

GUIDELINES FOR WRITING BACHELOR'S, MASTER'S & FINAL THESES

LITERATURE, HISTORY AND CULTURE

Prior to working on the thesis the students should familiarize themselves with the Standard of Bachelor's, Master's and Final Theses in the Department of English Language and Literature.

Thesis supervision (all types of thesis)

What the student can expect from his/her supervisor:

- personal, email and/or online consultations;
- help with the specification of the topic; help with the focus, organisation, choice of the secondary sources and research methodology; help and advice on the writing process;
- recommendations of literature available.

What the supervisor expects from the student:

- an active approach to writing the thesis (e.g. suggesting ideas, choosing the topic, genuine interest in the topic investigation);
- realistic time management and meeting deadlines;
- responsibility and academic integrity (acknowledging all the sources, following the general and subject specific guidelines).

Working on the thesis

Bachelor's Thesis

Students begin working on their Bachelor's theses in the fourth semester of their studies at the latest, which also involves taking a series of courses related to their Bachelor's thesis (see below). This means that students should choose a Bachelor's thesis topic, contact a supervisor and negotiate the topic and the details of their cooperation with the supervisor before the beginning of the fourth semester of their studies.

Students who are studying in a double-subject study programme can choose whether to write their Bachelor's thesis in the English Department, in their other subject, or in Pedagogy or Psychology. Students in the single subject programme can write the Bachelor's thesis in the English Department (strongly recommended) or in Pedagogy or Psychology.

The following information applies to Bachelor's theses written in the English department.

There is a series of courses related to writing the Bachelor's thesis in the English department. These comprise the course AJ_BPp Bachelor's Thesis Project in the fourth semester, the course AJ_BP Bachelor Thesis in the fifth semester and the course AJ_BPd Bachelor's Thesis Completion in the sixth semester. (When writing their thesis in another department, students enrol in courses of the relevant department.)

After enrolling in the AJ_BPp Thesis Project course, in the first half of the fourth semester at the latest, students should find and contact a supervisor to discuss the requirements, the assigned readings and the schedule of consultations including specific tasks. They submit a Thesis Project by a deadline stated by their supervisor. The thesis project includes, for example, the writing schedule, the list of secondary sources to be used and their annotated bibliography, preliminary research in the area studied and determining the title of the thesis. These tasks are specified by each individual supervisor and may vary, depending on the subject matter and the supervision itself.

During the fifth semester of their studies students enrol in the AJ_BP Bachelor's Thesis course. They work on the thesis and consult their progress with the supervisor according to an agreed timeline.

In the sixth semester of their studies students enrol in the AJ_BPd Bachelor's Thesis Completion course. They submit the final draft of their thesis to their supervisor before uploading it into the IS before a deadline negotiated by the student and the supervisor. The thesis must be uploaded into the IS archive by the deadline set by the Study Department. Two spiral-bound copies should be submitted to the supervisor within a week after the deadline. Two-sided print is recommended. During the COVID-19 pandemic printed copies are not submitted.

Bachelor's thesis defence

Bachelor's theses supervised by the Department of English Language and Literature are defended on the day of the student's state examination in English. The defence takes place in a committee setting (the committee, supervisor, and second reader) and lasts approximately 25 minutes.

At the defence the student is expected to:

- deliver a PowerPoint presentation . The presentation should introduce the topic and aims of the thesis and summarizes its chief outcomes. The time limit for the presentation is maximum 10 minutes.
- respond to questions raised and comments made in the reports from both the supervisor and the second reader. Here the student acts as a partner in academic discussion with all members of the committee and is encouraged to explain and defend their views but also to acknowledge alternative perspectives.

Thesis and defence evaluation

The thesis is evaluated by the supervisor and the second reader based on a rubric, see: [DOPLNIT LINK](#).

The final grade is based primarily on the grades for the thesis suggested by the supervisor and the second reader. However, this can then be modified in view of the quality of the presentation, the quality of the defence and the level of the student's English.

Tips for the defence

- Bring both reports with you.
- Prepare notes to which you may refer in the course of the defence.
- Be brief, organized and to-the-point. Adhere to the time limit.
- Be open to comments and questions. Argue your case where you see fit but acknowledge your mistakes if justified.

Master's Thesis

Students must begin working on their Master's theses in the second semester of their studies. This means that students should choose a Master's thesis topic, contact a supervisor and negotiate the topic and the details of their cooperation with the supervisor before the beginning of the second semester of their studies.

Students who are studying in a double-subject study programme can choose whether to write their Master's thesis in the English Department, in their other subject, or in Pedagogy or Psychology. Students in the single subject programme can write the Master's thesis in the English Department (strongly recommended) or in Pedagogy or Psychology.

The following information applies to Master's theses written in the English department.

There is a series of courses related to writing the Master's thesis in the English department. These comprise the AJ_DPp Master's Thesis – Project course, the AJ_DP Master's Thesis course, and the AJ_DPd Master's Thesis – Completion course.

The topic of the Master's thesis should correspond with areas covered in this study programme. Students should select a topic and contact a supervisor to negotiate the details of their cooperation. This should happen before the beginning of the second semester. The topic of the Master's thesis cannot be identical with the topic of the Bachelor's thesis submitted and defended by the student. The text of the Master's thesis cannot include parts of the Bachelor's thesis without acknowledging this as a citation.

After enrolling in the AJ_DPp Master's Thesis – Project course, in the first half of the second semester at the latest, students contact their supervisor to discuss the requirements, the assigned

readings and the schedule of consultations including specific tasks. They submit a Thesis Project by a deadline stated by their supervisor. The thesis project includes, for example, the writing schedule, the list of secondary sources to be used and their annotated bibliography, preliminary research in the area studied and determining the title of the thesis. These tasks are specified by each individual supervisor and may vary, depending on the subject matter and the supervision itself.

During the third semester of their studies students enrol in the AJ_DPp Master's Thesis – Project course. They work on the thesis and consult their progress with the supervisor according to an agreed timeline.

In the fourth semester of their studies students enrol in the AJ_DPd Master's Thesis – Completion course. They submit the final draft of their thesis to their supervisor before uploading it into the IS before a deadline negotiated by the student and the supervisor. The thesis must be uploaded into the IS archive by the deadline set by the Study Department. Two spiral-bound copies should be submitted to the supervisor within a week after the deadline. Two printed copies should be submitted to the supervisor within a week after the deadline. Spiral-bound copies are sufficient and two-sided print is recommended. During the COVID-19 pandemic printed copies are not to be submitted.

Master's thesis defence

Master's theses supervised by the Department of English Language and Literature are defended on the day of the student's state examination in English. The defence takes place in a committee setting (chairperson, supervisor and second reader) and lasts approximately 30 minutes.

At the defence the student is expected to:

- deliver a PowerPoint presentation which lasts up to 10 min. The presentation should introduce the topic and aims of the thesis and summarizes its chief outcomes.
- respond to questions raised and comments made in the reports from both the supervisor and the second reader. Here the student acts as a partner in academic discussion with all members of the committee and is encouraged to explain and defend their views but also to acknowledge alternative perspectives.
- engage in further discussion of the topic.

Thesis and defence evaluation

The thesis is evaluated by the supervisor and the second reader based on a rubric.

The final grade is based primarily on the grades for the thesis suggested by the supervisor and the second reader. However, this can then be modified in view of the quality of the defence and the level of the student's English.

Tips for the defence

- Bring both reports with you.
- Prepare notes to which you may refer in the course of the defence.
- Be brief, organized and to-the-point. Adhere to the time limit.
- Be open to comments and questions. Argue your case where you see fit but acknowledge your mistakes if justified.

Final Thesis – Lifelong Programmes (CŽV)

Students should choose a topic related to one of the courses offered in their study programme, contact a supervisor and negotiate the topic and the details of their cooperation with the supervisor. This should be done at least 2 semesters before the end of the course of studies; in the Anglický jazyk pro SŠ programme, students should begin looking for a supervisor and choosing a final thesis topic as early as possible in the first semester.

The thesis must be written in English. The only exception concerns final theses written by students of the Lifelong Extension Programme for Primary Teachers of English (Anglický jazyk pro 1. stupeň ZŠ); however, the theoretical part of their theses may be written in Czech.

Students should submit the final draft of their thesis to their supervisor before uploading it into the IS before a deadline negotiated by the student and the supervisor. The thesis must be uploaded into the IS archive by the deadline set by the Study Department. Two printed, spiral-bound copies should be submitted to the supervisor within a week after the deadline. Two-sided print is recommended. During the COVID-19 pandemic printed copies are not to be submitted.

Final thesis defence

Final theses supervised by the Department of English Language and Literature are defended on the day of the student's state examination in English. The defence takes place in a committee setting (chairperson, supervisor and second reader) and lasts approximately 15 minutes.

At the defence the student is expected to:

- briefly introduce the topic, aims and main outcomes of the thesis (without a PowerPoint presentation);
- respond to questions raised and comments made in the reports from both the supervisor and the second reader. Here the student acts as a partner in academic discussion and is encouraged to explain and defend their expertise but also to acknowledge alternative perspectives;

- engage in further discussion of the topic.

Thesis and defence evaluation

The thesis is evaluated by the supervisor and the second reader based on a rubric, see: [DOPLNIT LINK](#).

The final grade is based primarily on the grades for the thesis suggested by the supervisor and the second reader. However, this can then be modified in view of the quality of the defence and the level of the student's English.

Literature/history/culture theses

The instructions below concern just the specific guidelines and requirements for theses written in the area of literature, history and culture. For general requirements and technical details, see the General Guidelines to writing theses and defences above.

Thesis structure

The theses in literature, history and culture are typically structured as following:

1. Introduction

The introduction serves as an orientation to the thesis by delineating the topic it seeks to explore, by stating the aims of the thesis and formulating the central argument, hypothesis or research question it will pursue. The student justifies the choice of the topic by explaining why they consider it worthy of interest. This section also outlines the methods the thesis employs and/or the structure it follows. Further, the introduction part typically includes the context and background relevant for the topic, the reference literature review and theoretical premises that inform the analytical part of the thesis.

2. Analysis

This section represents the main body and the core of the thesis as it is based on the student's engagement with the studied issue. The student does not just describe issues and ideas; they discuss and assess them critically and structure them in a logical sequence. This means that the student explores the topic actively and tests the validity of their argument/ hypothesis (or engages in the process of determining answers to their research questions). Here too, the student shows their ability to pursue the topic within the given frame and to connect and compare ideas, concepts, attitudes and interpretations.

3. Conclusion

The results of the study should be summarised in the Conclusion. The Conclusion should formulate and evaluate the results of the study, state whether the aims declared in the Introduction have been achieved, confirm or rebut the argument/hypothesis (or present answers to the research questions) and project its influence on the greater context that follows their specific field of research. The Conclusion should not introduce new ideas. Rather, it should condense and highlight the most important and most interesting findings of the thesis.

Whereas literature and history theses seek application of theory into the analysis, some types of culture theses may include a separate Theoretical part, followed Empirical Part rather than Analysis. The Empirical Part then describes research aims and the chosen research method, explains the research procedure of the research and presents the findings, analysis and interpretations of the research. It should, however, demonstrate the student's understanding, analysis and evaluation of the concepts dealt with in the Theoretical part.

4. Works Cited

The recommended number of reference list items is 20 for Bachelor's and Final theses and 30 for Master's theses. The range of sources should include books, journal articles and other reliable sources. Students are advised to consult the sources used with their supervisor.

5. Appendices

Complementary or illustrative evidence (such as photographs, charts, questionnaires and historical documents) may be placed in the Appendices. These should be clearly labelled. The Appendix is situated at the end of the thesis; it does not count to the overall number of pages of the work.

Citation style

Literature, history and culture theses should preferably use the MLA citation style and be consistent with a particular edition. A guide to the MLA citation norm is to be found in the *MLA Handbook* or, for example, at:

<https://style.mla.org/formatting-papers/>
https://owl.purdue.edu/owl/research_and_citation/mla_style/mla_formatting_and_style_guide/mla_general_format.html

Every reference or idea that is not the student's own must be acknowledged. This needs to be done via:

1) In-text citations

a) a paraphrase, i.e. the student summarizes the point in their own words. No quotation marks are used but the reference must be acknowledged either in the signal phrase or in the brackets.

b) a quote, i.e. the student incorporates the original text into their own text and referencing the author and concrete page. A short quote is integrated into the student's original sentence and marked by quotation marks. Longer quotations should be indented into a block paragraph.

For specific guidelines and examples, see the *MLA Handbook* or, for example:

https://owl.purdue.edu/owl/research_and_citation/mla_style/mla_formatting_and_style_guide/mla_in_text_citations_the_basics.html

https://owl.purdue.edu/owl/research_and_citation/mla_style/mla_formatting_and_style_guide/mla_formatting_quotations.html

2) Works Cited = the list of all works (books, articles) cited in the thesis; see e.g.

<https://style.mla.org/works-cited/citations-by-format/>

<https://style.mla.org/works-cited/works-cited-a-quick-guide/>

https://owl.purdue.edu/owl/research_and_citation/mla_style/mla_formatting_and_style_guide/mla_works_cited_page_basic_format.html.