

В П Р О С Н А М



**BIRCHAM  
INTERNATIONAL  
UNIVERSITY**



*Éducation à Distance*

*Educação a Distância*

**Distance Learning**

*Fernunterricht*

**Educación a Distancia**

*Дистанционное обучение*

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# STUDY GUIDE

The BIU home study guide explains our effective pedagogical approach, how to organize your studies, how we conduct the exams, and many useful online learning tips.

We consider you mature enough to feel free to follow Bircham International University home study guidelines, or decide your own method of home study, as long as you fulfill the requirements outlined in the distance learning degree program. Whatever method you choose, take care not to demolish the mental processes of learning and assimilation outlined by the BIU home study pedagogy.

A degree is not just a piece of paper; it is the representation of certain qualified skills that you are expected to have. During your life, or in your professional career, whenever you come across problems needing to be solved, it will be this capacity that will allow you to do it successfully, not the piece of paper that identifies you as degree holder.



## HOME STUDY ORGANIZATION TIPS

### 1. Create a home study routine.



Make yourself follow a home study routine by striking a balance between comfort and sacrifice. Do not push yourself too hard, but do not procrastinate either. If at some point, you lack the energy or motivation to fulfill your daily home study goals, try reading for just ten minutes. Probably, you will not accomplish much in those ten minutes, but you will reinforce the habit of reading and creating a home study routine.

### 2. Set weekly goals.



Two and a half hours four days a week is a reasonable amount of time to complete your distance learning degree program successfully. Three days per week can be devoted to reading and taking notes (*for around two hours*) followed by writing a quick first-draft conclusion based on your notes. Use the fourth day to fully review your previous reading and/or producing your final academic work.

### 3. Be persistent.



Sometimes, there will be personal or professional situations in the course of your home study that will prevent you from meeting the weekly goals. In such cases, try to make up for it another day, without falling behind in the home study set goals for the program. Do not worry about how long the whole program will take you. Just meet your weekly goals and keep your motivation alive. Success is finishing the program, not starting it.

### 4. Turn home studying into a pleasant experience.



Learning should become a pleasant and enriching process. Life is not only about working and studying. It is very important to enjoy your free time while completing your program, so you will not feel that studying is taking up your life. There is no hurry; the time it will take you to complete the program will not affect the university's appreciation of your work. Do study in a comfortable and well-illuminated environment. There will be no teachers asking you to turn in homework or to meet home study goals, unless you request so.

### 5. Develop a sense of responsibility.



BIU's home study pedagogy is not effective for everybody. It is quite efficient for students and professionals with a certain level of responsibility, people who wish to learn, to improve, and to excel.

Nobody but yourself will monitor the way you study at home. You are allowed to use textbooks for reference when producing the reports, but you should be careful not to overdo it. You are encouraged to follow our pedagogical guidelines.

Please do not hesitate to **contact us** if you need assistance with your home study.



# PUBLISHED TEXTBOOKS



The pillars of any effective online learning are:  
reading, comprehension,  
and memorization.

## The use of published textbooks

Bircham International University programs employ a remarkable bibliographic selection of published textbooks. BIU prefers to use published textbooks rather than self-designed course materials, or online material, as the main source of knowledge to complete any academic program. BIU believes that: in matter of contents, presentation, information structure, case studies, self-assessment, and diagrams, the quality of published textbooks is superior to all others. Additionally, the resume of the selected textbooks' authors cannot be easily challenged.

## About the assigned textbooks

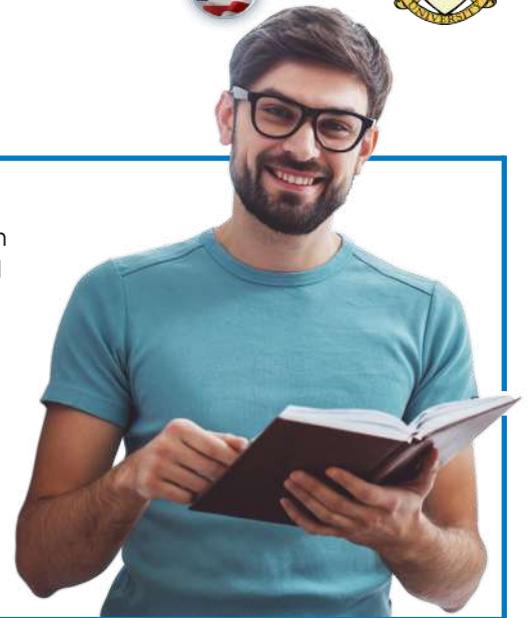
The material for the academic program consists of a set of published textbooks specifically selected to ensure the expected learning outcomes of the student program. The student should follow the book reading order established in the Assignments Evaluation Form (*AE Form*). These books may be assigned in a complementary or dialectical order. The complementary order ensures a progressive in-depth knowledge acquisition. The dialectical order presents different approaches to the study of the discipline so that the student has access to a complete and comprehensive perspective.

## Learning from the textbooks

*Is all the information of a text organized in a coherent way?* Definitely not! There are poor writers, disorganized authors, and inefficient editors. Also, you may like some books more than others. Use them to develop your own criteria! In any case, all BIU assigned textbooks are carefully supervised to make sure that they are truly functional, practical, and useful to the student. A good distance learning higher education for adults requires a sound foundation material in order to develop critical thinking.

It does not matter how much technology or fancy environments is given to a student, actual and efficient learning will be the direct result of a mental effort and process that no one else substitutes. If you want to learn, you have to do it yourself. And you do not need much except for good books, a good guidance, and, of course, your effort and mental process.

Thinking is Free, **Not Thinking**  
may turn out **Quite Expensive.**



## Support Books

Support books are assigned to further the knowledge of the specialization and to support any necessary research on the subject. The student should read the support books but no reports about them are required. Support books may help clarify some questions raised while studying in depth the other assigned books. BIU recommends each student to be familiar with the support books and read them according to specific needs and preferences. Support books may be included in the tuition and are usually assigned at postgraduate level. Additional support books may be assigned upon student request and at the student's own expense.



Now you have the books...

## How do you get started?

You have received the textbooks and the assignment instructions...

You are sitting at your desk and then... **what?**



### 1. QUICK REVIEW "Text 1"

Start your home study reading the book listed as "Text 1" without concentrating too much on the details. Get a general idea of its contents, and then apply the reading and comprehension techniques explained in this guide (for instance, highlighting central ideas). At times, if you find a concept hard to understand, keep reading – your doubts will probably clear up on the following pages.

#### TIPS: Exploratory reading & goals.

Begin familiarizing yourself with the text by first assessing the length of the chapter, going through titles, charts, bold text, and so on. Try to determine what the structure of the book is and then calculate how much time it will take you to read it in order to establish weekly study goals. Remember: be realistic in your assessment of time and goals for your home study. If you set up objectives that are impossible to reach, you will be frustrated and discouraged.



### 2. KEY CONCEPTS & TABLE OF CONTENTS

While you read, take notes on the ideas that catch your attention, on the relationships between different concepts and how they compare and contrast to your personal opinions. Instead of memorizing the goal is to end your reading with a written index of main concepts. This written record should not just summarize or sketch the book's main issues, but rather reflect the interaction between those concepts and your own thinking; in other words, a record of how you interpret the points of the book. As you read on and write down your thoughts and opinions, consider how to match these key concepts with your own experience in order to improve the quality of your personal and professional life. Take a brief note of this as well.

#### TIPS: Differentiate what you know from what you do not know.

Take notes about what you already know about the subject under study and what you can learn by reading it. This exercise will prepare you to better associate the newly acquired concepts with those already established. Maintaining clear study objectives will increase your memory and comprehension capacity. Always explore the chapters that come before and after the one being studied. If you develop a broader perspective of the context of the chapter under study, your brain will assimilate concepts faster and more efficiently. If you still have doubts, keep reading. They will surely clear up in the coming pages.



### 3. ANALYTIC READING "Text 1"

Once you have finished the quickly exploratory reading of the text, read it paragraph by paragraph classifying them according to their degree of difficulty. If a paragraph has been easy to understand write an exclamation mark (!) on its margin; if you have understood it evenly but it seems a little dense, write an "X" on its margin. Finally, if you have not understood what you have read because the paragraph is too complex, write instead a question mark (?) on the margin. Once you have classified all the paragraphs in the chapter, approach the text again in the following way: First, read all the "X" paragraphs, and then read all the "?" paragraphs: you will then realize all the "?" paragraphs do not seem as difficult or complex as they did previously. You may even wonder why you did not understand them in your first reading.



### 4. REPORT DRAFT WRITING "Text 1"

Use the notes taken during step 2 and develop those key concepts in writing and try to explain them in a coherent and organized style. Base your report on your notes and avoid opening the book as much as possible except for quick and specific reference or data (figures, dates, etc.) that you find hard to remember.

#### TIPS: Draw a Summary Chart.

Focus on organizing ideas, concepts, and formulas in chart form. This will give you the basic structure for the table of contents you will have to present on the first pages of your required academic work.

# HOW TO STUDY THE BOOKS?



## 5. REVIEW READING "Text 1"

Review Text 1 again, concentrating on the sections highlighted during the previous reading. Contrast the explanations from your report draft with the explanations provided in the text. Analyze any differences found and sharpen your comprehension of each key point. Now you are ready to work out the final report and you have to decide what you will or will not include in order to meet the 20-35 pages limit.

### TIPS: Review Reading.

Reread everything and write an asterisk ( \* ) on the margin of more relevant paragraphs; write "V" in those paragraphs in which you have encountered new terms and vocabulary. It is always easier to remember a word in its context. When you underline words and parts of the text, you are preparing it for summary and memorization, not for assimilation and understanding.



## 6. FINAL REPORT WRITING "Text-1"

Each author has different goals when writing a book, thus each text is different. It is your task to decide what is important and what is secondary. At times, the text will only need to be summarized, while at others, it will require a more elaborate conceptualization. After reading a very long and information-packed chapter, you might just end up with a few important ideas, whereas reading an apparently simple chapter might trigger an elaborate report full of personal comments and ideas. In conclusion, what matters are the concepts you decide to develop, not the all data contained in the textbook. This is precisely what must be clearly shown in your report, what Bircham International University most values, and what will imprint the key concepts permanently in your mind.

### TIPS: Apply and review what you have learned.

Comment on, practice, and develop what you have learned. While studying at home and reading, it is important to develop one's own criteria. Integrate those ideas and review all your summaries before going to bed. Serotonin is produced and released in higher amounts during sleep, so you will assimilate concepts better before going to bed.



## 7. REPEAT THIS PROCESS: "Text-2" y and so on.

Continue your home study with the succeeding texts and reports as they appear on the Academic Evaluation Form (AE Form). The established order is not open to discussion because each book complements the following one, and following this order, you will discard many of the doubts that might otherwise emerge along the way.



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**HOW** to think, rather than **WHAT** to think.



# TEACHING VERSUS LEARNING

We all have spent many years studying and memorizing... Have we really learned much?

How much do we remember from high school or college subjects?

The **truth** is: very little. \_\_\_\_\_ **Why?**



## 1. Our mind retains only useful information.

Most schools' distance learning higher education methods are based on memorization and testing. Unfortunately, these are actually teaching methods and not learning ones. We usually remember the pieces of information that we have expressed somehow: whether in arguments, speeches, exams, or in our own internal mental dialogs. **Why is it so?** Just because the human mind functions efficiently and practically, storing only useful information. The rest of the data is kept at what can be roughly called the "back" of the long-term memory, where it gradually falls in misuse. Had it been not this way, the human brain would be permanently overloaded with excessive information. As a result, thinking would be impossible.



## 2. Thinking transforms information into knowledge.

In order to transform any new bit of information into knowledge, we have to activate the process of thinking. Thinking integrates data through synthesis, analogy, and deduction, thus generating the knowledge and enabling problem-solving. All this newly acquired knowledge is stored in a kind of "operating system". The more new information is processed by this "operating system", the more efficient its functioning becomes. For this very reason; the more we think, the more intelligent we become. It works like a muscle.



## 3. How to turn data into useful & permanent mind files?

Any new bit of perceived data is stored initially into a "temporary" memory. Then, we may decide whether to pass it to the long-term memory and fix it there by creating emotional links, logical routes, and/or practical applications. These associative relationships will help the mind track and retrieve the processed data, so that it would not be lost or forgotten. Overloading the long-term memory with incredible amounts of information without strong associative tracks or links will lead to a messy and weak memory data file. Any data stored this way will be hard to retrieve, or in other words, very difficult to remember. Therefore, it is not a matter of how much we study, but rather what and how we study.



## 4. Is it possible to increase the capacity of our mind?

The issue is not so simple. First, we must create additional mental schemata that will allow us to process and store any new flows of useful information. Such new mental pathways are generated with the sum of strong data associative links, as mentioned before. On the other hand, it is the intensity and frequency of the new data processing through the recently created pathways and schemata that will actually expand and fix a higher level of mental capacity.



## 5. How does BIU adult distance learning higher education work?

The key to successful learning lays in the type of mental process that takes place when we extract information from a text, and how we have to reprocess and express it in the form of written work. Studying becomes an active phenomenon, that enables comprehension (*reading and search for data*), new mental schemata (*concepts hierarchy and interrelation*), and input transformation (*data reorganization and writing*). The newly acquired thinking structures do not rely on classic memorization, and help to increase our reasoning capacity and problem-solving skills. This intellectual improvement is permanent and expanding. Learning at Bircham International University will not become simple life training, it becomes a permanent absorption of newly acquired materials and skills.

# TUTORING AND ADVICE



All questions related to the presentation of written assignments, doubts concerning textbook comprehension, knowledge level, etc., as well as any administrative procedure should be addressed to your Bircham International University Office.

This latter will coordinate taking care of your questions with the appropriate member of the instructor's team.



## GENERAL ADVICE

**Answer time:**

**Immediate to 24 hours (Office hours)**

Questions concerning the completion of the home study assignments (reports, project, or thesis), work format and presentation, as well as any concerns about the administrative procedures should be addressed by the staff from the BIU office.



## INSTRUCTOR INTERACTION

**Time to schedule an interaction:**

**1 to 7 days.**

The BIU office may coordinate a telephone interview with an academic advisor to guide the student on specific issues. The assigned instructor and the student may also interact by email. Any interaction will be monitored by the BIU office to ensure proper and timely response. Academic advisors may change along the progress of the program of study, due to their availability or depending on the question's subject. Note that BIU instructors are not just academically qualified but they must be sound and updated professionals as well. They collaborate with BIU on a per task assignment basis, so their availability may not be immediate.



## SUPPORT BOOKS

**Time for support text assignment:**

**1 to 3 weeks.**

Sometimes the questions posed by the student, in regard to the comprehension of the assigned textbooks, may reveal a knowledge gap that may not be filled with an instructor's interaction. In such cases, the BIU Faculty will assign some home study support textbooks to assist the student in filling up the knowledge gap. No reports are required on the texts assigned for support purposes.



## RESEARCH MENTORING

**Time for research mentoring:**

**Variable, depending on each case.**

The instructions on how to elaborate a research work have been summarized to meet different academia criteria. For example, BIU research format allows some students to use footnotes, others may just add a final appendix containing research references, while some may decide not to provide notes, but all of them must display a proper referenced bibliography. Bircham International University allows certain format freedom. The student may propose the theme of the research, subject to BIU approval; or may request an interview with an academic advisor to focus the research ideas. BIU may also provide some home study support textbooks to ensure a sound academic foundation for the proposed research.



## FEEDBACK & IMPROVEMENT

**Time for evaluation results (grades):**

**1 to 3 weeks from reception time.**

BIU instructors will provide feedback comments about any academic work (reports, project or thesis) submitted for evaluation. The instructor is obligated to provide relevant and helpful improvement comments for any work with a final grade lower than 3.0 (70%). The student may raise the academic work grade by resubmitting the same work considering the improvement comments pinpointed by the teacher.



## EMPHASIS & SPECIFIC CONTENT

**Time for specific content approval:**

**1 to 2 weeks.**

BIU diplomas display one major of study, and also may show one optional minor (only Bachelor's, Master's & Ph.D. degrees). The student may propose the inclusion of some subjects or specific research work, apart from the major of study courses, in the transcript. These extra academic credits will justify adding the minor to the degree program. Such proposal must be formally addressed in writing to the BIU office, and is always subject to approval from the Academic Board.



## PROGRAM REASSIGNMENT

**Time for program reassignment:**

**1 to 3 weeks.**

On few occasions, the assigned home study program may present some level of inconsistency. In other words, the suggested textbooks assignment could be too easy or too hard for the student. This unusual situation occurs when there is some lack of information, or a résumé misinterpretation during the admission process. In this case, Bircham International University will assume the responsibility, and the cost, of reviewing the program and reassigning a whole new set of suggested textbooks, but first the student must provide accurate information of his expected learning goals and precise the deficiencies of the initial assignment. BIU may also request further and detailed verification of the student background before producing the new assignment. The Academic Board is the only authority that may modify, add, or delete any bibliography and/or assignments.



## OTHER LANGUAGES – FOR NON NATIVE ENGLISH

Often, reading skills in a foreign language are easier than writing skills; so, upon request and approval, you may study the BIU program with English textbooks, and write the required academic work (reports, project, or thesis) in other language. Translating the books is not an option. Whenever possible, BIU may search for book equivalents in your preferred language, provided that the new books meet the contents and quality of the ones originally assigned. BIU does not test language levels; it is the responsibility of the student to assess his/her language level to ensure a good comprehension of the books assigned.

# EVALUATION

No matter what technology supports the education process, learning occurs only as a result of the active processing by our biological brain.

Bircham International University will grant credit for the academic work (reports, projects and thesis) approved according to the instructions provided in the study guide. BIU earned credits will show the number of credits granted per course and the corresponding grade.

Bircham International University distance learning higher education evaluation method encourages the development of critical thinking and information processing. The professors base the evaluation of the material (reports, projects, and/or thesis) submitted by the students on three criteria; each accounting for one third of the final grade.

## GRADING

**Bircham International University follows this grading scale:**

- 4.0 - Excellent** - 91-99% / A
- 3.5 - Very Good** - 81-90% / B
- 3.0 - Good** - 71-80% / C
- 2.5 - Satisfactory** - 61-70% / D
- 2.0 - Sufficient** - 51-60% / E (Minimum passing grade)
- 1.5 - Fail** - <50% / F

To earn any course credits, a grade point average of **E (2.0 - 50%)** or higher is required. Bircham International University



### 33% Format:

**The organization and presentation of the information.**

- Evaluation of the format accounts for data organization, hierarchy, interrelationships.
- Clarity of presentation.
- Affidavit.
- Index.
- Font size and spacing.
- Content breakdown (parts, chapters...).
- Detailed index (Pages numbered...).
- Data organization.
- Clarity (Orthography).
- Aesthetics.



### 33% Content:

**Reflects how much the report matches the bibliography.**

Evaluation of the content is based on the comprehension of the material as well as the student's synthesis skills and concept interaction. Report contents are valued only as **33%** of the final grade because the textbook is available for the student throughout report elaboration.

- Minimum length.
- Subject key points.
- Concept interaction.
- Topic adequacy.
- Maximum length.
- Topic analysis.
- Synthesis skills.
- Comprehension level.



### 33% PQT

**Personal Quality Thinking:**

Shows how the subject is mastered through case studies, personal comments, and the ability to apply the information learned to problem-solving. Evaluation of the PQT shows the student's analysis criteria and critical thinking, as reflected in the writing and presentation style.

- Fluent Writing.
- Charts, illustrations...
- Original work (no copy/paste).
- Communication efficacy.
- Personal writing style .
- Case analysis (or arguments).
- Case resolution (or topic conclusion).
- Critical thinking (Opinion).



# ASSESSMENT PROCESS



A good education should teach **HOW** to think, rather than **WHAT** to think.



The assessment process involves three phases:

## 1° Specialized evaluation:

When any assignment is submitted (*report, project or thesis*), the BIU office carries out a fast format review to state whether the submitted work meets the format requirements. Then, it is forwarded to the corresponding professor for content evaluation. Professors are selected on each occasion from BIU's academic network, among those better qualified for such degree program, and available for the assessment. The professor should correct the work submitted within a period ranging three to seven weeks. In case that the final grade does not meet the minimum (2.0 - 50%), the paper has to be repeated. The evaluating professor is required to explain what needs to be corrected and improved for any grade lower than 3.0 (*Good*). Higher grades may not carry improvement comments.

## 2° Supervision:

The BIU Supervisor will review a second time the paper evaluated by the specialized assessment professor. The supervisor will concentrate mostly on the format and personal quality thinking criteria of the submitted paper. The supervisor will also assess the teacher's criteria, grading and comments to ensure that the paper has been properly corrected according to BIU's distance learning higher education pedagogical standards. The supervisor may change the grade proposed by the initial evaluator by 0.5 points (*a 15% plus or minus*). In case of major discrepancy, the supervisor may also request a different professor evaluation.

## 3° Final Grade & Transcript:

The evaluation and supervision results of the papers submitted (*report, project or thesis*) are presented to the Faculty Academic Board for the final review and elaboration of the grades certificate or transcript. Then, the Faculty Academic Board will sign the corresponding diploma and transcript.

The Bircham International University distance learning higher education does not imply painful memorization. It teaches students to think critically and increase their intellectual capacity. It is the student's thinking ability that is evaluated, and not the the data memorization. BIU's innovate methodology of online learning makes home study achievable, time-effective, and highly productive.

The distance learning higher education at Bircham International University emphasizes the quality of learning rather than its quantity. It draw its concept from real-life experiences and content-specific material, avoiding superfluous detail.

## BIU earned credit composition is the following:

- + 40%** - Reading & comprehension.
- + 30%** - Data organization & writing.
- + 20%** - Reviews & formatting. Examples, case studies,etc.
- + 10%** - Conclusion & opinion. Critical thinking.

Bircham International University uses an international network of instructors, plus a worldwide interrelation with other educational institutions, to support all the academic needs of any program of study. Members of the BIU academic network are also busy qualified professionals located in different countries. The BIU office is the most efficient way to coordinate interaction with this complex academic network, and to find out the best way to deal with the student request.

Bircham International University has developed several ways to provide the student with academic support and advice during home study learning process.

**SUCCESS**





The Bircham International University distance learning higher education does not imply painful memorization. It teaches students to think critically and increase their intellectual capacity. It is the student's thinking ability that is evaluated, and not the data memorization. BIU's innovative methodology of online learning makes home study achievable, time-effective, and highly productive.



## HOW TO DO THE REPORTS

While completing your home study degree program, you are required to read specific textbooks and write the corresponding reports (*in English*), following the instructions outlined in your Academic Evaluation Control (*AE form*). Not all textbooks entail submitting reports; some are just assigned as supporting material. All this (*and other information*) will be specified in your AE form.

### Examination Unit = Report

At BIU, exams consist of writing reports.

Just as anybody would do in their professional life.

## SENDING YOUR REPORT

Reports can be sent to Bircham International University office by regular mail or by email (*as a PDF attachment*). Electronic copy is preferred, and it is much faster to process.

## FORMAT REQUIREMENTS

Reports must follow a specific format consisting of a title page, table of contents, minimum and maximum length, numbered pages, etc... The instructions and requirements for writing reports are not open to discussion. They correspond to the careful and pedagogical home study plan of the BIU distance learning higher education, in order to maximize your capacity of online learning, and to facilitate academic work assessment.

Each report should be written in English (*unless another language is authorized by BIU*) on white paper and typed on one side of the page only. White standard-size paper (*A4 or US Letter*). Any font. Font size ranging 10 to 14 for the body of the paper. Headings and subtitles do not have any format restrictions.

## REPORT STRUCTURE

The report's length ranges between 20 pages (*minimum*) and 35 pages (*maximum*). Your report may not be accepted if the length limits are not respected. Students have to understand that the length limitations set forth for an important purpose. Fitting the report's content within these limits oblige the student to process the book's information several times. In certain cases, a summary reaches the maximum number of pages allowed, and needs to be synthesized again; in other cases, the key concepts need to be further developed to meet the minimum number of pages. Either way, the active processing of the assigned textbook information, to meet the report requirements, will definitely consolidate the knowledge, without the need of excessive memory effort. This is one of the home study foundations for the effective distance learning higher education for adults offered by BIU.

A report that exceeds the length limits will not be accepted by Bircham International University. The report will have to be rewritten until the format requirements are met.

## FRONT PAGE

The front page should include the student's first and last name, degree program and field of study, title of the book, and date. The student's signature and the following statement must appear on the front page: **"I do hereby attest that I am the sole author of this report and that its contents are only the result of my reading of the above mentioned textbook."**

Please do not hesitate to **contact us** if you need assistance with your **home study**.





## TABLE OF CONTENTS – KEY CONCEPTS

Include a table of contents detailing the structure of the report and listing its main concepts or key ideas.

This index should not be over three pages long. Pages should be numbered and clearly referred to this index.

## ANALYTIC SUMMARY

A comprehensive synopsis about the assigned textbook has to be developed according to the organization and hierarchy established by the table of contents. This summary should range from 15 to 25 pages.

In the case of lengthy books, BIU may assign several reports about the same book. The structure of this extended report is the same; but its capacity to cover a good book summary gets multiplied.

## CASE STUDIES OR CONCLUSION

Depending on the topic, case studies or personal conclusion, or both, should be included in the report. This part should range from 5 to 10 pages.

\* **Case studies:** One to three case studies from the assigned textbook have to be critically analyzed by the student. Depending on his/her own preference, a student may choose one single complex case study with several interrelated issues, or three simple ones.

\* **Conclusion:** The student is encouraged to provide his own solution or opinion based, not only on the principles learned from the textbook, but also on his/her own criteria, such as personal conclusions, or the application of the theoretical concepts to his/her profession.

## CRITICAL THINKING

The report mostly consists of a summary of each of the textbooks studied, but it should demonstrate much more than the student's synthesis skills. The report has to reveal the student's level of understanding and knowledge. For this reason, the student is encouraged to add his/her own comments, thoughts, or opinions (*good or bad*) about the book contents. Reference to the cases studied and professional experience provide good illustrations of the application of the concepts learned. Any personal conclusion, or demonstration of knowledge applicability, will be highly valued.

For scientific disciplines: charts, formulas, figures, and exercises may be included in a report, but only as a complement to the written text. The report must always be elaborated in full written form; an outline will not be accepted. The only section that will be accepted in outline format is the table of contents.

Do not copy and paste content. Try to elaborate the full report using your own words and writing style. Note that 1/3 of the final grade is allocated to personal quality thinking, which is mostly evaluated from your case studies, conclusion, and your writing style.

## HOW TO DO THE REPORT?

We suggest that first you do a quick reading of the assigned textbook. Check the table of contents, chapter's introduction and other interesting parts. Take notes of the key concepts resulting from this preliminary quick review. The goal is to familiarize yourself with the book. Once the review is concluded, start with the comprehensive reading of the textbook. At the same time, do mark relevant paragraphs, and take your own notes about the reading. Once you finish the analytic reading, you will have an extensive written summary of the book, resulting from your notes. Use this notes, organized according to the key concepts of the subject, to write your final report.



**A GOOD  
FINAL REPORT**



**A GOOD  
EXAM**

The student has to submit for evaluation a report ranging from 20 to 35 pages that must integrate in a harmonic way the previously described steps: the table of contents, the analytic summary, and the practical application of the knowledge learned, in the form of case studies or conclusion. In order to elaborate a good report, it might be necessary to re-write the work to match the format and length requirements, and to improve the writing style, content flow, and continuity.

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**HOW** to think, rather than **WHAT** to think.

# HOW TO DO THE PROJECT OR THESIS?

A distance learning university provides more than just a DEGREE. It unquestionably proves your skills.



## HOW TO DO THE PROJECT AND/OR THESIS

In order to complete your home study degree syllabus, you are required to submit the following:



- One final project of at least 50 pages for the Bachelor's and Master's programs.
- One thesis of at least 75 pages for the Doctorate program.

## SENDING YOUR RESEARCH WORK



- **By email (or regular mail).** One copy of your research work has to be submitted to the Bircham International University office.

This copy may be forwarded by email as a PDF file, or sent by regular mail. Electronic copy is preferred, and it is much faster to process.

### - Sealed hard copy of your work.

If you wish to received a sealed hard copy of your work, you should submit an additional hard copy.

BIU will stamp this copy and ship it back to your address.

Research paper will not be accepted if it does not fulfill the requirements set below.

## GENERAL FORMAT

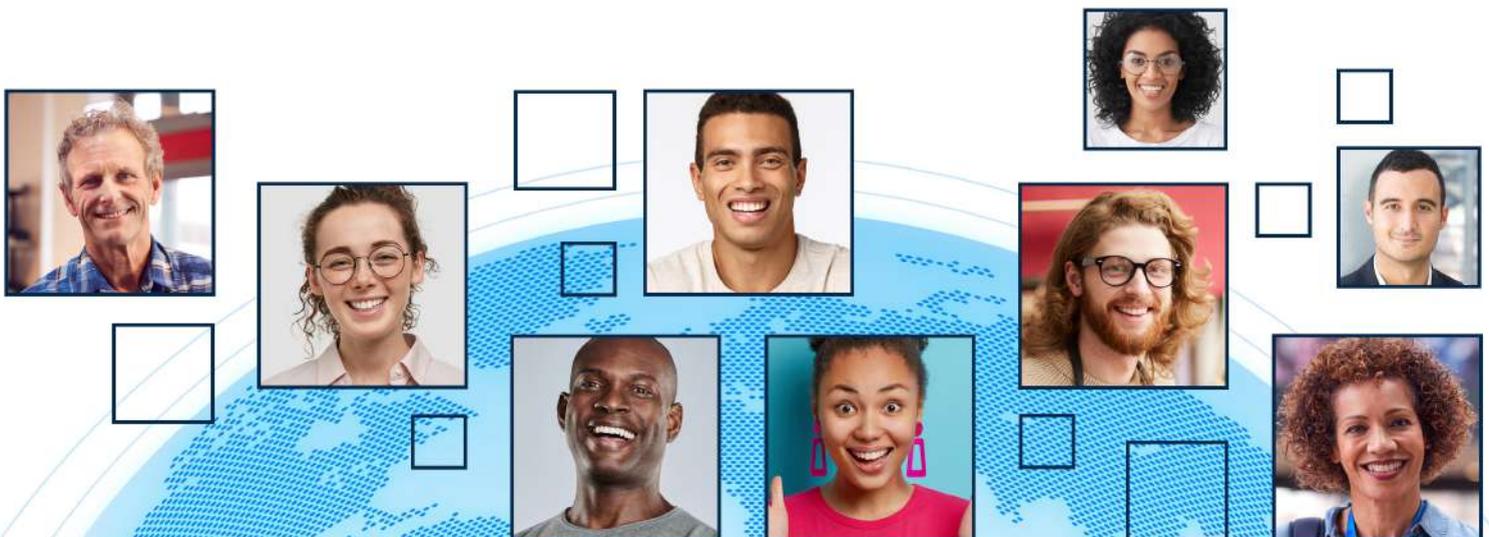


Each country and school has its own preferences in regards to research work formatting and presentation.

Bircham International University accepts any of those standard formats provided the fact that the following general instructions are also met.

- **Paper must be typed in English, unless other language has been previously authorized.**
- **White standard-size paper (A4 or US Letter) and on one side of the page only, except when a publication is accepted as equivalent.**
- **Any font size ranging 10 to 14 for the body of the paper. Headings and subtitles do not have any format restrictions.**

A good education should teach **HOW** to think, rather than **WHAT** to think.





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## FRONT PAGE



This first page should contain the title of the project or thesis

the student's first and last name, the name of the program, and the date. The student's signature and the following statement must follow the above mentioned information: **"I do hereby attest that I am the sole author of this project/thesis and that its contents are only the result of the readings and research I have done"**.

## TABLE OF CONTENTS



Following the front page, you need to include the table of contents.

Pages, parts, chapters, etc... should be numbered and clearly referred to this index.

## BIBLIOGRAPHY



A complete list of the bibliographic material used along the research work, including books, journal articles, conference papers, online references, etc...

Bibliography may be displayed at the beginning or the end of the paper.

BIU accepts different formats to reference content to the bibliography: **footnotes, chapter breakdown, generic bibliography...** Use the one that best suits your research needs.

## ABSTRACT OR SYNOPSIS



Following the table of contents, you need to include a synopsis ranging one to three pages providing a brief explanation of the content and the objectives of the research.

## THEME



You are free to choose the title and content of your project or thesis, provided the fact that it is clearly consistent with the major of study. Take advantage of this opportunity to explore in depth the topics that interest you, both personally and professionally.

Once you have reached your decision, you may submit a one to three pages proposal, containing a synopsis of your project/thesis and the title of the paper for pre-approval. This preliminary procedure is optional, since all submissions will be approved as long as they are directly related to the specialization.

## CONTENT



Here is where you should develop the core content of the research. The information contained in this part must be organized. Use the structure that you prefer: **chapters, sections, parts, case studies...**

This structure is to be reflected in the table of contents. All pages must be numbered.

## ANNEX OR APPENDIX



As part of your discussion, you can include graphs, photographs, drawings, charts, photocopies of articles, and/or any other material you consider relevant.

Annex material will not be accounted as part of the content. In other words, a research work requiring 50 pages, actually requires 50 pages of content, excluding annex and appendix material.

## LENGTH LIMITS



The body of the project or thesis should fulfill the minimum length requirement. We suggest not exceeding 200 pages. Please note that the quality of content is more important than its quantity.

## PUBLICATIONS



With prior approval from Bircham International University, you may also submit published material, such as books, journal or magazine article compilations, etc. Of course, these items do not need to fulfill the above format requirements; they can be submitted to BIU in their original published format.

Bircham International University requires that you submit one electronic copy of each publication. An additional physical copy will also be appreciated for the BIU library.

Please do not hesitate to **contact us** if you need assistance with your home study.



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