Thesis Guide to BA Students

STEP 1: *Choice of thesis theme and advisor*

Search for and discover a theme and consult your would-be advisor in your fourth semester. We advertise lists of suggested themes on the notice boards of the institute. Attend the Thesis Mart, to be held every semester, to find out more about possible subject areas. Feel free to approach your advisor with your own topic proposal. Any full-time member of the institute can act as your advisor. If an advisor is already in charge of seven theses, she or he has the right to decline your application.

STEP 2: *Library work*

Search the library catalogues and browse the shelves in the library for books and journals that are relevant for your topic. Also, hunt Google Books and the Gutenberg Project for freely accessible literature. Search JSTOR (accessible through the University Library webside > E-Sources > Database portal) for scholarly articles. Ask for your advisor’s help as well. If you cannot find a book in our library holdings, use the interlibrary loan service (ask for assistance at the BTK-TTK Library).

STEP 3: *Submit thesis title and an outline*

Submit the preliminary title and a one-page outline of your thesis to your advisor. The earlier you do this, the more likely that you can do all the work in time. The outline should describe the questions you intend to examine, and it should include a list of the most important sources that you need to use for your work. As you work on your thesis, you will, of course, need to add sources to your list. Depending on your field, MLA or APA is the preferred standard for this list.

Suggested time for this: end of your 4th semester

STEP 4: *Consult your advisor regularly*

The earlier you submit a chapter of your work to your advisor, the more effectively will you be able to manage your time – and write a thesis you will be proud of. Study the official thesis evaluation scheme to become familiar with important content and structural criteria that we use when providing feedback on your work.

STEP 5: *Submit the first draft of your full text to your advisor*

Suggested time for this: five weeks before the faculty deadline.

STEP 6: *Correct* *and* *adjust your text following the advice of your advisor*

Your advisor will not correct all the mistakes in language use, nor is your advisor obliged to act as your proof-reader. To minimize typos and grammatical mistakes, use the spell-check and grammar-check in your word-processor.

STEP 7: *Secure the consent of your advisor and upload the PDF version of your thesis*

Before submitting your thesis electronically in the Neptun system, you are required to secure your advisor's consent. In other words, your thesis does not qualify for defense without your advisor’s authorization. Your advisor will decide on this after reading your full submission.

STEP 8: *Uploading the electronic version of your thesis*

Make sure that:

* the PDF file has the following name format: Yoursurname\_Yourgivenname\_Title in four words.pdf
* the file name should include only the first 4 words of the title of your thesis.

Besides the PDF you upload, you should email to your advisor the full thesis as a Word file, too.