

Writing the Final Thesis: Guidelines

Proposed schedule, administration

A) B.A. Master Thesis (Bakalářská diplomová práce)

This applies to students in B.A. single subject studies, and B.A. double subject studies with English as the major subject

The regular length of this program of studies is six semesters. Therefore, you should primarily devote the sixth semester to writing the Bachelor's Major Thesis. However, the process of writing must be preceded by extensive research and preparation. You should manage the research by the end of the semester prior to the last one, i.e. the fifth one.

1. If you are planning to finish your studies in the sixth semester, you must decide on the field of your Thesis by the end of the FOURTH semester of your studies. At this point, see the professor whom you wish to be your supervisor and discuss your topic and the idea. Your supervisor will enter the topic and a brief description in the IS.

2. In the FIFTH semester of your studies, register for AJ19800 (B.A. Master Thesis Seminar) in the IS. Also, sign up for the E-course "Writing a B.A. Thesis" in ELF. You will only be signed up for this course after if you have got the agreement from the supervisor and the topic in the IS. During this semester, you will do your research and work on your thesis proposal. By the end of this semester, you should know precisely what you will deal with in your Thesis (the ELF course will assist you), and have done most of the research and reading. To be able to do this, be sure to SEE YOUR SUPERVISOR REGULARLY to assist you.

3. In the SIXTH (i.e. the last) semester, register for AJ19850 (B.A. Master Thesis) in the IS. Start writing the Thesis as soon as possible and see your supervisor regularly. Remember: it is difficult and time consuming to produce a Thesis! You should think about your writing schedule in the terms of months rather than days or weeks. If you are graduating in the Spring semester, the deadlines are set by the Faculty to April 30 (for defense in June) and June 30 (defense in September); if you are graduating in the Fall semester, the deadline is November 30 (defense in January or February). Theses submitted after the deadline will not be accepted (it is possible to submit a petition for a postponed deadline, but only serious reasons will be considered, such as a long study stay abroad or serious illness).

4. Both the seminar (AJ19800) and the Thesis itself (AJ19850) are graded with credit ("zápočet" = Z) in the IS. You will get a "Z" for the Seminar in the IS if you pass the assignments in the E-course in ELF. You will get a "Z" for the Thesis in the IS if you fulfill the formal criteria as set by the Faculty and if the Thesis meets the scholarly standards of your discipline. You will receive a grade after a defense. Prior to the defense, you will get a report from the second reader (if it is negative, you will get a report from the supervisor, too). You will then defend the Thesis as a part of the State Examination before a committee (supervisor, second reader, the chairperson) and receive a grade which will then appear on your diploma.

B) M.A. Master Thesis (Magisterská diplomová práce)

This applies to students in M.A. two-year studies (both of English Language and Literature and English Language Teaching for Secondary Schools) and in M.A. three-year double subject studies with English as their major subject

If you are in the three year program, please add two semesters to the instructions below

The regular length of this program is four (single subject) and six semesters (double subject Teaching). You should primarily devote the fourth semester to writing the Major Thesis. However, the process of writing must be preceded by extensive research and preparation. You should manage the research by the end of the semester prior to the last one, i.e. the fifth one. The sole preparation should last at least two semesters, i.e. the whole writing process will last at least THREE semesters.

1. If you are planning to finish your studies in the fourth semester, you must decide on the field of your Thesis by the end of the FIRST semester of your studies. At this point, see the professor whom you wish to be your supervisor and discuss your topic and the idea. Your supervisor will enter the topic and a brief description in the IS.

2. In the SECOND semester of your studies, register for AJ29800 (M.A. Master Thesis Seminar I) in the IS. Also, sign up for the E-course “Writing a M.A. Thesis” in ELF. You will only be signed up for this course after if you have got the agreement from the supervisor and the topic in the IS. During this semester, you will do your research and work on your thesis proposal. By the end of this semester, you should know precisely what you will deal with in your Thesis (the ELF course will assist you), and have done most of the research and reading. To be able to do this, be sure to SEE YOUR SUPERVISOR REGULARLY to assist you.

3. In the THIRD semester of your studies, register for AJ29801 (M.A. Master Thesis Seminar II) in the IS. During this semester, you will continue your research work from the previous semester and see your supervisor more intensively to discuss your future Thesis. You should also start writing the Thesis and discuss concrete problems with your supervisor.

4. In the FOURTH (i.e. the last) semester, you should continue and finish writing the thesis. Register AJ29850 (M.A. Master Thesis) in the IS. Remember: it is difficult and time consuming to produce a Thesis! You should think about your writing schedule in the terms of months rather than days or weeks. If you are graduating in the Spring semester, the deadlines are set by the Faculty to April 30 (for defense in June) and June 30 (defense in September); if you are graduating in the Fall semester, the deadline is November 30 (defense in January or February). Theses submitted after the deadline will not be accepted (it is possible to submit a petition for a postponed deadline, but only serious reasons will be considered, such as a long study stay abroad or serious illness).

5. Both seminars (AJ29800 and AJ29801) and the Thesis itself (AJ29850) are graded with credit (“zápočet” = Z) in the IS. You will get a “Z” for the Seminar I in the IS if you pass the assignments in the E-course in ELF. You will get a “Z” for the Seminar II in the IS if you satisfactorily collaborate with the supervisor and your progress is substantial. You will get a “Z” for the Thesis in the IS if you fulfill the formal criteria as set by the Faculty and if the Thesis meets the scholarly standards of your discipline. You will receive a grade after a defense. Prior to the defense, you will get reports from the supervisor and the second reader. You will then defend the Thesis as a part of the State Examination before a commission of examinees (supervisor, second reader, the chairperson) and receive a grade which will then appear on your diploma.

C. Minor Thesis (B.A. or M.A.)

This applies to double subject students with English as their minor subject.

1. You should decide about the topic of your minor Thesis by the beginning of the semester prior to the semester of the completion – THIRD semester for two year studies (M.A. only), FIFTH semester for three year studies (B.A. and M.A.). You should contact the supervisor and discuss the topic with them. At this point, see the professor whom you wish to be your supervisor and discuss your topic and the idea.

2. In the fifth semester, register for AJ19700 (B.A. Master Thesis Seminar – B.A. students) or AJ29700 (M.A. Master Thesis Seminar – M.A. students) in the IS. Also, sign up for the E-course “Writing a B.A. Thesis” (B.A. students) or “Writing a M.A. Thesis” (M.A. students) in ELF. You will only be signed up for this course after you have got the agreement from the supervisor. During this semester, you will do your research and work on your thesis proposal. By the end of this semester, you should know precisely what you will deal with in your Thesis (the ELF course will assist you), and have done most of the research and reading. To be able to do this, be sure to SEE YOUR SUPERVISOR REGULARLY to assist you.

3. In the LAST semester, register for AJ19750 (B.A. Minor Thesis – B.A. students) or AJ29750 (M.A. Minor Thesis – M.A. students) in the IS. Start writing the Thesis as soon as possible and see your supervisor regularly. Remember: it is difficult and time consuming to produce a quality Thesis, even a minor one! You should think about your writing schedule in the terms of months rather than days or weeks. You must hand in the Thesis to the Department’s secretary (one copy) by the deadline, which is usually 2-3 weeks prior to the State exam (see IS for specific deadlines).

4. Both the seminar (AJ19700 – B.A. or AJ29700 – M.A.) and the minor Thesis itself (AJ19750 – B.A. or AJ29750 – M.A.) are graded with credit (“zápočet” = Z) in the IS. You will get a “Z” for the Seminar in the IS if you pass the assignments in the E-course in ELF. You will get a “Z” for the Thesis in the IS if you fulfill the formal criteria as set by the Faculty and if the Thesis meets the scholarly standards of your discipline. By entering “Z” in the IS for your minor Thesis, the supervisor accepts the Thesis, which then stays at the Department for archival purposes.