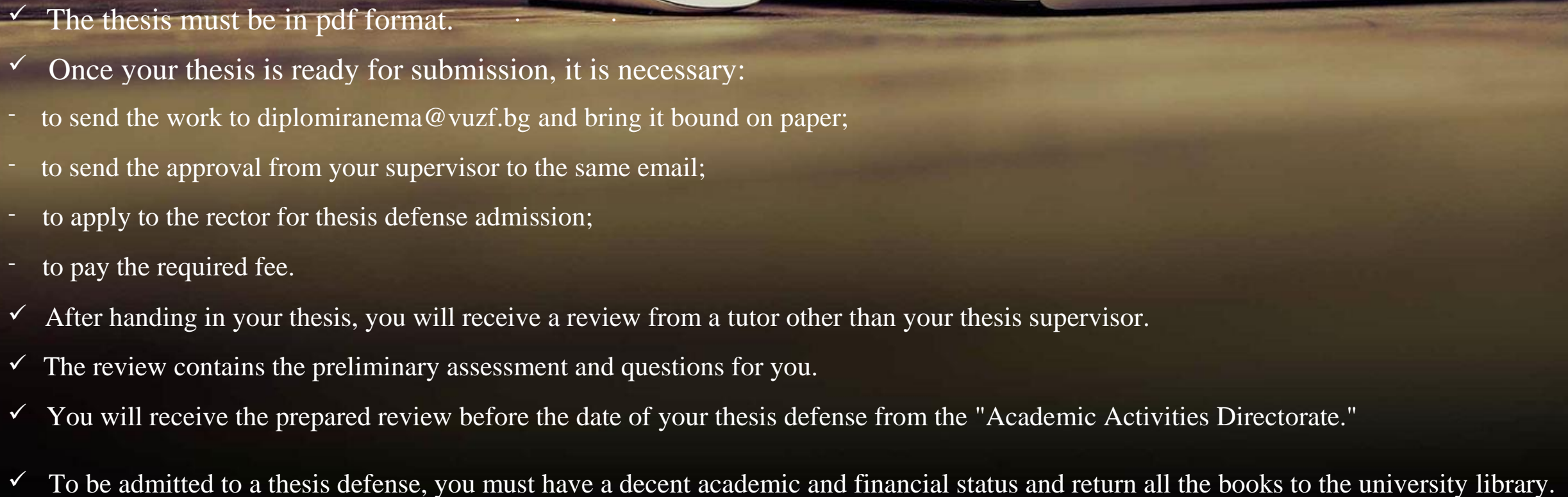


Reflecting on the supervisor's notes

- ✓ You must submit the thesis to the thesis supervisor in an initial complete version within the deadlines indicated on the VUZF website.
- ✓ The thesis supervisor returns feedback and notes that you need to reflect on.
- ✓ Following the reflection of the notes, the thesis is sent again in a final version to the supervisor for his approval by email.
- ✓ After receiving his approval, you send the finished work to the Academic Activities Directorate with the supervisor's written confirmation.
- ✓ Please note that communication with the thesis supervisor may be of varying intensity.



Submission of the thesis

- 
- The background of the slide is a blurred photograph of a desk. On the right side, the back of a silver laptop is visible, featuring the Apple logo. In front of the laptop, a white computer mouse sits on a wooden desk surface. The background is out of focus, showing what appears to be a bookshelf with various books.
- ✓ The thesis must be in pdf format.
 - ✓ Once your thesis is ready for submission, it is necessary:
 - to send the work to diplomiranema@vuzf.bg and bring it bound on paper;
 - to send the approval from your supervisor to the same email;
 - to apply to the rector for thesis defense admission;
 - to pay the required fee.
 - ✓ After handing in your thesis, you will receive a review from a tutor other than your thesis supervisor.
 - ✓ The review contains the preliminary assessment and questions for you.
 - ✓ You will receive the prepared review before the date of your thesis defense from the "Academic Activities Directorate."
 - ✓ To be admitted to a thesis defense, you must have a decent academic and financial status and return all the books to the university library.

Presentation of the thesis

On the day of the thesis defense, within 5-10 min, you should:

- ✓ Present your topic, the statement, how you prove it, and the main conclusions.
- ✓ Answer the reviewer's questions.



How to get informed?

Regarding the **different deadlines**, please follow the information on the VUZF website.

For questions about the **specific topic of the work**, please mail to your supervisor.

For questions or problems of an **organizational nature**, please mail or request an appointment with

- ✓ Assoc. Prof. Victoria Gatsova, dean of the academic program of VUZF (victoria.gatzova@vuzf.bg, office No. 410) or
- ✓ Prof. Dr. Julia Dobрева, Vice-Rector of the educational and research activities of VUZF (jdobрева@vuzf.bg, office No. 305).





**Thank you
for your attention!**