

Faculty of Philology
University of Opole
Guidelines for
the preparation of Bachelor's*/Master's Theses¹**
and Graduation Examinations for academic and practical programs
since 2019/2020

1. General information

These guidelines are based on the procedures for preparing and submitting diploma papers and for conducting exams as described in UO Regulations of Studies, and regulations issued by the Rector and the Dean of the Faculty of Philology.

Diploma theses for Bachelor or Master degrees are prepared within Undergraduate*/ Graduate** seminars (and/or within Preparation of Diploma Paper). The **seminar** is chosen from the academic subdisciplines offered by the Institute of Linguistics and Institute of Literary Studies: Linguistics, Applied Linguistics, Cultural Studies, Translation Studies, Communication Studies, Interdisciplinary Studies, Literary Studies. The seminars offered in each academic year and their descriptions are publicized through the Faculty webpages 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 Institute Councils approve 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.

The theses are to be prepared in the **language of program instruction** and require from students a particular level of proficiency (C1*/C2** unless stated otherwise).

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 **learning outcomes** that are specific for the particular program;
- on research problems 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 to supervise such theses),

¹ Information marked with * refers exclusively to Bachelor programs.
Information marked with ** refers exclusively to Master programs.
Unmarked information refers to both types of programs.

Faculty of Philology

University of Opole

- on a chosen topic related to **seminar description** and accepted by the supervisor as well as the Institute 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 their reading of subject literature and the study of selected material. The main body of the thesis may include 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. Most scholarly theses would also have an analytical part reporting on either the results of conducted research (quantitative, qualitative, critical, etc.) or the interpretation of cultural texts in accordance with a methodology adequate to address a chosen hypothesis or research question. The thesis must have a coherent and clear structure that reflects a logical course of argumentation. ²

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 set of teaching materials, a media production (audio, video, journalistic reportage), a recorded interview, a language manual/guidebook, an individual therapy, a cycle of lessons/workshops, a public presentation/show, a website, a promotional campaign, etc. If the project is to be presented in public, its **documentation** needs to be collected and published as a thesis.

4. Formal requirements of the thesis

4.1. **length** 20-50*/50-100** pages (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

² Under specific justified circumstances, students of academic profile may be allowed to prepare applicative projects or mixed theses.

Faculty of Philology

University of Opole

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 material;
- 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. Every compositional element mentioned in point 4.2 should start with a new page.

4.4. **styles of quotations and bibliography** – an established system recommended by the supervisor.

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 – Jednolity System Antyplagiatowy). 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 (one by the supervisor and the other by a specialist in the field) with the average grade from both as 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, the relevance of the application as well as formal and presentational aspects.

Faculty of Philology

University of Opole

6. Submitting and archiving the thesis

6.1. Supervisors have to compile and the Institute Councils have to accept titles of the theses in English and Polish and the names of proposed reviewers. The list should be submitted to the Dean's Office (including electronic version) in May for students who are to graduate in the summer term. The Dean's Office starts the process of archiving theses in the USOS system by entering the names and titles of theses into the APD system.

6.2 After the thesis is accepted by the supervisor the student ought to:

- complete in the university Dissertation Archive – APD (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 the 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 4.2,
- accepts the thesis in the 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 one copy using the APD system, encloses the signed anti-plagiarism statements in print, tape binds the copies and submits it to the 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. If a student's thesis is not submitted two weeks before the planned graduation examination, the student can apply to the Dean for a prolongation on the basis of documented health problems or other documented issues beyond their control.

6.5. 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
- proof of payment for the final diploma document (check current rates and options for an English version),
- their student ID card**

6.6. 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:

Faculty of Philology

University of Opole

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 exam questions must fall within the scope of program's learning outcomes. 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.

7.3. 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 each year. To take part in it, students need to follow announcements on the Faculty webpage.