

INSTITUTE OF ENGLISH

UNIVERSITY OF OPOLE

2018-2019

## **Preparation of Bachelor's\*/Master's\*\* Theses<sup>1</sup>**

**and Graduation Examinations for degree programs within**

### **Academic profile:**

English Philology, English in Public Communication: all specialties

Filologia: Academic English, Polish Studies

### **Practical profile:**

English Philology: Business English

Filologia: Język angielski w turystyce

## **1. General information**

Procedures for preparing and submitting diploma papers and for conducting diploma exams are described in Regulations of Studies of Opole University, and regulations issued by the Rector and the Dean of the Faculty of Philology. The following instruction, based on these regulations, consists of guidelines that are mandatory at the Institute of English.

Diploma papers for Bachelor or Master degree are written within the Undergraduate\*/ Graduate\*\* Seminar and assessed within the course Preparation of Diploma Paper. The seminar is chosen from the academic fields at the Institute of English: Literary Studies, Linguistics, Cultural Studies, Translation Studies, Applied Linguistics, Communication Studies.

The choice of seminars offered and their scope is publicized through the Institute webpage and USOS to enable students to sign for the selected seminar. Instructors running Bachelor's seminars have at least a Doctorate degree; those running Master's seminars have a Professorial degree unless the Faculty approves the latter to be led by an instructor with a Doctorate degree. Seminar instructors are thesis supervisors. In the practical profile, a supporting supervisor from an external institution/company may be appointed to help prepare and assess thesis projects. Both the seminars and thesis are in English and require from students C1\*/C2\*\* level proficiency

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<sup>1</sup> Information marked with \* refers exclusively to Bachelor programs.  
Information marked with \*\* refers exclusively to Master programs.  
Unmarked information refers to both types of programs.

## 2. Thesis as part of a program

Bachelor/ Master thesis is an original exploration of a specified research problem, which is completed under the supervision of an expert in the academic field:

- taking into account final **educational effects** that are specific for a particular program and specialty,
- on research themes located within the limits of **philology** (or at the intersection of philology and other discipline from humanities/social sciences; under the condition that the supervisor's academic achievements are sufficient for supervising such theses),
- on a chosen topic related to **seminar's theme** and accepted by the supervisor as well as the Program Council, which also accepts the proposed reviewers.

## 3. Essential requirements of a thesis

Students pursuing the academic profile are expected to write a scholarly thesis (research paper, research report, academic essay) based on the reading of subject literature and the study of selected material. The main body of the thesis consists of 2-4 chapters, including a literature review that presents the theoretical/methodological context of the thesis or\*/and\*\* a report on current research, based on the academic sources, and containing authorial commentary. There should also be an analytical part showing either the results of conducted research (quantitative, qualitative, critical, etc.) or interpretation of cultural texts in accordance with a methodology adequate to address the previously chosen thesis statement or research question. The thesis must have a coherent and clear structure that reflects a logical course of argumentation.

Students pursuing the practical profile have a choice of thesis types:

- scholarly thesis (see above) ,
- applicative project (see below),
- mixed (applicative/scholarly) thesis (following supervisors' agreement)

An applicative project involves proposing a practical solution to a philology-related problem or preparing an artefact related to a professional issue falling within the scope of the seminar together with its description and evaluation in the context of the literature on the subject and adequate methodology. An applicative project could take the form of a translation, a thematic dictionary, a catalogue, a database, an edited collection of primary texts, a critical commentary to a collection of primary texts, an exhibition, a media production (audio, video, journalistic reportage), a recorded interview, a manual/guidebook, an individual therapy, a cycle of lessons/workshops, a public presentation/show, a website, a promotional campaign, etc.

#### 4. Formal requirements of the thesis

4.1. **length** 25-50\*/60-100\*\* pages, unless the supervisor advises more (pagination does not include the title page, contents page, and the anti-plagiarism statement).

4.2. **composition** (settings can be found in BA\*/MA\*\* TEMPLATE):

- title page in Polish with the primary version of the title in English (common layout for University of Opole);
- table of contents/tables/figures;
- introduction - *in a scholarly thesis*: statement and explanation of the research problem, objectives and context of the study, thesis/ research question, research material, and work's structure; *in an applicative project*: the aim and the problem to be solved, the characteristics of applicative solutions, methods used, the tasks/phases/results of preparation and implementation of the practical solution;
- main body - *in a scholarly thesis*: 2-4 chapters; *in an applicative project*: at least 1/3 of the body should present the application (its end-product, artefact or documentation of its public presentation), at least 1/3 of the body should contain the descriptive, explanatory or evaluative part;
- conclusion - *in a scholarly thesis*: summary of the key points, answers to research questions, conclusions and generalizations resulting from arguments given in the paper, implications and limitations of the research; *in an applicative project*: summary of the project implementation, advantages and limitations of the solution proposed, recommendations;
- bibliography including minimum 15\*/30\*\* scientific sources;
- optional attachments (annexes and appendixes);
- up-to-one-page-long summary in English and 4-5 keywords;
- up-to-one-page-long summary in Polish and 4-5 keywords;
- anti-plagiarism statement (only in the print version – not in the electronic version).

4.3. **formatting** (settings can be found in BA\*/MA\*\* TEMPLATE) includes font (12 Times New Roman or Arial, line spacing 1.5) and margin settings (2.5 cm without additional margin for binding, two-sided alignment); no gap space before/after a line and between paragraphs. Page numbers are situated at the bottom middle of each page; do not include pagination on title page, contents pages, list of figures, tables and anti-plagiarism statement. Do not leave blank pages. Illustrations, diagrams or tables that are not author's own work should be referred to the original source and should not exceed 10% of the text. Every compositional element mentioned in point 4.2 should start with a new page.

4.4. **styles of quotations and bibliography** are MLA or APA, according to supervisors' suggestions.

## 5. Verifying and assessing the thesis

The grading of thesis consists in two elements:

- software analyses whether the thesis is not plagiarized to exclude the breach of copyrights (e.g., basing on the report from a currently subscribed service). The supervisor authorizes the thesis only after receiving anti-plagiarism report results. If plagiarism is detected, the student is failed automatically and referred to a disciplinary committee.
- 2 reviews of the thesis are prepared (one by the supervisor and the other by a specialist in the field) and the average grade from both is the final one (a [template of review form is available in the APD system](#)).

Assessment reflects the originality and novelty of the subject/project, the quality of analysis or interpretation or the effectiveness in solving the problem, the correspondence between the aims or assumptions and the results or conclusions, as well as formal and presentational aspects.

## 6. Submitting and archiving the thesis

6.1. Supervisors have to compile and the Program Council has to accept titles of the theses in English and Polish and the names of proposed reviewers. The list should be signed by Program Councils with the date of acceptance and submitted to Dean's Office (including electronic version) by the end of April for students who are to graduate in the summer term.

6.2. Dean's Office starts the process of archiving theses in USOS system by entering the names and titles of theses into the APD system.

6.3. After the thesis is accepted by the supervisor the student ought to:

- complete in the university Dissertation Archive – APD ([apd.uni.opole.pl](http://apd.uni.opole.pl)) the following information: (1) summary in Polish and English; (2) key words in Polish and English
- upload to APD a file in PDF format containing the written part of the thesis (file name: surname\_names of the author current\_year).

6.3. Once the supervisor receives the information that the thesis is in APD system she/ he:

- checks if a student included the appropriate summaries, key words and file containing the full version of the thesis, if the title matches the one in the system,
- checks if the thesis contains all the elements mentioned in point 3a,
- accepts the thesis in APD system (sends it to a reviewer) and the system informs the student about it.

6.4. When the thesis is accepted, the student prints it out in two copies using the APD system, encloses the signed anti-plagiarism statements in print, binds them and submits to Dean's Office two weeks before the date of their graduation examination (BA/MA defence), which may be held at the turn of June and July, and in mid-September.

## INSTITUTE OF ENGLISH

## UNIVERSITY OF OPOLE

2018-2019

6.5. If the thesis is not ready/accepted two weeks before the planned graduation examination, students can apply to the Dean for a two-month prolongation on the basis of documented health problems or other documented issues beyond their control.

6.6. Together with the two print copies of the thesis, students must bring to the Dean's Office

- the filled and printed version of the UO alumni career form [www.kariera.uni.opole.pl/monitoring](http://www.kariera.uni.opole.pl/monitoring)
- proof of payment for the final diploma document (60 PLN + 40 PLN if they opt for an additional English version),
- 4 photographs (5 if they opt for an additional English version) 4.5 cm x 6.5 cm.
- their student ID card\*\*

6.7. One week before the graduation exam the student is obliged to make sure that the electronic circulation card (karta obiegowana) has been cleared from any obligations respecting any of the UO services.

### **7. The course and documentation of graduation examination (BA/MA defence)**

The course of the exam, the committee, the method of assessment during the graduation exam follow the current regulations of the Dean of the Faculty of Philology and are based on the Regulations of Studies of Opole University:

7.1. The committee consists of the chairperson, the supervisor (+supporting supervisor), the reviewer (a specialist in the field holding at least a Doctoral degree).

7.2. The diploma exam questions must fall within the scope of program/specialty educational effects.

7.3. The exam involves:

- the presentation of the Bachelor/Master thesis with its aims, research question(s), theoretical/methodological background, results and conclusions; in an applicative project: the end result/solution and the circumstances of its implementation,
- a question from the supervisor (supporting supervisor),
- a question from the reviewer,
- any follow-up questions to clarify points related to the three above elements.

7.4. The graduation exam grade is an average grade calculated on the basis of the assessment of the responses to the above tasks while the final diploma grade is calculated according to the current scales in UO Regulations.

### **8. Diplomas**

Diplomas and other documents are issued by the Dean's office and can be received in person following an appointment by email/telephone. The official Faculty Graduation Ceremony is held at the end of September each year. To take part in it, students need to follow announcements on the Faculty webpage.