# To:

The Teaching-Scientific Council of Faculty of Economics - Skopje

Ss. Cyril and Methodius in Skopje

# Via:

-Collegium of the study program in MBA in Strategic Human Resource Management and

-Council for the second cycle of studies

# R E Q U E S T

From: (*name and surname*)

Program: MBA in Strategic Human Resource Management Index Number: *0000*

Residential Address: (*street name*) (*number*), (*PO box*), (*municipality*)

Phone number:

I would kindly ask the Teaching-Scientific Council of the Faculty of Economics in Skopje to review and accept the proposed theses for the preparation of a Master’s thesis on the topic:

# (TITLE OF THE MASTER’S THESIS)

I enrolled in the second cycle of studies in the MBA in Strategic Human Resource Management program in the academic year 20\_\_/20\_\_. I passed the exams as of the \_\_\_\_\_\_\_\_\_\_\_\_ (*exam period*) of \_\_\_\_\_ (*year*).

The selection of the proposed topic and the preparation of the theses were done in consultation with \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (*name and surname of professor and title*), which is why I would appreciate it if \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (*name and surname of professor and title*) is appointed as my mentor during the preparation and defense of the Master’s thesis.

Enclosed with this request are the following:

1. Proposed Topic and Theses
2. Description of the Professional and Scientific Justification of the Topic:
   * Relevance of the Research Problem
   * Aims and Specific Objectives of the Research
   * Methodology of the Research
3. Outline of Thesis
4. Literature Overview

Mentor: Applicant:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(*name and surname of professor and title*) (*name and surname*)

Skopje, \_\_\_\_\_\_ (month), \_\_\_\_\_\_ (year)

# PROPOSED TOPICS AND THESES

**<TITLE>**

**Introduction**

<Instructions for what the individual chapters should contain are available at the following [link](#_1._Proposed_Topic).>

**Chapter 1: < Title of chapter 1>**

1. **<Title of heading 1>**
2. **<Title of heading 2>**
   1. **<Title of subheading 1>**
   2. **<Title of subheading 2>**
      1. **<Title of subheading 1>**
      2. **<Title of subheading 2>**

**Chapter 2: < Title of chapter 2>**

1. **<Title of heading 1>**
2. **<Title of heading 2>**
   1. **<Title of subheading 1>**
   2. **<Title of subheading 2>**
      1. **<Title of subheading 1>**
      2. **<Title of subheading 2>**

**Chapter 3: < Title of chapter 3>**

1. **<Title of heading 1>**
2. **<Title of heading 2>**
   1. **<Title of subheading 1>**
   2. **<Title of subheading 2>**
      1. **<Title of subheading 1>**
      2. **<Title of subheading 2>**

**Conclusion**

**References**

**Appendices**

1. **DESCRIPTION OF THE PROFESSIONAL AND SCIENTIFIC JUSTIFICATION OF THE TOPIC**

***Relevance of the Research Problem***

<Instructions for what this section should contain can be found at the following [link](#_2._Description_of)>

***Aims and Specific Objectives of the Research***

<Instructions for what this section should contain can be found at the following [link](#_2._Description_of)>

***Methodology of the Research***

<Instructions for what this section should contain can be found at the following [link](#_2._Description_of)>

# OUTLINE OF THESIS

<Instructions for what this section should contain can be found at the following [link](#_3._Outline_of)>

# LITERATURE OVERVIEW

<Instructions for what this section should contain can be found at the following [link](#_4._Literature_overview)>

**IMPORTANT NOTICE**

**DO NOT PRINT THIS SECTION WHEN YOU PRINT YOUR APPLICATION FOR SUBMISSION TO THE DEPARTMENT OF STUDENTS’ AFFAIRS. THIS SECTION REPRESENTS A GUIDE FOR THE CONTENT WHICH IS EXPECTED FROM THE APPLICANT PER GIVEN ELEMENTS IN YOUR APPLICATION**

**G U I D E**

**for declaring a topic and a Master’s thesis**

Before the theses are submitted, students should first submit the index to the officer at the Department for Students’ Affairs for the second cycle of studies to check the application file (one week before the theses are submitted at the latest). A precondition is passing the required exams.

The candidate can choose a topic for the Master’s thesis in the field studied in the corresponding study program. Also, the candidate can choose a potential mentor from the accredited mentors of the respective study program.

The candidate submits an application for the preparation of the Master’s thesis to the Teaching-Scientific Council of the Faculty of Economics-Skopje, through the Council for the second cycle of studies and through the Collegium of the study program of the second cycle of studies in which the student is enrolled at the latest 10 days before holding a session of the Teaching-Scientific Council of the Faculty of Economics-Skopje. The Teaching-Scientific Council of the Faculty of Economics-Skopje usually holds a session once a month, on the last Friday of the month. Applications received after this deadline will not be submitted ad hoc to a meeting of the Collegium of the study program of the second cycle of studies in which the candidate is enrolled but will be considered at the next meeting.

The application for the Master’s thesis (theses) is submitted to the Archive of the Faculty of Economics-Skopje in 2 copies (unbound and printed on both sides), all signed on the title page by the potential mentor and the candidate. Also, the application is submitted in an electronic version on 1 CD in PDF.

The application for a Master’s thesis contains:

* Request by the candidate containing the title of the thesis (1 page);
* Proposed topic and theses (2-3 pages);
* Description of the professional and scientific justification of the topic (2-3 pages);
* Outline of thesis (2-3 pages);
* Literature overview (3-4 pages).

Below are more detailed instructions for each of the above 5 sections.

**Request by the candidate containing the title of the thesis**

The title of the subject of the Master’s thesis in the candidate’s application must be written in Macedonian and English. Below is a specific request:

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# R E Q U E S T

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Program: MBA in Strategic Human Resource Management Index Number:

Residential Address:

Phone number:

I would kindly ask the Teaching-Scientific Council of the Faculty of Economics in Skopje to review and accept the proposed theses for the preparation of a Master’s thesis on the topic:

# “TITLE OF THE MASTER’S THESIS”

I enrolled in the second cycle of studies in the \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ program in the academic year 20\_\_/20\_\_. I passed the exams as of the \_\_\_\_\_\_\_\_\_\_\_\_ of \_\_\_\_\_ (*year*).

The selection of the proposed topic and the preparation of the theses were done in consultation with \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, which is why I would appreciate it if \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ is appointed as my mentor during the preparation and defense of the Master’s thesis.

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2. Description of the Professional and Scientific Justification of the Topic:
   * Relevance of the Research Problem
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   * Methodology of the Research
3. Outline of Thesis
4. Literature Overview

Mentor: Applicant:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Skopje, month, year

# 1. Proposed Topic and Theses

The structure of theses for the Master’s thesis includes:

INTRODUCTION

1. Relevance of the research problem (Description of the scientific and professional justification of the topic)

2. Aims and specific objectives of the research

3. Research methodology

4. Outline of the thesis (work plan)

MAIN BODY OF THE THESIS

Chapter I

Chapter II

Chapter III

Chapter IV

CONCLUSION

REFERENCES

The main text arranged by chapters is recommended to be composed of sections that refer to:

* previous research close to the selected topic;
* trends and conditions related to the topic;
* presenting the research method or setting up the research model;
* setting up hypotheses;
* presentation and interpretation of the findings and results;
* recommendations.

Number the headings and subheadings accordingly, up to the third level of breakdown. The individual sections of the thesis are shown as headings. Each heading is made up of subheadings, and the subheadings are made up of other subheadings. For example, the paper is composed of chapters – I, II, III, IV. Each separate heading contains subheadings (1,2,3, etc.), and each subheading contains other subheadings up to the third level of breakdown, where the first heading is broken down into subheadings 1.1, 1.2, 1.3, etc. The third level of breakdown implies that each subheading if necessary can be further divided into other subheadings, which would be numbered 1.1.1, 1.1.2, 1.1.3, etc. This division applies exclusively to the main part of the paper and not to the Introduction, Conclusion, References, etc.

# 2. Description of the scientific and professional justification of the topic

**Relevance of the research problem.** It is advisable to start with a statement that will intrigue and motivate the reader to continue reading. It could be some important and current scientific problem that your paper highlights or solves. It is necessary to provide the necessary information that will represent a starting point for the reader to understand the importance and essence of the issue being analyzed. It is essential that you have adequate knowledge of previous research that you are following up on. Sufficient references are needed to understand the context and meaning of the issue in question.

**Aims and specific objectives of the research.** It is necessary to specify what is the object of the research and to emphasize why the research will be conducted or what is the purpose of the paper.

**Methodology of the research.** In this section, data should be given about the database that will be used in the research and an explanation will be given regarding the applied methods and in what way it will be used to conduct the research.

# 3. Outline of thesis

This section briefly explains the structure of the paper and the basic directions according to which the matter will be presented. At the same time, for each separate chapter of the thesis proposal, a brief explanation is given about the questions, which will be elaborated.

# 4. Literature overview

This section represents a list of important titles that helped to get to know the essence of the topic more deeply, to prepare the topic and the Master’s thesis. The cited literature does not have to be used later in the preparation of the paper and does not have to be mentioned in the reference list. When registering the topic and the Master’s thesis, it is necessary to provide in the Literature overview at least 60 titles of books and journals by domestic and foreign authors, published after 2000, except certain important works published before 2000. References should be listed in alphabetical order. References to books, articles, and other publications are listed first, and a separate list is compiled for used web page sources.

The following are examples of citing the literature based on the different types of publications:

**For a book**

Surname, Initials. (year). *Title of a book*. Edition (if not first edition). Place of publication: Publisher.

* Example: Harrow, R. (2005). *No Place to Hide*. 3rd edn. New York; Simon & Schuster.

**For a book chapter or a paper from a collection of papers**

Surname, Initials. (year). “Chapter Title”, in Surname, Editor’s initials. *Name of the book*. Publisher: place of publication, pages.

* Example: Calabrese, F.A. (2005). "The early pathways: theory to practice – a continuum", in Stankosky, M. (Ed.). *Creating the Discipline of Knowledge Management*. New York: Elsevier, pp. 15-20.

**For journals**

Surname, Initials. (year). “Article title”. *Name of the scientific journal*, Volume (Issue), pages.

* Example: Capizzi, M.T. and Ferguson, R. (2005). "Loyalty trends for the twenty-first century". *Journal of Consumer Marketing*, 22(2), pp. 72-80.

**For conference proceedings**

Surname, Initials. (year of publication). “Scientific paper”, in Surname, Initials (Ed..), *Title of the proceedings which usually contains place and date*, Publisher, Place of publication, pages.

* Example: Jakkilinki, R., Georgievski, M. and Sharda, N. (2007), "Connecting destinations with an ontology-based e-tourism planner", in *Information and communication technologies in tourism 2007 proceedings of the international conference in Ljubljana, Slovenia, 2007.* Vienna: SpringerVerlag, pp. 12-32.

**For working papers**

Surname, Initials. (year). “Title of document”, working document [number if available], Institution or organization, Place of institution, date.

* Example: Moizer, P. (2003), "How published academic research can inform policy decisions: the case of mandatory rotation of audit appointments", working paper, Leeds University Business School, University of Leeds, Leeds, 28 March.

**EU documents**

The necessary elements for references are: the name of the institution from which the document originates (e.g. Commission), the form (e.g. Directive or Decision), year/number of the legal act/Initials of the institution followed by the date when it was adopted, then the title, and all in italics.

* + - * Council Directive 2001/29 /EC of 22 May 2001 on the harmonisation of certain aspects of copyright and related rights in the information society.
      * Commission Decision 93/42/EEC of 21 December 1992 concerning additional guarantees relating to infectious bovine rhinotracheitis for bovines destined for Denmark.
      * Council Regulation (EEC) 1612/68[5] of 15 October 1968 on freedom of movement for workers within the Community.

**For newspaper articles (authored)**

Surname, Initials. (year). “Article Title”. *Newspaper*, date, pages.

* + - * Example: Smith, A. (2008). "Money for old rope". *Daily News*, 21 January, pp. 3-4.

**For newspaper articles (non-authored)**

Newspaper. (year). “Article Title”, date, pages.

* Example: Daily News. (2008). "Small change", 2 February, p. 7.

**For electronic sources**

If the source is available online, it should be stated at the beginning, while the entire Internet address (URL) must be stated at the end of the reference, as well as the date when the page was accessed.

* Example: Castle, B. (2017). "Introduction to web services for remote portlets", available at: <http://www-128.ibm.com/developerworks/library/wswsrp/> (viewed 12th of November 2018).