



Thesis Preparation and Submission Guide Revised & Annotated Edition – 2025

Preface and Legal Framework

The Université des Sciences Sociales et de Gestion de Bamako (USSGB) is a **public higher education institution** established by **Ordonnance N°2011-021/PRM of 28 September 2011**, organized by **Décret N°2011-731/PRM of 3 November 2011**, and officially recognized by the **Ministry of Higher Education and Scientific Research of Mali**.

USSGB operates under the **LMD (Licence–Master–Doctorat)** system and the **European Credit Transfer and Accumulation System (ECTS)**, ensuring international compatibility and recognition of its degrees.

This revised and annotated guide provides comprehensive academic, ethical, and formatting standards for the preparation, submission, and defense of theses at undergraduate, master's, and doctoral levels.

1. Introduction

USSGB is committed to promoting academic excellence through original and ethical research. All theses must demonstrate: - Original contribution to knowledge - Critical and analytical reasoning - Proper academic writing and citation standards

Programs at USSGB are aligned with LMD and ECTS frameworks, guaranteeing transparency and global equivalence of qualifications.

2. Selecting and Approving a Thesis Topic

Requirements

- The topic must align with the student's field of study and faculty research priorities.
- It should be feasible within time and resource constraints.
- It must demonstrate academic and social relevance.

Approval Process

1. Discuss with the **Supervisor (Directeur de Recherche)** for validation.
2. Submit a **Formal Proposal** including introduction, objectives, and methodology.
3. Obtain approval from the **Departmental Committee** and the **Dean/Director**.
4. Final authorization is recorded by the **Vice-Rector for Research**.

3. Thesis Structure

A complete thesis should include the following sections:

1. Title Page (with institutional details)
2. Declaration of Originality
3. Acknowledgements
4. Abstract (max 300 words)
5. Table of Contents
6. List of Tables, Figures, and Abbreviations
7. Introduction
8. Literature Review
9. Methodology
10. Results and Discussion
11. Conclusion and Recommendations
12. References (APA/Harvard/MLA)
13. Appendices (tools, raw data, consent forms)

4. Formatting Guidelines

Element	Specification
Font	Times New Roman, 12 pt
Line Spacing	Double-spaced (single for footnotes/quotes)
Margins	Top: 1.5" – Bottom: 1" – Left: 1.5" – Right: 1"
Alignment	Fully justified
Paragraph Indent	0.5 inch
Paper Size	A4 (210 x 297 mm)
Page Number	Bottom center

Use automatic **heading styles** and **table of contents** generation. Each new chapter must begin on a new page.

5. Ethical Clearance

All research involving human participants or sensitive data requires prior approval from the **USSGB Research Ethics Committee**.

Students must: - Submit the **Ethics Review Form** before data collection. - Obtain written **informed consent** from participants. - Ensure **confidentiality** and **data protection**.

6. Academic Integrity and Plagiarism Policy

USSGB enforces strict anti-plagiarism measures.

- All theses will be screened using **Turnitin or Compilatio**. - **Maximum similarity index allowed: 20%**. - Violations (plagiarism, falsification, fabrication) lead to disciplinary action or thesis rejection under Articles 115–118 of Décret 2011-731.

7. Supervisor and Student Responsibilities

Supervisor

- Guide research topic, methodology, and writing.
- Approve progress reports.
- Ensure ethical compliance.

Student

- Attend scheduled meetings.
- Submit progress reports on time.
- Follow university deadlines and submission protocols.

8. Evaluation Criteria

Criteria	Weight (%)
Originality & Relevance	20
Research Design & Methodology	25
Analysis & Discussion	20
Academic Writing & Presentation	15
Oral Defense Performance	10
References & Ethics	10

A student must score **at least 60% overall** to pass the defense.

9. Oral Defense Procedure

Steps

1. **Pre-defense** with supervisor.
2. **Formal scheduling** by department.
3. **Public presentation (15–20 minutes)** summarizing objectives, methods, and findings.
4. **Q&A session** and committee deliberation.

Language: French or English (depending on program policy).

Committee Composition: Supervisor, two internal examiners, and one external examiner.

10. Submission and Archiving

1. Submit to supervisor for review.
2. Incorporate corrections.
3. Submit **3 hardbound copies** and **1 digital PDF copy** to the Registrar.
4. Upload the PDF version to the **USSGB Institutional Repository (Dépôt Institutionnel)**.
5. Complete the **Thesis Submission Form** via <https://ussgb.ml>.

11. Binding Specifications

Item	Description
Binding Type	Hardcover
Cover Color	Black with gold lettering
Spine Text	Thesis Title – Author Name – Year – USSGB

Sample Layout provided in Appendix B.

12. Digital File Standards

- Format: **PDF (non-editable)**
- File Name: *LastName_FirstName_Thesis_Year.pdf*
- Use bookmarks for all sections.
- Embed all fonts and verify readability.

13. Deadlines and Academic Calendar

Official deadlines for topic approval, submission, and defense are announced annually by the **Academic Affairs Office (Direction des Études et de la Recherche)**.

Failure to comply may result in **graduation deferral**

14. Contact Information

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Registrar's Office: registrar@ussgb.ml

Research & Ethics Office: research@ussgb.ml

Appendix A: LMD and ECTS Framework Overview

Degree	Duration	ECTS Credits	Description
Licence (Bachelor's)	3 years	180	Foundational and professional training
Master's	2 years	120	Advanced specialization and research
Doctorat (PhD)	3 years	Research-focused, original dissertation	

Credit Equivalence: 1 year = 60 ECTS = 1500–1800 learning hours.

Thesis Credit Weight:

- Bachelor's: 6–12 ECTS
- Master's: ~30 ECTS
- Doctorate: Core research requirement

Appendix B: Sample Pages

1. Title Page Template
2. Declaration of Originality
3. Ethics Clearance Form
4. Binding Sample

Appendix C: Thesis Evaluation Form (Sample)

Category	Max Marks	Comments
Research Quality	25	
Methodology	25	
Analysis & Interpretation	20	
Structure & Presentation	10	
References & Ethics	10	
Defense Performance	10	

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Revised and Annotated by the Directorate of Studies and Research, USSGB.