

MASTER STUDIES PROGRAM

BUSINESS MANAGEMENT IN TOURISM AND AVIATION

GUIDELINES FOR DRAFTING AND PRESENTATION OF THE DISERTATION PROJECT

Academic year 2019 - 2020

The dissertation is the final stage of the Masters degree and provides students with the opportunity to show that they have gained the necessary skills and knowledge in order to organize and conduct a research project. It should demonstrate that they are skilled in identifying an area, or areas, suitable for research: setting research objectives; locating, organizing and critically analyzing the relevant secondary data and authoritative literature; devising an appropriate research methodology; analyzing the primary data selected and drawing on the literature in the field; drawing conclusions; making relevant recommendations and indications of areas for further research.

A dissertation is a 'formal' document and there are 'rules' that govern the way in which it is presented. It must have chapters that provide an introduction, a literature review, a justification of the data selected for analysis and research methodology, analysis of the data and, finally, conclusions and recommendations.

Advice on the range of suitable topics which relate to the subject area of the Masters degree will be approved by the scientific coordinator.

The scientific coordinator can be any of the academics who teach in the respective master program.

The length of the dissertation paper: 40 - 45 pages (without appendices and bibliography).

The scientific coordinator shall decide on that structure of the paper that (s)he sees fit and relevant for the approached topic.

WRITING THE DISSERTATION

Title Page

The title page should adopt the format shown in the template in Appendix 2.

Abstract

The dissertation should contain an abstract of up to 350 words. A good abstract is difficult to write and can only be completed after the full dissertation has been written. It represents a brief summary of the results of the dissertation research. By summarizing the

results of the research, it allows other people to get an idea of what was accomplished without having to read through the whole dissertation.

The abstract should provide sufficient information about the results of the research before reading the full dissertation.

The dissertation should include the following sections:

Introduction

Literature Review

Research Methodology

Findings / Data Analysis

Discussion

Conclusions

References

Appendices

DISSERTATION STYLES

Dissertations need to demonstrate knowledge and understanding beyond undergraduate level and should also reach a level of scope and depth beyond that taught in class. All dissertations must be presented in an appropriate academic style and format to ensure that the precise aims of the dissertation are met. It is important that the aims and objectives of the dissertation are clearly expressed and are achievable within the scope of the dissertation framework. Academic style does not just refer to the clarity of expression, grammar, use of citation and referencing, but relates to a clearly structured approach to the justification and validation of facts, theories and opinions presented to form a precise argument. With the range of subjects taught across the School the type of research dissertation will vary.

LAYOUT, STYLE AND WRITING

- ✓ The paper format is A4, with 2.5 cm left margin and 1.5 cm top, right and bottom margins;
- ✓ The font used shall be Times New Roman, 12 points, 1.5 line spacing;
- ✓ The font used for footnotes and/or references shall be Times New Roman, 10 points, 1 line spacing;
- ✓ The font used for tables, figures and charts shall be Times New Roman, 10 points, 1 line spacing;
- ✓ The paper shall be written in English language, with page numbers at the bottom of the page and on the right;
- ✓ The contents of the paper shall have page numbers and be introduced at the beginning of the dissertation paper;
- ✓ Chapters will be numbered I, II and so on, and sub-chapters 1.1., (1.1.1., 1.1.2. and so on), 1.2. (1.2.1., 1.2.2. and so on) for Chapter I and, respectively: 2.1. (2.1.1., 2.1.2. and so on), 2.2. (2.2.1., 2.2.2. and so on) for Chapter II etc.;
- ✓ The appendices (numbered and named) and the references shall be placed at the end of the paper (according to the proposed structure).
- ✓ The references shall contain a minimum of 15 scientific papers from the national/international literature and will be ordered according to the surname of the first author. The author's surname, the initial of the first name, the title of the paper, the publishing house and the release year shall be mentioned. The references shall necessarily contain web references, through the complete address of the web page.
- ✓ For footnotes and resources cited inside the paper, the author's surname, the initial of the first name, the title of the paper, the publishing house, the release year and the page/pages of the respective quote or reference shall be provided;
- ✓ Tables, figures and charts are mandatory, and they are named and numbered separately. If these do not belong to the author, the source needs to be mentioned in the form indicated above.

PRESENTATION FORM:

- ✓ The dissertation paper will be enveloped, respecting the model from Appendix 1;
- ✓ The dissertation paper has to be accompanied by the scientific coordinator's report (standard form), the antiplagiarism report and the standard form for confirmation of the upload of the dissertation paper into the online institutional database;

- ✓ In order to obtain the standard form for confirmation of the upload of the dissertation paper into the online institutional database, the dissertation paper must be comprised into 1 single file, maximum size of 50MB (cover page, first page, table of contents, paper, bibliography, appendices). We recommend the use of pdf type files (doc, docx or rtf files are also usable). Database upload is done through the institutional webpage web.rau.ro, section "Dissertation Exam- >Electronic format upload".
- ✓ The scientific chief has the right to reject a dissertation paper which does not observe the minimum required rules.

Appendix 1 - Cover of the Dissertation Paper

**ROMANIAN-AMERICAN UNIVERSITY
SCHOOL OF DOMESTIC AND INTERNATIONAL ECONOMY OF TOURISM**

**MASTER STUDIES PROGRAM
BUSINESS MANAGEMENT IN TOURISM AND AVIATION**

DISSERTATION PAPER

SCIENTIFIC COORDINATOR:
Academic Title, Surname, First Name

GRADUATE:
Surname, the Initial of the Father First Name, First Name

Bucharest 2020

Appendix 2 - First Page of the Dissertation Paper

ROMANIAN-AMERICAN UNIVERSITY
SCHOOL OF DOMESTIC AND INTERNATIONAL ECONOMY OF TOURISM

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TITLE OF THE DISSERTATION PAPER

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Appendix 3 – Form: Written Request for the Dissertation Topic

APPROVAL Scientific Coordinator

ADVISED Head of Department

APPROVED Dean

Dear Mrs. Dean,

The undersigned master student of the Romanian-American University, School of Domestic and International Economy of Tourism, academic master studies program Business Management in Tourism and Aviation, year, group, would kindly like to ask you to endorse my chosen topic for the dissertation project, elaborated under the scientific supervision of

Signature,

Date:

To Mrs. Dean of the School of Domestic and International Economy of Tourism