Tallinn University

School of Governance, Law and Society

Social Entrepreneurship MA program

GUIDE TO WRITING AND THESIS DEFENCE

Tallinn

2019

I. GENERAL PROVISIONS

1.1. Objectives and legal basis

The Tallinn University's School of Governance, Law and Society (hereinafter the School) Social Entrepreneurship studies thesis guide (hereafter the guide) sets the basis for grading theses in its programme. Other assignments (essays, research papers) should follow different guidelines and requirements (such as those specified by the School of Governance, Law and Society Student Assignment Guide).

This guide was created for the evaluation of project thesis following the nature of project-based learning method as the basic approach used by our Social Entrepreneurship MA programs. In case, the student decides to write a traditional research thesis, guides used for other social sciences (political science and international studies) can apply.

1.2. The definition of a thesis, the basis for writing and grading theses.

A thesis is a written dissertation written independently by a student wishing to graduate and complete their curriculum. The thesis must be written independently and sources must be cited. Failure to cite a source is considered plagiarism and further action will be taken according to the Tallinn University Statutes and its appendices. When writing the thesis, a student should adhere to this guide and the advice given to them by their thesis supervisor. When grading the thesis, the panel should first and foremost take into consideration the content requirements outlined in this guide.

All theses are checked against plagiarism using the detection system Urkund.

II. TYPES OF THESES

2.1. Types of theses

The types of theses are the following:

1) Project thesis ; 2) Research thesis

The Master's thesis must demonstrate that the student has specific knowledge of their field by showing the practical development capability of social enterprises in case of project thesis, and theoretical knowledge combined with empirical research skills in case of research thesis.

2.2. Project thesis

A project thesis describes the journey of development student has made alone or in a team reflecting to the applied development methods and the learning process during the development work.

In his/her thesis the student will undertake responsible innovation by framing and addressing a complex social innovation project detailing plausible solutions in form of a social enterprise. The thesis is individual, members working in the same team submit separate thesis emphasizing their personal progress during the development process.

2.3. Research thesis

In case, the student decides to write a traditional research thesis, guides used for other social sciences (political science and international studies) can apply.

A research thesis begins with a theoretical starting point that is connected to an empirical issue or question. The thesis will present an original analysis, and its findings, which are based on the empirical material.

Should the thesis take the form of an article, the article must fall in the category of 1.1, 1.2, or 3.1 as outlined by the Estonian Research Portal. The article must be already published or have received an official confirmation from the publisher confirming that it will be published.

III STRUCTURAL PROVISIONS

3.1. Structure of the thesis

The project thesis is divided into two main parts: the theoretical basis and the development part.

The theoretical basis, after an introduction and summary, identifies the key knowledge and concepts related to social entrepreneurship, responsible business practice and the mega trends of sustainability of enterprises. This part also incorporates a detailed description of the problem addressed by the project in terms of available socioeconomic data and existing or past solutions.

The development part of the thesis consists of the process of professional development and personal progress with the context of social innovation and social enterprise development. Development part needs to address both the social impact/sustainability dimension and the entrepreneurial aspect of the project.

3.2. The volume of the thesis

The volume of a Master's thesis (24 credits) content part is roughly 60-70 pages (1 page is 1800 characters without spaces). The volume of the formal part (the title page, the table of contents, the abstract, the references page and the appendices) is not a factor in grading.

The volume of the thesis may differ from the requirements if it is permitted by the thesis supervisor. If the supervisor of the thesis is not a member of the school's faculty, permission must be sought from both the supervisor of the thesis and the supervisor of the curriculum.

3.3. General formal requirements

The language of the thesis is English. Permission to use other languages must be sought from the supervisor of the thesis, the supervisor of the curriculum and the head of the department. The permission must be sought from the supervisor of the curriculum by way of a written application. The supervisor of the curriculum will relay the request to the head of studies for approval.

The formal part, including references, must adhere to guidelines outlined in Annex 1. Additionally author's declaration and non-exclusive licence should be submitted (cf. Annex 7). The author of the thesis is free to act according to their own best judgment when it comes to the other aspects of the thesis. The formal part and citations, however, must be clear and consistent throughout the thesis.

The sources used in the thesis must be relevant to the issue. The references page can only include the sources that were cited in the thesis. All sources cited must be included.

A Master's thesis should presumably make use of about 40 sources. The minimum number of sources is ten. Should fewer sources be used, the thesis will receive a failing grade of F.

3.4 Thesis procedures and communication

Procedures relating to the thesis and its defence are outlined in Annex 3. If not stated otherwise, all communication and information exchange related to the thesis will be handled in the school's e-learning environment Moodle (http://moodle.e-ope.ee). If not stated otherwise, files must be uploaded using the formats .doc and .pdf, if necessary. Exceptions relating to the size of the materials must be confirmed and granted by the study counsellor.

IV. GENERAL THESIS REQUIREMENTS

4.1.Problem statement and structure

The thesis must have a clear problem statement, along a development plan that is designed to tackle the issue. The problem will be related to relevant societal or environmental issues and its scope must not exceed the volume determined by the type of thesis. The problems and the development plan must be interconnected and form a cohesive whole. The significance of the issue must be clearly stated. The thesis must include all the required structural elements: an introduction, a theoretical basis, an empirical part, a detailed development part, outcomes and a conclusion. The different elements must be clearly distinguishable from one another and they must be balanced in terms of length and content.

4.2 The theoretical basis

The thesis must include a theoretical basis that will serve as the starting point in defining and solving the problem that is under investigation. This theoretical basis can be a single theory, a synthesis of multiple theories or any other type of theoretical model. The theoretical basis must be presented in a clear manner, making use of all relevant authorities on the subject. The theoretical basis must be connected to the problem at hand. The approaches outlined in the theoretical part should be used in the analysis. The exact structure and volume of the theoretical part depends on the nature of the thesis and the research strategies employed. The goals and strategies used in the thesis must be previously discussed with the supervisor of the thesis.

4.3 Development part

A project thesis's key element is the development part, which describes how students attempted to tackle a real-life problem. The development part must be based on a selected business development method designed for social enterprises. A detailed development plan describes the conscious steps needed for the implementation and student presents his/her journey along this plan. Implementation do not need to be completed but student need to demonstrate his/her competence in planning and implementation identifying clearly the current stage of development and future expectations.

Results, outcomes and impact as achievements are not subject of evaluation, but identifying them and their presence as indicators are required. Failure is an accepted outcome; student need to present his/her personal progress during the process including lessons learned and experience gained during planning and implementation.

4.4 Conclusion

Development part ends with a conclusion where student reflects on the entire process creating connection between the theoretical part and implementation drawing a conclusion learned from his/her journey.

The conclusions must be presented in a logical and complete manner, and the author's contribution to reaching the conclusion must be discernible. The results must be discussed and be innovative to a certain

extent. Outcomes needs to be presented if the form is a project thesis. Outcomes can have different scopes, and even in case of failure the learning process should be presented as an outcome of the project development.

4.5 Grading

The grading of the thesis must be done in accordance with the thesis grading criteria. The grading criteria for the Master's thesis are outlined in Annex 2.

V PRINCIPLES OF SUPERVISION

5.1 Confirming a supervisor

The student will have a supervisor who is there to assist the student in writing their thesis. (Cf Annex 4a)

5.2 Student-Supervisor cooperation

The rights and obligations of the student:

1. The student is responsible for the validity of the data used and for confirming the sources of the opinions expressed in the thesis;
2. The student must consult their supervisor when choosing the topic and overall structure of the thesis and must have their approval before proceeding with their research;
3. Master's students have the right to 50 credit hours' worth of consultation. This time includes the time it takes the supervisor to read the student's thesis;
4. The student shall turn to their supervisor for advice and guidance upon encountering issues or questions when writing their thesis;
5. The student is obligated to inform their supervisor of any potential upcoming difficulties encountered in researching the topic and of any potential changes to the problem statement and the wording of the topic;
6. In case of insurmountable problems in communication or misunderstandings between the student and their supervisor, the student has the right to turn to the head of department for a solution;
7. The student must adhere to the thesis guidelines, meet deadlines and organise their cooperation with their supervisor accordingly;
8. The final thesis must be submitted to the supervisor no later than ten days before the officially announced thesis submission deadline, unless the student has reached a different agreement with their supervisor.

The rights and obligations of the supervisor:

1. The supervisor will assist the student, in accordance with the schedule they and the student have set, in defining the initial hypothesis and research questions, in choosing the correct methodology, in recommending appropriate literature, in adhering to the content and form requirements and in giving feedback on the general direction of the thesis;
2. The supervisor will point out mistakes, shortcomings and weak points in argumentation and structure. They will assess the research methodology and terminology as well the style and language used throughout the thesis;
3. The supervisor is obligated to inform the student of any potential upcoming difficulties and changes to the structure and schedule of their cooperation;

4. The supervisor has the right to terminate their cooperation with the student should the student consistently miss deadlines, violate research ethics or consistently ignore the supervisor's advice. The student and the head of department must be notified in writing should the supervisor choose to terminate the cooperation;

5. The supervisor is obligated to respond to the student's queries within five working days, unless having previously informed the student otherwise;

6. If the supervisor grants an exception to the student with regard to the volume requirements of the thesis, they are obligated to state the reason for the exception.

ANNEXES:

Annex 1.

I The structure of a Master's thesis (the example is for project thesis):

1. Title page – must include the signature of the supervisor proving that the thesis is allowed to proceed to assessment/defence.

2. Author's declaration – cf. Annex 4a

3. Abstract – a short summary of the project, which correctly reflects its objectives and content (the length of text should be approximately 100-120 words).

4. Table of contents – presents all subsections of the thesis in exact accordance with the headings given in the thesis and the page number on which the corresponding subsection starts. The resume, abstract, introduction, summary, review of literature, list of abbreviations, tables and graphs, and annexes are listed in the table of contents, without pagination. All annexes are listed in the table of contents individually with headings. Page numbers should be at the upper right-hand corner of the page, starting from the second page of the introduction. The table of contents shall be formatted after pagination; it is recommended that pages are numbered only after the whole thesis is ready, in order to avoid confusion when numbering.

5. Introduction – (p. 1-3) sets out a presentation of the project, the importance of the problem, the purpose of the thesis, an explanation of what motivated the author to write on the given topic. The theoretical location of the thesis on the project landscape and the relevance of it are indicated. The introduction is not a chapter of the thesis; therefore, the text should not contain excessive data.

6. The structural arrangement of the content and the number of chapters depend on the type of project or research/theoretical work being presented. The core part of the thesis must form a whole and be in a logical order. A brief overview of important thematic approaches and studies is given in the core part of the thesis.

· *Theoretical part* – a brief overview of important thematic approaches is given (the theoretical research published around crossmedia and transmedia storytelling). The student must rely on original sources in the theoretical overview. It is recommended to select one main theory involving the whole topic and then contribute to this with other supporting theoretical approaches for a more thorough theoretical analysis of the topic. At the end of the theoretical part, an overview shall be given of the creative work. ·

The creative part consists of two sub-parts:

1. General description of the project design and justification for the its choice, including the type of selected platforms; method of distribution; market analysis, target audience etc.

2. Discussion and Reflexive Considerations - in this part, it is important that the project is analyzed in relation to the theoretical approaches of the thesis. In a bachelor's thesis, it is important that the author is able to critically analyse its own production together with the theoretical part. The use of existing analytical models should be considered. If the student has made an important new discovery in the process of writing the thesis, then it shall be explained in detail in this part.

7. Conclusion – provides an opportunity for a brief generalization of the project and the arguments treated in the thesis. The conclusion should point out the strength and 7 weaknesses of the project, the limitations and significance together with the author's opinion with regard to further continuation of the project. This chapter is for sharing the author's thoughts, conclusions, interpretations, etc. It must be kept in mind that the reader will look for alternatives to the conclusions drawn in the thesis. The author should anticipate this and be open to other possibilities as well.

8. Review of literature – a list of all sources referred to in the thesis. The number of references depends of the scope of the topic and the number of existing literary sources in the field. However, there should be at least 15 sources mentioned. In addition to classical theoretical approaches, it is also recommended that the author use as much new material as possible, i.e. material that has not been published any earlier than during the last 10 years. The author of a bachelor's thesis should use academic articles received from databases available at the TU Academic Library that are not older than 5 years. Exceptions to this are theses that rely only or for the most part, on classical theories.

9. Annexes – additional and illustrative results of data analysis (including tables and/or graphs, sample texts of interviews, pictures, etc.) that are necessary for understanding and assessing the thesis. Annexes must be referred to in the thesis. Annexes are listed as follows: ANNEX A, ANNEX B, etc. (annexes are not given page numbers) and their headings are given in the table of contents. Each annex begins with a new page.

II. FORMAT

2.1. General recommendations

The different parts of the thesis (sections, conclusion, list of references, etc.) should begin on a new page. The headings must be clearly distinguishable from their surrounding text. To differentiate between the different levels of text, it is recommended to use a three level numbering system in front of the headings (e.g. 1. ; 1.1 ; 1.1.1 ;). For shorter subsections, the heading should be differentiated from the surrounding text using either bold or italic print. If the heading is on a separate line, it is not followed by a punctuation mark. If it is on the same line as the rest of the text, it is followed by a punctuation mark.

The style of the thesis should be clear, expressive, logical and compact. The author should not be overly wordy, should avoid unnecessary repetition and overly complicated sentence structure. The author should avoid bureaucratic jargon and unnecessary foreign words. The author should seek to 13 avoid journalese and slang. The language used throughout the thesis should be presentable and academic. It is recommended to use a neutral approach, for example, to substitute the first person pronoun "I" with "the author" (e.g. "The author assumes that ...").

2.2. Tables and graphs

Tables and graphs should be numbered consecutively (Arabic numbers are preferred) and should be inserted in the text after their first mention. Tables and graphs are given a heading (e.g. Table 1. Thesis topics) and a caption, making reference to the source (e.g. Source: Compiled by the author). If the author wishes to use existing tables or graphs, the source must be cited. The table or graph is referenced in the text using its number (e.g. "As we can see from Table 2"). Using a table or graph without citation in the text is not permitted. It is not considered good practice to thoroughly explain and describe the table or graph in text form. Instead, the author should focus on the conclusions that can be drawn and explain the logic behind the structure of the table or graph, if it is not self-evident. The author might also explain any terminology used in the table or graph if similar terminology has not been used in the thesis previously. If the table or graph continues on the next page, the bottom of the previous page and the top of the next page must include the note "Continued". Comments and explanations on the table or graph should be presented as footnotes, preferably using a different style than other footnotes (preferably letters: a, b, c, d… or asterisks. In order to avoid confusion between footnotes relating to tables or graphs and other footnotes, the use of standard numbering should be avoided). Equations should be separated from the surrounding text and placed on a separate line, using spaces to increase readability.

2.3. Quoting

When quoting, another author's text is to be presented in verbatim and in quotes. Words not included in the quote should be replaced with ellipses inside brackets: [...]. It is not permitted to take parts of different sentences and present them as one quote. Shorter quotes (no longer than two sentences and/or two lines) should be presented with quotation marks. Longer quotes and qualitative interviews should be separated from the rest of the text, so that the quote is preceded and succeeded by an empty line. Longer quotes should also have a smaller font (e.g. 9 or 10, if the rest of the thesis uses a size 12 font).

2.4 Title page

The title page must include these elements, in the following order:

1. The name of the university and the department;
2. Name of the programme;
3. First and last name of the author;
4. Title of the thesis;
5. Type of thesis (Master's);
6. The title (MA, PhD, etc.) or profession (professor, lecturer, researcher, etc.) of the thesis supervisor, then their first and last name.
7. Date and location of completion.

III. REFERENCING AND CITATIONS

3.1. General recommendations

All sources used in the thesis have to be cited. The use and quotation of other authors' ideas, opinions, conclusions and data (including tables, graphs, figures, etc.) without citation is considered plagiarism. Plagiarism is subject to sanctions and according to the Tallinn University Statute it is punishable by the exmatriculation of the student.

Citation is not necessary if:

● the material is the author's own data, research results, ideas and conclusions;

● the material constitutes self-evident truths or general knowledge.

We recommend using the APA (American Psychological Association) citation style and the citation and referencing examples below. Other citation styles are allowed if they are approved by the supervisor (for example, citation in footnotes); however, the styles have to be used correctly and consistently.

3.2. Citation in text

● Citations in text should be presented in parenthesis immediately following the sentence in which the cited source was used. When citing, use the author's name and year of publication, separated by a comma (for example: Lauristin, 2007). Only use the author's last name (except in case there are multiple authors with the same last name, for example, R.M. Smith and J. D. Smith). For institutions, use the official abbreviation; for laws, only include the name of the law in parentheses.

● When citing central opinions and conclusions from the used source, so that specific text cannot be quoted, there is no need to cite page numbers.

Page number citation is, however, required:

- if a quote is used;
- for figures and tables borrowed from other sources;
- for concrete data, numbers or claims that can later be found and verified using the page number.
- If the figure or table is the author's own creation or compiled using the author's own collected data, the citation should read "author", for example: (Source: author). If the figure or table is from another source, it definitely has to be cited, for example (Source: Lauristin, 2001, p. 45). If the figure or table is based on the work of another author but has been considerably altered (for example, if another measure is added), the citation should also contain that information (Source: Lauristin, 2001, p. 45, with the author's additions).
- Quotes should be cited in the text using the same principles as other parts of text.
- If the same source is cited on one page and consecutively more than once, you can use the citation "ibid", for example: (ibid., p. 105).
- Generally it isn't considered good practice to refer to one source consecutively using long quotes and block quotation (long piece of text and citation, long text and citation, all from the same source). Fluent academic text contains citations referencing different sources and thematic transitions.

The following contains some examples of citation within text (these are not necessarily exact quotes and citations to real sources, but rather indicative examples):

The cited text has one author, whose conclusions are cited in the thesis: Addiction isn't only the physical addiction to a narcotic, but also the lifestyle that comes along with narcotics (Allaste, 2009).

The cited text has several authors: Addiction isn't only the physical addiction to a narcotic, but also the lifestyle that comes along with narcotics (Allaste & Lagerspetz, 2006).

Citing specific pages (use either "p." or "pp."): At the end of the nineties, there were circa 30 political parties registered in Estonia (Toomla, 2005, p. 219).

If the author's name is referenced in the body of the text, it does not have to be repeated in a citation: For example, unlike the aforementioned studies, Rajasalu (2003) researched the connection between the dynamics of economic growth and the level of economic freedom.

If the text has three or more authors, cite all the authors the first time the source is cited, with "and" before the last name. Subsequent citation can use only the name of the first author, followed by the abbreviation "et. al.":

> In European states, different types of labour market flexibilities and worker security combinations have been differentiated (Pochic, Miller & Smith, 2003)… In Europe, both open and closed labour market models are represented (Pochic et. al., 2003).

If there are several citations in one sentence, the cited sources should be separated by a semicolon:

> The path dependence thesis approach can be found in several welfare state analyses (Bonoli, 2000; Pierson, 1999).

If several of one author's publications are cited from one year, they should be differentiated alphabetically using a, b, c… after the year:

> Network approaches in political science have significantly developed over the past decade, and reflexivity and flexibility are the new key words (Torfting, 2009a; Torfting, 2009b).

If the source has a long title (for example, documents, websites, legal acts), the citation should include a shorter version of the title followed by three periods (of course, the shortened title has to remain distinguishable from other potentially similar sources). When citing laws and institutions, abbreviations may also be used. The first time a source is cited, the full title should be included:

> The 2000 European study on labour conditions demonstrated that work stress is in second place after back pain in the list of work related health issues (European Occupational Health… 2001). In Estonia, every European Union citizen with the legal right to vote has the right to run for office in the council of their town or county of residence (Local Government Council Election Act).

> In Estonia, every European Union citizen with the legal right to vote has the right to run for office in the council of their town or county of residence (LGCEA).

When a sentence refers to a legal act, the citation should include the name of the act or the number of the provision, if needed.

> "Estonia is politically a unitary state wherein administrative division shall be provided by law" (Constitution, § 2). "Local authorities have the right to form associations and joint agencies with other local authorities on the bases of and pursuant to the procedure provided for in legislation." (KOKS, § 12).

When citing web pages or other internet material in text, the citation should always only include their title or name. NB! The citation in the text should never include the address of the website.

> In forming policy for persons with disabilities, in addition to the Ministry of Social Affairs, civil society organisations that bring together persons with disabilities have played an important role (Ministry of Social Affairs, 2011).

If cited material is in more than two consecutive sentences, the citation should be inserted at the end of the last sentence, after the period (look carefully at the placement of the citation in the following example):

> In case of democracies, different aspects can be distinguished: procedural, substantive and legal/formal. This indicates that there are completely different approaches to democracy, which might not be compatible. (Tilly & Sanders, 1998) Looking at the democracy experience of Western Europe…

3.3. Referencing sources (list of references at the end of the thesis)

- The list of references should only include those materials that have been cited in the text of the thesis. If there are sources listed that haven't been cited in text or if cited sources are missing from the list of references, it could be considered a grave breach of citation rules.
- The sources should be listed in full and alphabetically. In case of larger and more specific groups of source types, they can be grouped separately (for example, empirical sources, legal acts). Grouping should only be used if it is indeed necessary for a better overview of the list of references.
- A reference listing should generally include the following mandatory elements: author, publication date, title, place of publication (city, publishing house).
- Internet sources are listed using the same principles, with the website address included. In addition, the last date the site was viewed should be included.
- The titles of articles, books, collections and documents should follow the APA style and not be capitalized (except, of course, the first word and names). Only the names of newspapers, magazines and journals should have all parts of their name capitalised.
- The titles of books, collections, magazines, newspapers and documents should be italicized, in the APA style. The titles of articles and chapters should be formatted in regular font and these should not be italicized.
- Several publications of one author should be listed in order of publication, from the earliest to latest.
- If an author or organisation has several publications in one year, the year number should be supplemented alphabetically by a small letter a, b, c, etc.
- Reference listings should be in the same language as the thesis. If the thesis is written in English, use English abbreviations such as: "&", "ed.", "pp.", etc.
- If the source is a foreign language one, the source (or at least the title) should be translated into the language used for the thesis and added after the original title in brackets. No translation is needed for sources in English and Estonian languages. Sources in all other languages should be accompanied by a translation.
- For final theses, it is assumed that students will use sources of academic quality such as: articles from academic journals, monographs, collections published by recognised publishing houses. Other accepted sources include research reports or databases published by academic or (internationally) recognised organisations. Some caution should be exercised when using unpublished conference presentations and popular science articles. Citing textbooks, dictionaries or encyclopaedias is also not considered academically sound, so these should be cited when the material cannot be obtained from more appropriate sources. The same applies to referencing the final theses of other students. Newspaper editorials are more appropriate for use as empirical or

illustrative material – they should certainly not make up a weighty part of formulating theoretical standpoints. The same applies to weblogs (blogs).

- Sours that are prohibited for use in theses are: Wikipedia, non-academic websites and notes from lectures. Lecture materials can only be used if it has been ascertained that the referenced materials contain a lecturer's original contribution in developing a theoretical perspective or original data that couldn't be obtained from any other source.

The following is a series of referencing examples, formatted in the APA style.

Article from a(n academic) journal:

Referenced on the principle: Author (year). Title. *Name of magazine, volume,* (nr), p.

Katz, R. S., & Mair, P. (1995). Changing models of party organization and party democracy. *Party Politics*, 1 (1), 5 - 23.

Klijn, E. (1999). Policy networks in Scandinavia. *Administration and Society*, 6 (18), 14-31.

Harlow, H. F. (1983). Fundamentals for preparing psychology journal articles. *Journal of Comparative and Physiological Psychology*, 55, 893-896.

Toots, A., ja Idnurm, T. (2009). Revolutsioon, mida ei toimunud ehk e-õppe arengu senised tulemid. *Riigikogu Toimetised*, 19, 159 - 170.

Note: for this entry the magazine doesn't have an issue number and only has the volume number.

Loone, O. (2012). Demokraatia, demokraadid ja revolutsioon. *Vikerkaar*, 6, 66-69.

Article from a popular science magazine or regular magazine:

Posner, M. I. (1993, October 29). Seeing the mind. Science, 262 , 673-674. The Economist (2003, June 15 – June 22). Poland's EU referendum. *The Economist*, 58-59.

Newspaper article:

Oone, K. (2004, 4. mai). Kogumispensioni edulugu. *Eesti Päevaleht*, lk. 4. Aaron, R. (2013, January 5). Euro still in crisis. *The Times*, p. 5.

Books and monographs:
Referenced on the principle: Author (year). *Title.* Publishing place: Publisher.

Linz, J. J., & Stepan, A. (1996). *Problems of democratic trasition and consolidation*. London: The John Hopkins Press.

Lewis, P. G. (2000). *Political parties in post-communist Eastern Europe*. London; New York: Routledge.

Heidmets, M. (toim.). (2007). *Eesti inimarengu aruanne 2006*. Tallinn: Ühiskondliku Leppe Sihtasutus.

Toomla, R. (1999). *Eesti erakonnad*. Tallinn: Eesti Entsüklopeediakirjastus.

Kalmus, V., Lauristin, M., ja Pruulmann-Vengerfeldt, P. (2004). *Eesti elavik 21. sajandi algul: ülevaade uurimuse Mina. Maailm. Meedia tulemustest*. Tartu: Tartu Ülikooli Kirjastus

Article or chapter from a compendium:
Referenced on the principle: Author (year). Title of article. Editor of compendium, *Title of the compendium* (pages the article was on). Publishign place: Publisher.

Massaro, D. (1992). Broadening the domain of the fuzzy logical model of perception. In H. L. Pick, Jr., P. van den Broek, & D. C. Knill (Eds.), *Cognition: Conceptual and methodological issues* (pp. 51-84). Washington, DC: American Psychological Association.

Sabatier, P. (1993). Advocacy coalition framework. In H. Jenkins (Ed.), *Theories in policy analysis* (pp. 233-245). Oxford: University Press.

Kalev, L., ja Roosmaa, L. (2012). Riikluse ülesehitamine. Kogumikus R. Vetik (toim.), *Eesti poliitika ja valitsemine 1991 – 2011* (lk. 8-10). Tallinn: Tallinna Ülikooli Kirjastus.

Several publications by one author in the same year:
Toots, A. (2004a). The role of values in citizenship education: A comparative study of Estonian and Russian-speaking schools in Estonia. *International Journal of Educational Research,* 39 (6), 565 - 576.

Toots, A. (2004b). Turud, tarbijad ja poliitika: Eesti sotsiaalkindlustusreformide analüüs tarbijakäitumise perspektiivist. *Acta Politica*, 1, 111-119.

Sources in the process of publication:
Referenced similarly to the same type of sources that have already been published, but instead of the year write forthcoming. For an article, the page numbers cannot be added, if they are not known yet.

Zuckerman, M., Kieffer, S. C. (forthcoming). Race differences in face-ism: Does facial prominence imply dominance? *Journal of Personality and Social Psychology.*

Unpublished conference presentations:

Ibenskas, R. (2010). *Does party membership matter for party system institutionalisation? The case of Lithuania*. Paper presented at the 60th Political Studies Association Annual Conference, Edinburgh, UK, June 15 - June 18.

Saarts, T. (2011). *Eesti parteisüsteemi stabiliseerumine – seletades habrast tasakaalu*. Eesti Sotsiaalteadlaste Aastakonverents, Tallinn, Eesti, 23.08 - 24.08.

Unpublished theses (of students):
Kask, U. (2004). *The reform of the Estonian public sector 1996-2003*. (Unpublished Master's thesis). University of Tartu, Department of Public Administration, Tartu.

Internet sources:
The principles are the same as for material that has already been published: author, year or date, title of the material, address. Add the website address and date that the author last published the material.

Smith, R. (1999). University Colleges in Gotland. On the website http://www.gotland.com (10.05.2000).

Research reports, databases:
Referenced on the principle: researcher (or author/authors), year conducted, name of study. For reports and databases available online, add the last date of publication).

Statistikaamet (1999). *Eesti tööjõu-uuring*.

Freedom House (2007). *Nations in transit*.

Vabariigi Valimiskomisjon (2011). *Riigikogu valimised 2011: Valimistulemused*. Võrgulehel http://www.vvk.ee/stat.html (23.05.2012).

Jakobson, M-L., Balcere, I., Loone, O., Nurk, A., Saarts, T., & Zakeviciute, R. (2012). *Populism in the Baltic States*. Tallinn: Avatud Eesti Fond. Retrieved from http://www.oef.org.ee/fileadmin/media/valjaanded/uuringud/Populism_research_report.pdf (2012, November 10).

Faktum (2004). *E-valimised ja võõrandumise vähendamine*. Võrgulehel http://www.riigikogu.ee/?id=9263 (01.03.2005).

Eurostat (2005). Võrgulehel http://epp.eurostat.cec.eu.int (01.03.2005).

Interviews:
Raud, R. (2007). *Interview with Tallinn University Rector Rein Raud.* Tallinn, 11. 12. 2007

The interviewed person should be mentioned by name only if they have given their agreement to it. Interviews can be listed among other sources mainly if the interview is an expert interview and if they aren't excessively numerous. If there are many interviews or if the interview material is the main empirical material of the research study, the interviews should be listed separately. If the interviews are anonymous, they should be numbered and cited by number, if needed. In this case they won't be listed among the references, but inside the text, in the chapter where the research material is presented.

Legal act in the Riigi Teataja (the State Gazette)
List the full title of the legal act, the first official notice in Riigi Teataja and the redaction in force at the moment it was viewed, the address of the website, date viewed. If possible, use the electronic version of Riigi Teataja. If the legal act does not exist in electronic form (applies mostly to acts dating from 1918-95), the full official Riigi Teataja reference should be listed.

Universities Act (RT I 1995, 12, 119; 2009, 15, 93). On the website https://www.riigiteataja.ee/ert/act.jsp?id=13153093 (5.03.2009).

Legal act in the Official Journal of the European Union
List the full title of the legal act, the official notice of the Official Journal of the European Union, the website address, date viewed. If possible, use the electronic version of the Official Journal of the European Union (available from 1998). Since Estonian is an official language of the European Union, entries can be listed either in Estonian or, depending on the language of the thesis, in another official European Union language.

Nice'i leping, millega muudetakse Euroopa Liidu lepingut, Euroopa ühenduste asutamislepinguid ja teatavaid nendega seotud akte. Euroopa Liidu Teataja C 80 10.03.2001. Võrgulehel http://eur-lex.europa.eu/JOHtml.do?uri=OJ:C:2000:080:SOM:EN:HTML (5.03.2009). or

Treaty of Nice amending the Treaty on the European Union, the Treaties establishing the European Communities and certain related acts, signed in Nice, 26 February 2001. Official Journal of the European Union C 80 of 10 March 2001. On the website http://eur-lex.europa.eu/JOHtml.do?uri=OJ:C:2000:080:SOM:EN:HTML (5.03.2009).

Other legal acts or official documents from internet sources
List the enacting body (in Estonian), the full title of the legal act (in its original language, add translation in parentheses, if necessary), the website addres, the date viewed. Instead of the enacting body, an official abbreviated name can also be listed.

Republic of Finland. Laki aikuiskoulutustuesta (Adult Education Act) 28.12.2000/1276. On the website http://www.finlex.fi/fi/laki/ajantasa/2000/20001276 (5.03.2009).

Tallinn. Tallinn City Public Services Regulation. Regulation nr 45 of the Tallinn City Council. On the website http://tallinn.andmevara.ee/oa/page.Tavakasutaja?c=1.1.1.1&id=105031 (5.03.2009).

Council of Europe. Convention on the Reduction of Cases of Multiple Nationality and Military Obligations in Cases of Multiple Nationality (Strasbourg, 6.05.1963). European Treaty Series No 43. On the website http://conventions.coe.int/Treaty/en/Treaties/Html/043.htm (5.03.2009).

Other legal acts or official documents
List the enacting body (in Estonian), the full title of the legal act (in its original language, add translation in parentheses, if necessary), source reference. Instead of the enacting body, an official abbreviated name can also be listed. Before the name of the institution, list the location of the institution's headquarters. For documents, list the year after the name of the institution.

Federal Republic of Germany. *Bürgerliches Gesetzbuch*. In the book Ministry of Justice (2001). *German Civil Code BGB*. Tallinn: Juura, Õigusteabe AS.

OECD (1981). Welfare State in Crisis. Paris: OECD.

Ministry of Internal Affairs (2003). *Financing of civil society organisations from the state budget in 2001-2003. Overview compiled based on data collected from government institutions.*

Court decision
For a court decision, list the parties, the court and the official title of the decision with its number, the website address, and the date viewed.

Estonia vs Pea. Pärnu County Court 2.03.2009 decision nr 4-09-1996. On the website http://kola.just.ee/ (5.03.2009).

Consecutive court decisions
If a case has several consecutive decisions, they should be listed after the parties as subsequent bullet points. In all other aspects, use the same formatting as for other court decisions.
29. Veeber vs Eesti:
29.1.Euroopa Inimõiguste kohtu (neljas sektsioon) 21.01.2003 otsus nr 45771/99. Kokkuvõte võrgulehel http://www.coe.ee/?op=body&id=177 (25.10.2004).
29.2.Euroopa Inimõiguste kohtu (kolmas sektsioon) 7.11.2002 otsus nr 37571/97. Kokkuvõte võrgulehel http://www.coe.ee/?op=body&id=170 (25.10.2004).
29.3.Riigikohtu kriminaalkolleegiumi 8.04.1998 otsus nr 3-1-1-50-98. Võrgulehel http://www.nc.ee/rkis/lahendid/tekst/1-1-50-98.html (25.10.2004).
29.4.Riigikohtu üldkogu 6.01.2004 otsus nr 3-1-3-13-03. Võrgulehel http://www.nc.ee/rkis/lahendid/tekst/1-3-13-03.html (25.10.2004).

For special cases in listing references that are not mentioned in this guide, as well as for additional information about the APA referencing style, see:
http://owl.english.purdue.edu/owl/resource/560/01/

Annex 2

PROJUCT MASTER THESIS GRADING CRITERIA

F – the work is plagiarism and/or is not related to the curriculum. Failed to have the minimum length and the minimum number of referred sources.

Trait	A (80-100p)	B (70-79p)	C (60-69p)	D (50-59p)	E (40-49p)
Coherently structured problem description. 5%	Extremely focused, creatively presented, coherently structured description.	Very focused, creatively presented, structured description.	Clearly focused, coherently structured and creatively presented problem description.	Sound evidence of effort to creatively present and coherently structure problem description	Inadequate evidence of and limited effort to creatively present and coherently structure the problem presentation.
Points available	5	4	3	2	1
Appropriate use of theory 5%	Sophisticated use of contemporary theories, proven ability to comparative approach, accurately referenced theory and sources.	Very good evidence of use of contemporary theories, use of relevant and accurately referenced theory and sources.	Good evidence of use of at least one leading theory, accurately referencing theory and sources.	Sound evidence of use of theory and accurately referencing theory and sources.	Some effort made to use theory, accurately referencing theory and sources.
Points available	5	4	3	2	1
Knowledge & Understanding: . 1) Demonstrate your ability to understand and apply a range of business development	Exceptionally good evidence of understanding and applying business development models and social innovation	Very good evidence of understanding and applying business development models and social innovation approaches	Good evidence of understanding and applying business development models and social innovation approaches	Sound evidence of understanding and applying business development models and social innovation approaches	Some efforts made to apply business development models and social innovation approaches and

models and social innovation approaches and resources. 20%	approaches and resources.	and resources.	and resources.	and resources.	resources.
Points available	17-20	13-16	9-12	5-8	1-4
Knowledge & Understanding: 2) Produce a critical evaluation of project and personal progress within the context of the development project. 20%	Exceptionally good evidence of a critical evaluation of project and personal progress within the context of the development project.	Very good evidence of a critical evaluation of project and personal progress within the context of the development project.	Good evidence of a critical evaluation of project and personal progress within the context of the development project.	Sound evidence of a critical evaluation of project and personal progress within the context of the development project.	Some efforts made to apply critical evaluation of project and personal progress within the context of the development project.
Points available	17-20	13-16	9-12	5-8	1-4
Intellectual / Professional skills & abilities: · 3) Employ development methods through co-creation, nurture the creativity in others in order to develop innovative solutions. 10%.	Exceptionally good evidence of co-creative practice facilitating and nurturing creativity in others in order to develop innovative solutions.	Very good evidence of co-creative practice facilitating and nurturing creativity in others in order to develop innovative solutions.	Good evidence of co-creative practice facilitating and nurturing creativity in others in order to develop innovative solutions.	Sound evidence of co-creative practice facilitating and nurturing creativity in others in order to develop innovative solutions.	Some efforts made to apply co-creative practice facilitating and nurturing creativity in others in order to develop innovative solutions.
Points available	9-10	7-8	5-6	3-4	1-2
Intellectual / Professional skills & abilities: (teamwork) 4) Apply critical and reflexive thinking in order to challenge and develop established ways	Exceptionally good evidence of critical and reflexive thinking in order to challenge and develop established ways of behaving and	Very good evidence of critical and reflexive thinking in order to challenge and develop established ways of behaving and	Good evidence of critical and reflexive thinking in order to challenge and develop established ways of behaving and working.	Sound evidence of critical and reflexive thinking in order to challenge and develop established ways of behaving and	Some efforts made to apply critical and reflexive thinking in order to challenge and develop established ways of behaving and

of behaving and working, in a multidisciplinary innovation context. 20%	working.	working.		working.	working.
Points available	17-20	13-16	9-12	5-8	1-4
Personal Values Attributes (Global / Cultural awareness, Ethics, Curiosity) : · 5) Become familiar with and practice the development and facilitation of co-creative sessions and workshops in an ethical and responsible manner. 20%	Exceptionally good evidence of the development and facilitation of co-creative sessions and workshops in an ethical and responsible manner.	Very good evidence of the development and facilitation of co-creative sessions and workshops in an ethical and responsible manner.	Good evidence of the development and facilitation of co-creative sessions and workshops in an ethical and responsible manner.	Sound evidence of the development and facilitation of co-creative sessions and workshops in an ethical and responsible manner.	Some efforts made to apply development and facilitation of co-creative sessions and workshops in an ethical and responsible manner.
Points available	17-20	13-16	9-12	5-8	1-4

Annex 3

THESIS PROCEDURES AND DEFENCE

1. The thesis procedures include the following:

1) Confirmation of the topic and supervisor is done during the next to last semester of the nominal study period. According to the Tallinn University academic calendar, final thesis topics are confirmed in October, and the specific date is set by each academic unit. The student will submit the thesis topic and name of the supervisor for the head of the curriculum in the e-learning environment Moodle, in the "Lõputööde ettevalmistus" (final thesis preparation) subsection. An application containing the topic
and supervisor that has been approved by the head of the curriculum should be submitted in ÕIS (under "Muud avaldused" – other applications) by the date set by the academic unit. See sample application in Annex 4a.

The study counsellor-specialist will approve the list of thesis topics in collaboration with the head of the curriculum and then submit it to the director of the institute for approval.

2) Graduation is confirmed one month before the final thesis deadline in the e-learning environment. The exact date for the thesis deadline is decided by the school and students will be notified about it through their e-mail lists. Thesis submission deadlines should not be sooner than two weeks before the start of the defence period that is set in the academic calendar;

3) The final thesis (justified by the supervisor, cf Annex 7)should be submitted electronically by the end of the day on the date of the deadline in the institute's e-learning environment Moodle;

2. Procedures following the submission of the thesis and defending the thesis

   1) Final theses are defended publicly in front of a defence committee that has been approved by order of the director. Thesis defence sessions are public for Master's theses;

   2) The study counsellor-specialist registers the thesis and forwards it by e-mail to the reviewer for the review. The reviewer of the thesis is appointed by the head of the curriculum in cooperation with the study counsellor-specialist, and after consultation with the thesis supervisor, if necessary. The reviewer has to have at least a Master's degree or an equivalent qualification;

   3) The date of the public defence will be announced by either the study counsellor-specialist or the head of the defence committee in the institute's e-learning environment, under the subsection for the specific curriculum;

   4) For defending the thesis, a written review is required that contains an evaluation of the thesis in line with the requirements set out in this guide. The thesis supervisor has to submit a written opinion to the defence committee only if they cannot participate at the defence themselves. The written review has to be submitted to the academic unit 3 (three) days before the defence at the latest. The student has the right to read the thesis review at least 1 (one) working day before the defence. The review will be sent to the teacher by the study counsellor-specialist via e-mail.

   5) The thesis defence procedures are as follows:

a) The chair of the proceedings, who usually is the head of the defence committee, will announce the beginning of the defence to all those present.

b) The chair of the proceedings first gives word to the defending student to give an overview of the work.

c) The student makes a presentation about the main results of the thesis. The maximum duration for a Bachelor's thesis presentation should be 12 minutes for a Master's thesis presentation. The author will give a brief overview of the work focusing on the analysis, main results and conclusions. It is recommended to have a slideshow to accompany the presentation. When preparing the slideshow, keep in mind that the text should be sparse and in a large font (minimum 18pt). If possible, present figures, graphs, tables, schema, etc.

d) When the student is finished, the chair of the procedures will give the floor to the reviewer and ask for their opinion of the thesis.

e) The reviewer presents a summary of their opinion about the main aspects of the thesis, the level of the work performed and the results. If the reviewer is not present, the chair of the proceedings or a representative appointed by the reviewer will read out the written opinion of the reviewer and their questions. A discussion between the defendant and the reviewer follows (or the chair of the proceedings, if the reviewer is not present). The total duration of the reviewer's presentation, the defendant's answers to the questions and the discussion should be about 10 minutes.

f) Then word will be given to the supervisor of the thesis for presenting their opinions. If the supervisor is not present, their written opinion will be read out loud by the chair.

g) The chair of the defence proceedings will then give word to all those present for questions to the defending student. Discussion will follow between the student and those present.

h) The student then has the opportunity for a final word and acknowledgements (for thanking the committee, the reviewer, the supervisor and others).

i) The chair of the proceedings will declare the public defence closed. The whole proceedings should last for a maximum 30 minutes for a Master's thesis.

j) The defence committee will evaluate and grade the defended theses in a closed meeting on the same day. The decision of the defence committee will be announced by the chair to the student and all those present. If the defendant can't be present, they will find out the grade within one day in ÕIS.

k) The final grade of the thesis will be confirmed by the defence committee. In determining the grade, the committee will take into account the level of the written work, the evaluations of the reviewer and the supervisor, and the public defence of the thesis. The basis for grading the project thesis is outlined in the grading criteria of this guide in Annex 2.

l) Not appearing for a thesis defence without a convincing justification results in a failing grade (F). If a student cannot be present and has a convincing reason, a note of "not present" (MI – mitteilmunud) will be entered in the protocol. A convincing reason can be related to illness or accidents. If the student doesn't produce a doctor's note within three working days, the director of the institute will replace the note MI in the protocol with a negative result and confirm the change with their signature.

6) The student has the right to appeal the decision of the evaluating committee and the defence committee, according to the rules outlined in the Tallinn University Study Regulations.

7) All other aspects of thesis defence and procedures that have not been outlined above are regulated by the Tallinn University Study Regulations.

ANNEX 4a

ÕIS application

application type: other applications

to whom: School of Governance, Law and Society

title: Master's thesis topic and supervisor confirmation

Student:………………………………..

Student code: ………………………......

contents:

APPLICATION

Please confirm the following topic of my **Master's thesis**
…………………………………………………………………………………………...
………………………………………………………………..............……(*in English*)

and the supervisor (first and last name, e-mail address) ……………...............…….…………..…

I confirm that I have agreed on the topic and supervision with this supervisor. I acknowledge that the topic and supervisor will receive final confirmation by order of the SGLS director.

Respectfully,

……………………………………..……
Student's name and date

TALLINN UNIVERSITY

School of Governance, Law and Society

Study area: Social Entrepreneurship

First name Last name

TITLE

Type of work (Master's thesis)

Supervisor:

Academic degree First name Last name

Place of presentation/

Tallinn

Year

ANNEX 5

GUIDE FOR THE REVIEWER

The reviewer should give the work an objective assessment, not just praise or criticism, whereas the assessment (both positive and negative) should be supported by examples from the work. The suggested format of the review is a systematic overview text.

The assessment should be based on the **thesis writing guide** of the Tallinn University School of Governance, Law and Society (cf Annex 2 of this guide for project thesis; for research thesis: Guide to writing and thesis defence for Political Science and Governance / International Relations and Future Studies, https://www.tlu.ee/en/yti/studies/documents-and-manuals#political-science-and-governance).The guide contains a detailed overview of the requirements for both the format and content of the thesis.

The following is a list of points that should be taken as a basis for writing a review. The review certainly doesn't have to contain all the following points, but rather focus on the ones that are important for a specific work and worthy of special mention either in a positive or negative light. It is recommended for the review to still include at least some feedback in the larger thematic blocks listed below (setting the hypothesis, theoretical points of departure, methodology and empirical analysis, etc. The first responsibility of the reviewer in reading the work is to evaluate its general suitability for defence (block A).

A) The general suitability of the work for defence (if there are some basic requirements that the thesis does not follow, a failing grade should immediately be considered)

Has the thesis been compiled independently and have all used sources been cited (the answer 'no' means plagiarism and the reviewer should give explanations to prove the plagiarism)? Does the thesis meet the volume requirements of a thesis? If the thesis considerably exceeds the set requirements for volume (or does not meet them), then has an explanatory note by the supervisor been provided? Has the Master's thesis 10 academic sources? Does the thesis formulate research questions/objectives and a discernable research problem? Does the thesis include distinguishable required structural elements: introduction, contents, conclusion? Does the thesis include one or several theoretic points of departure? Is the topic of the thesis related to political science?

B) Problem formulation

The delimitation and focus of the topic. The research problem, research questions and/or the development of a research objective. The relation between the research questions and the research problem. The logical relation between the research questions (or sub questions).

C) Theoretical points of departure

The appropriateness of the used sources and the sufficiency of developing the theoretical points of departure. In the theory part, the relevance of the presented theoretical perspectives considering the problem set by the thesis and the research questions. Command of terminology and theoretical concepts.

D) Methodology and empirical analysis

The suitability of the chosen data collection method for the research problem and for finding the answers to the research questions. Command of the chosen data collection method and the analysis method. The systemic and consistent nature of the empirical analysis. The relation between the results of the empirical analysis and the theoretical framework of the thesis.

E) Structure and general analytical competences

The general clarity and logical cohesiveness of the thoughts and discussion presented in the thesis, the logical nature of the general structure of the work. The mandatory structural elements (introduction, analysis, conclusion) and their correspondence with the requirements for proportions in the volume (the introduction and the summary should not form more than 20% of the thesis). The conclusions of the thesis correspond with the research problem and research questions outlined in the introduction. The conclusions of the thesis are set in a wider societal and/or theoretical context. The justification of the conclusions and whether they stem from the preceding analysis.

F) Formatting, citation and language level

The general correctness of the format. The correspondence of the format of the thesis to the Political Science and Governance study area thesis guide (the thesis contains: a title page, a title page reverse side, an abstract in the thesis language, a table of contents and a references page). The linguistic correctness of the thesis (grammar) and style (fluent usage and syntax). Academic language.

The correctness of citation and referencing. The usefulness of annexes (if there are annexes).

Overall opinion of the thesis (NB! No grade) the reviewed Master's thesis:

The reviewer's name, title and signature (digital signature allowed):

Date:

ANNEX 6

THE SUPERVISOR'S ASSESSMENT

The supervisor will give the student's thesis an assessment that is as objective as possible.

The assessment should be based on the **thesis writing guide** of the Tallinn University School of Governance, Law and Society (cf Annex 2 of this guide for project thesis; for research thesis: Guide to writing and thesis defence for Political Science and Governance / International Relations and Future Studies, https://www.tlu.ee/en/yti/studies/documents-and-manuals#political-science-and-governance).The guide contains a detailed overview of the requirements for both the format and content of the thesis.

A) The general suitability of the work for defence (if there are some basic requirements that the thesis does not follow, a failing grade should immediately be considered)

Has the thesis been compiled independently and have all used sources been cited (the answer 'no' means plagiarism and the reviewer should give explanations to prove the plagiarism)?

Does the thesis meet the volume requirements of a thesis? If the thesis considerably exceeds the set requirements for volume (or does not meet them), then has an explanatory note by the supervisor been provided?

Has the thesis used at least 10 academic sources? Does the thesis formulate research questions/objectives and a discernable research problem? Does the thesis include distinguishable required structural elements: introduction, contents, conclusion? Does the thesis include one or several theoretic points of departure? Is the topic of the thesis related to political science?

B) Problem formulation

The delimitation and focus of the topic. The research problem, research questions and/or the development of a research objective. The relation between the research questions and the research problem. The logical relation between the research questions (or sub questions).

C) Theoretical points of departure

The appropriateness of the used sources and the sufficiency of developing the theoretical points of departure. In the theory part, the relevance of the presented theoretical perspectives considering the problem set by the thesis and the research questions. Command of terminology and theoretical concepts.

D) Methodology and empirical analysis

The suitability of the chosen data collection method for the research problem and for finding the answers to the research questions. Command of the chosen data collection method and the analysis method. The systemic and consistent nature of the empirical analysis. The relation between the results of the empirical analysis and the theoretical framework of the thesis.

E) Structure and general analytical competences

The general clarity and logical cohesiveness of the thoughts and discussion presented in the thesis, the logical nature of the general structure of the work. The mandatory structural elements (introduction, analysis, conclusion) and their correspondence with the requirements for proportions in the volume (the introduction and the summary should not form more than 20% of the thesis). The conclusions of the thesis correspond with the research problem and research questions outlined in the introduction. The conclusions of the thesis are set in a wider societal and/or theoretical context. The justification of the conclusions and whether they stem from the preceding analysis.

F) Formatting, citation and language level

The general correctness of the format. The correspondence of the format of the thesis to the Political Science and Governance study area thesis guide (the thesis contains: a title page, a title page reverse side, an abstract in the thesis language, a table of contents and a references page). The linguistic correctness of the thesis (grammar) and style (fluent usage and syntax). Academic language. The correctness of citation and referencing. The usefulness of annexes (if there are annexes).

Overall opinion about of (NB! No grade) the supervised Master's thesis

The supervisor's name, title and signature (digital signature allowed):

Date:

ANNEX 7

Author's declaration and non-exclusive licence sample

I_____

(*author's name*)

1. have prepared the Master's thesis independently. Research papers of other authors, important positions from literature and data originating elsewhere have been referenced.
2. I give Tallinn University free permission (a non-exclusive licence) to my work

_____

(*thesis title*)

supervised by _____,

(*supervisor's name*)

for storing and making available to the public in the repository of the Tallinn University Academic Library.

3. I am aware that the author also keeps the rights specified in clause 2.
4. I confirm that by granting a non-exclusive licence the intellectual property rights or rights pursuant to the Personal Data Protection Act of other persons are not breached.

Author of the work: _____

signature, date

The work has been allowed for defence.

Supervisor:(*first and last name, research degree*)

_____

signature, date