



**DEPARTMENT OF FORESTRY,
WOOD SCIENCES & DESIGN**

**BACHELOR THESIS PREPARATION REGULATIONS
FOR UNDERGRADUATE STUDIES**

**DEPARTMENT OF FORESTRY, WOOD SCIENCES &
DESIGN**



KARDITSA, 2019

GRADUATE THESIS PREPARATION REGULATIONS OF THE DEPARTMENT OF FORESTRY, WOOD SCIENCES AND DESIGN OF THE UNIVERSITY OF THESSALY

In order to obtain the degree of the FWSD Department, it is mandatory to prepare a research Bachelor's Thesis under the guidance of a Supervising Professor, who is a member of the Faculty of the Department. The Bachelor's Thesis participates in all the teaching units of the Undergraduate Study Program with 30 ECTS.

The learning objectives for the students (with reference to Bachelor's Thesis) are as follows:

- a) be able to delve into research in a specific subject area using the knowledge they have acquired during their studies.
- b) integrate into research teams and adapt to team requirements.
- c) to be able to refer to the international literature, organize their research, design experiments, adopt internationally accepted protocols and practices, write a scientific text with bibliographic references avoiding plagiarism, reflect critically the results of their research (highlighting their contribution to scientific development).
- d) to be able to organize and make a presentation of a scientific work in front of an audience during the presentation of the Bachelor's thesis and its examination by a three-member Examination Committee (including the Supervising Professor), answering questions concerning either the narrow subject of the Bachelor's Thesis or the more general scientific field.

Based on the learning objectives, the Regulation of the Bachelor's Thesis is described below:

1. Information

1. In the first semester of studies, at a special event, students are informed about their obligations for obtaining a degree, where they are also informed extensively about the Bachelor's Thesis.
2. At the beginning of the 9th semester, an information day for the Bachelor Thesis is held.
3. At the beginning of the 9th semester, students can also meet the professors of the Department in person (during student hours or after a scheduled meeting) and be informed about proposed topics for the Bachelor's Thesis.

2. Assignment of the Bachelor's Thesis

At the beginning of the 9th semester, each student can choose the thematic unit in which he wants to prepare the Bachelor's Thesis in collaboration with the faculty members of the FWSD Department. Submits a relevant request by completing the special form for this purpose to the Department Secretariat regarding the proposed title of the Bachelor's Thesis (in Greek and English), the methodology to be followed, etc., which is also countersigned by the supervising professor.

The Supervising Professor requests approval from the Department Assembly regarding the subject of Bachelor's Thesis and the Three-Member Examining Committee.

Each professor can supervise up to degree theses in thematic units related to his subject or the courses he teaches.

3. Elaboration of a Bachelor's Thesis

1. The Bachelor's Thesis is research and can be assigned to up to two (2) students, on a topic decided in collaboration with the Supervising Professor.
2. The Bachelor's Thesis is prepared under the responsibility of the students, under the guidance of the Supervising Professor.
3. The obligation of the students during the preparation of the Bachelor's Thesis is: a) Their compliance with the Code of Ethics of University of Thessaly. b) Their inclusion in the research group of the Supervising Professor, as well as their inclusion in the human resources of the Laboratory or Laboratories where the experiments are performed. By the term "integration" is meant the harmonization with the provisions of the Code of Ethics that govern the interpersonal relations with all those who make up the research groups or working groups of the Laboratory. c) The faithful application of the general safety rules described in the Undergraduate Study Program Regulation and the rules established by each Laboratory separately. d) Attendance at the Laboratory, at least during the execution of experiments, on a daily basis and during working hours or otherwise as agreed with the Supervising Professor is necessary so that the implementation of the Bachelor's Thesis is possible, there is no delay in its preparation and ensure its quality. e) Informing them about plagiarism.
4. It is necessary to keep a formal file in the form of a "Laboratory Notebook", according to the instructions of the Supervising Professor, which will remain in the Laboratory during preparation and after the completion of the Bachelor's Thesis.
5. The writing of the Bachelor's Thesis will be done in accordance with the Bachelor's Thesis Writing Instructions that follow.

6. If the student wishes to change the subject and the Supervising Professor of the Thesis assigned to him, he must secure the approval of the original supervisor and the new Supervising Professor must seek approval from the Department Assembly regarding the subject of the Bachelor's Thesis (defined as title of the Bachelor's Thesis in the Greek and English language) and the new Three-Member Examining Committee, with a document co-signed by the previous Supervising Professor. In case of refusal by the Supervising Professor, the student submits a reasoned request to the Secretariat of the FWSD Department which is examined at the Department Assembly.

4. Submission and Examination of the Bachelor's Thesis

1. Upon completion, the Bachelor Thesis is presented (oral and public) at a relevant event organized three times a year (January, May, October). The dates for the presentation of the Bachelors' Thesis are set by the Department Assembly and are announced at the beginning of each academic year.

2. The presentation will be made in accordance with the Graduate Thesis Presentation Guidelines that follow:

A) Up to 15 minutes and 5 minutes for questions will be allocated for the presentation of each Bachelor Thesis. Only the Three-member Examining Committee has the right to ask questions.

B) In order to participate in the thesis presentation day, the student must deliver the final text of the thesis (with the approval of the Supervising Professor) to the Secretariat of the FWSD Department at least 15 days before the day, in three copies and in electronic format.

C) Upon delivery of the final text, a plagiarism check will be conducted and the Tripartite Committee will be informed of the extent of plagiarism (if detected). If plagiarism is found, the Bachelor's Thesis is nullified or referred for additional processing. If the plagiarism is repeated, the Assembly of the Department is informed, which decides to refer the student to the structure of the University of Thessaly responsible for imposing disciplinary penalties.

D) In order to present the thesis, at least two members of the examination committee (including the Supervising Professor) must be present, in person or electronically.

E) In exceptional cases, such as e.g. planned or urgent absence of the Supervising Professor, an examination date other than the day may be set, following a decision of the Department Assembly.

F) In case of justified absence of the supervisor or the student or the two remaining members of the Three-Member Examination Committee from the day, the presentation of the Bachelor's Thesis will take place on a date to be determined by the Department Assembly.

G) After the examination of the Bachelor's Thesis, any corrections-changes required to optimize the Bachelors' Thesis are given to the examinees by all members of the examination committee.

H) With the incorporation of the proposed corrections/changes within seven days of the presentation of the Bachelor's Thesis, the student is obliged to deliver to the Secretariat as an incoming document four copies of good quality and binding (not spiral, at least heat-glued) of the Bachelor's Thesis as well as a CD with a single PDF file with the text of the Bachelor's Thesis after the corrections.

5. Evaluation Criteria of the Bachelor's Thesis

The criteria considered for the evaluation of the Bachelor's Thesis concern the progress of the students during the preparation of the Bachelor's Thesis, the written scientific text and the presentation and defense of the Bachelor's Thesis, such as:

- The adequacy and effectiveness of the student during the research and learning process of the preparation of the Bachelor's Thesis.
- Consistency in terms of what was agreed with the Supervisor: bibliographic preparation, accuracy of experiments/studies, schedules and deliverables.
- The volume of the project and the volume of work during the intervening academic semesters until the end of the Bachelor's Thesis.
- The quality of the written scientific discourse, the approach to the investigation of the subject and the use of the relevant bibliography. The structure of the Bachelor's Thesis and its written presentation, e.g. the coherence of the text, the correct use of terminology and language, the precise formulation of concepts, the scientifically sound documentation of conclusions.
- The correct use of written and oral scientific discourse during the presentation of the Bachelor's Thesis.
- The coherence of the presentation and the proof of sufficient knowledge of both the topic it deals with and the thematic section that the Bachelor's Thesis is part of (answers to the questions).

Each member of the Three-Member Examining Committee scores on a scale from 0 to 10 (with an accuracy of one decimal place). The members of the examination committee grade the thesis by evaluating the written text (60%) and the student's performance during the presentation-support of his thesis (40%). The final grade of the Bachelor's Thesis results from the Average of the grades of the Three-Member Examining Committee (to one decimal place) with a minimum passing grade of 5.0 (five).

6. Guidelines for Writing a Bachelor's Thesis

The writing language of the Bachelor Thesis is Greek.

Reference should be made within the text to the sources used to obtain the information. The sources must be mentioned both within the text (references) and at the end of the thesis, as a bibliography. This allows the reader to search the sources for more information, while avoiding the possibility of the reference being considered plagiarism and acknowledging the work of the authors of the sources.

The information contained in the sources can be used (paraphrasing) and not copying/verbatim translation of the original text, as this constitutes plagiarism. If (short) excerpts are used, verbatim, from the work of third parties, this should be done within quotation marks, and only if the meaning of the phrases is such that it cannot be paraphrased (saying, definition, etc.).

In more detail, regarding plagiarism, the Code of Ethics of the University of Thessaly states: "The reproduction of the whole or parts of the intellectual works of third parties (books, articles, papers, etc.) as well as their translation, adaptation, falsification or imitation, without the permission of their creator, is prohibited by law, regardless of the form in which it is done (print, electronic, photographic, etc.) and constitutes a civil and criminal offense, as well as a serious disciplinary violation." while "**Plagiarism** is the incorporation into a work of ideas, excerpts or even individual phrases of a third party's work, without reference to the relevant source. Although plagiarism may in some circumstances not constitute a violation of copyright law in the strict sense, it is a serious disciplinary offense, particularly when it is committed by members of the university community and occurs in works that appear to be the original work of their author."

In particular, regarding the preparation of assignments by students, the Code states that: "*Plagiarism or the direct violation of the obligations arising from the network of provisions on intellectual property, as defined above in this Regulation, constitute serious disciplinary violations for both students and female students. It is specifically prohibited:*

- *The use of the intellectual creations of third parties and their appearance as personal creations of the student, in the context of the fulfillment of the obligations undertaken in the context of the teaching or research process.*
- *The submission of assignments prepared in collaboration with other students as the products of a student's exclusively individual work.*

- *The resubmission of work, in whole or in part, prepared for the needs of another teaching or research process, for the fulfillment of obligations that the student has undertaken in the context of such a new process".*

I. GENERAL SPECIFICATIONS

For the writing of the Bachelor's Thesis, the following instructions should be followed:

- Indicative length: at least 40 pages
- Presentation: white paper, A4 sheet size, printing on one side of the sheet
- Cover: according to the Template
- Spacing: 1.5 lines
- Alignment: Full (justify)
- Font type and size:
 - main text: Times New Roman or Arial, size 12
 - titles: Times New Roman or Arial, Bold
 - title numbering: list, format: 1, 1.1, 1.1.1, etc.
 - table title: Times New Roman or Arial, size 10, single spaced. The table follows the title
 - figure, diagram and image title: Times New Roman or Arial, size 10, single spaced. The title of the figure or figure is written below the figure or diagram or figure
- Page numbering:
 - at the bottom of the page, in the center
 - with Latin numbers until the introduction and with normal numbers from the Introduction until the last page of the bibliography.
- Bookbinding: bonding such as heat sealing (not spiral)

II. STRUCTURE

The text of the Bachelor's Thesis should include the following sections (in the order they are listed, as analyzed in the Template):

- Cover:

- on thick paper
- includes the logo of the University of Thessaly, the title of the School and the Department, the laboratory where it was carried out, the approved title of the Bachelor's Thesis, the name of the student, the name of the Supervising Professor, the year of presentation and the city where the Department is headquartered.
- Inside Cover 1:
 - Bachelor's Thesis title in Greek and English
 - members of the Three-Member Examining Committee (accompanied by the title and subject of knowledge of each member as well as the Institution to which he belongs)
- Dedication (optional):
 - at the top right of the page, align right
- Affirmation:
 - The following text is signed by the student who prepared the Bachelor Thesis "*I certify that I am the author of this thesis, which was prepared in accordance with the FWSD Thesis Preparation Regulations*»
- Acknowledgments (optional)
- Contents
- List of Tables (optional)
- List of Images/Photos (optional)
- List of Abbreviations (optional)
- Abstract:
 - up to 250 words
 - briefly describes the subject of the Bachelor Thesis (purpose, methodology, results, conclusions)
 - keywords, not included in the title (at the end of the Abstract)
- 1. Introduction**
 - the length of the introduction is recommended to be 10-25% of the entire thesis
 - includes the literature review

- presents the main points of existing knowledge on the subject of Bachelor Thesis, from reliable and valid published works
- the way in which in-text references are made is described in Section III (Bibliographic References)
- the last paragraph of the introduction includes the purpose of the Bachelor Thesis

2. Materials and Methods

- includes the detailed description of the experimental methods followed, without commenting on the results
- there should be a correspondence of the methods described with the Results Chapter
- when methods described in publications are followed, relevant reference should be made in the text (and the source should be included in the Bibliography). If modifications have been made to the method, these should be clearly stated

3. Results

- the products of the data analysis and the results (quantitative and/or qualitative) resulting from them are presented, without making any particular comment or comparison with the results of other researchers
- every figure, diagram or table must be annotated and referenced in the text

4. Discussion

- the results of the Bachelor's Thesis are presented alongside the results of related published work, the results are linked in order to explain them, a comparison and contrast is made highlighting the contribution of the Bachelor's Thesis to scientific research and citing fields for future research

Conclusions

- the main results of the Bachelor Thesis are presented graphically (in the form of a list).

Bibliography

- the way to cite the Bibliography is described in Section III (Bibliographic References)

Appendices

III. BIBLIOGRAPHICAL REFERENCES

Any references made in the text must also be mentioned in the bibliography.

A. In-text references

When an idea, opinion or result from another researcher(s) (published or unpublished) is mentioned within the text of the thesis, it must be followed by a reference to them, with the help of an appropriate text. The citation must contain in parentheses the author's last name and the year of publication of the work (print publication or in electronic format). If the year of publication of the work is not known, the word 'undated' or 's.d.' (= 'sine datum') is written. If there are two authors, the surnames of both are mentioned connected with the word 'and', if the authors are more than two, the surname of the first one is written followed by the abbreviation et al., if the authors are foreign or etc., if they are Greek, without italics. If the author's last name is not known give the reference e.g. (Anon. 1987). However, if it is a publication from an organization or Institute in which the name of the author is not specified, then the reference is made by stating the name of the organization or institute and the year of publication, as in the example: (Building Research Establishment 1989).

All references should be listed alphabetically at the end of the Bachelor Thesis under the title *Bibliography*.

Examples

1. Citation with an author within the text of the thesis 'Bond (1999) states that this research took several years'. or 'It is reported that this particular investigation took several years (Bond 1999)'.
2. More than one reference to an author, all published in the same year. "The behavior of wild elephants is influenced by the environment (Hall 1986a, 1986b) ».
3. Citation with two authors within the thesis text 'Bond and Jones (1999) report that the research results did not support the current theory.' or 'It is reported that the research results did not support the current theory (Bond and Jones 1999)'.
4. Citation with two authors within the text of the thesis, same last name, different initials. 'With the polymerase chain reaction (PCR) and DNA hybridization, although they require special equipment, it is not possible to visualize the affected tissues (Black L. 1986, Black M. 1986)'.
5. Citation with more than two authors within the text of the thesis 'Bond et al. (1999) report that their results were contradictory'. or 'It is reported that the research results were contradictory (Bond et al. 1999)'.
6. If we have more than one source in parentheses, put the sources in chronological order from the oldest to the newest article and separate them with commas.

7. More than one citation in one sentence: 'Many viral transfer proteins (MPs) can bind nucleic acids in a non-specific manner with respect to nucleotide sequence (Ding et al. 1995, Ding 1998, Kalinina et al. 2001, Mushegian and Koonin 1993, Wung et al. 1999), thereby forming a nucleoprotein complex (NA-MP), which moves through the plasmodesmata (Ding 1998)'.
8. Citing from an online source: Depending on the type of source and how it has been included in the Bibliography (instructions in Section D). In no case do we just put the web address.

B. Insertion of the same foreign text in the thesis text

When we insert foreign text within the text of the thesis (but not more than one line), quotation marks are used.

Example: He states that 'diversity is considered as a function of the speed of evolution' (Lymberakis 2002). This could also be written as follows: Lymberakis (2002) states that 'diversity is examined as a function of the speed of evolution'.

F. Indirect or secondary references

These are only used when the original work is not available. Then reference is made to both the primary reference and the source that has been found and read.

Example: Fainstain (1994) as cited in Badcock (2002) claims that

All information of the source from which the information for the sub-reference was found as well as all information about the sub-reference itself should be given in the bibliography.

Δ. Bibliography

The body of text used in the Bibliography is the same as those used in the body of the rest of the thesis.

All sources mentioned in the Bibliography should have been read and understood by the student. All sources cited in the text should be listed in the Bibliography.

The Bibliography is divided into Greek and foreign languages.

The references are initially listed in alphabetical order of the last names of the first authors. Secondly in alphabetical order of the initials of the first authors' names. Then in alphabetical order of the surnames of the second authors (and in this way for the rest of the authors). Then follows the chronological order (year) of the references and finally in alphabetical order of the first letter of the title.

Information for entering a reference in the Bibliography should be taken from the page where the title of the paper appears (from the first page of the paper) and not from the cover. Each reference should use punctuation and symbols as given below. The initials of the authors' names are sufficient (only the full surname). Specific pages from a book should be cited using the abbreviation pp. (foreign language book) or pp. (Greek language book) (eg pp. 79-83 or pp. 79-83). To refer to journal publication pages we use the abbreviation pp.

Book reference (in the main words of the book title, the first letter is capitalized).

Papazafeiriou Z.G., 1999. The Water Needs of Crops. Ziti Publications, Thessaloniki.

Reference to book chapter

Johnson A.M., Nyomura D.A. and Martin G.C., 2001. Almond tree irrigation needs. In: Barashatra N.A. (eds.), Tree Irrigation Water Needs, J. Wiley Publishers, New York, pp. 235-278.

Reference to a PhD thesis

Surname O., 2018. Title of Ph.D. Doctoral thesis. Name of Institution, Headquarters of Institution.

Wilson S. 1997. An investigation of physiotherapists working as extended scope practitioners. Doctoral dissertation. Kingston University, Kingston, Surrey.

Reference to an article presented at a Conference

Papamichail D.M., Kotsopoulos S. and Georgiou PE, 1994. Comparative analysis of indirect methods for estimating reference crop evapotranspiration. Proceedings of the 2nd Panhellenic Scientific Conference on Meteorology - Climatology - Atmospheric Physics. Thessaloniki, pp. 35-43.

Ferree D.K. and Kader A.A., 2008. Postharvest performance of mango in controlled atmospheres.

Proceedings 9th Controlled Atmosphere Research Conference. Wenatchee, WA, USA, pp. 219-223.

Reference to an international journal article (the name of the journal is written without abbreviating the words)

Choudhury N.K. and Behera N.K., 2001. Photoinhibition of photosynthesis. Role of carotenoids in photoprotection of chloroplast constituents. *Photosynthetica*, 39:481-488.

Doud S.D., Layne A.M., Marrey G.C. and Ferree C.D., 1980. Influence of altered light levels on growth and fruiting of mature "Delicious" apple trees. *Journal of the American Society for Horticultural Science*, 105:325-328.

Information in electronic format

There is no specific format for electronic reports. Nevertheless, suggested formulas are given below.

- Reference should be made to the date of creation or last update (if available) of the electronic text and the date the student had access to the electronic text.
- If the website address is too long or contains codes, use the main body of the address.
- When the author is not given, use the title as the main element of the reference.

Reference to website

Food and Agriculture Organization of the United Nations, 2017. FAOSTAT database. <http://www.fao.org/faostat/> (Accessed November 15th, 2017).

Images from the internet

Ostara in concert, London, 14 March 2002 (2002). [Image from the internet]. www.ostara.net/images.asp (Accessed August 25th, 2003).

Thesis presentation guide

The duration of the thesis presentation must not exceed 15 minutes (indicative 15 slides).

The file should be of Microsoft Power Point type (.ppt or .pptx file) and there should be a copy in .pdf file format. The font size should not be smaller than 24.

Particular attention should be paid to the combination of colors, background and font (for legibility). The file should be delivered at least 20 minutes before the start of the conference. Indicatively, the presentation should include:

Slide	Content
1	University logo, School-Department title, Essay laboratory, thesis title, student name and supervisor name
2-3	Introduction
4-6	Materials and Methods
7-12	Results
13-14	Discussion-Conclusions
15	Acknowledgments (optional)

Standards from the FWSD Department Secretariat:

- BACHELOR'S THESIS UNDERTAKING NOTICE
- SUBJECT CHANGE REQUEST/SUPERVISOR
- BACHELOR THESIS EXAMINATION RECORD