

Thesis guidelines on methodology, content and format

I. Methodology requirements

There must be a clear cohesion between the title, topic and summary of the thesis which clearly defines the content. The writing must be appropriately prepared and organised, the topic under investigation should be of scientific interest and adopt a scientific approach (e.g. clearly defined topic, problem setting, hypothesis, stating objectives of research, previous findings). The thesis must include concise definitions and use terminology consistently.

The selected research methods must be justified (e.g., why is a survey, test, interview, case study or text analysis used?) The author of the thesis must be aware of the opportunities and limitations to the selected research method (e.g., how realistic or distorted are the results of the study as a result of using the research method? What can the selected tool measure and prove?) The writer must ensure that the analysis can undergo scientific scrutiny. The statements and analysis must be substantiated. The research methodology must be clearly described so that the study can be replicated.

The author must be aware of the validity, range and representativeness of the area under investigation (e.g., what is the scope of findings? To what extent can the findings be generalized?) The author should pay special attention to how probable the findings, statements, conclusions and comparisons are, and how relative they are to each other. All the criteria mentioned above must be taken into consideration while formulating the statements.

At the end of the thesis, the 'Conclusions' chapter should summarize the practical implications of the thesis, emphasising the key aspects.

II. Content requirements

Hard cover
Student declaration
Front cover
Confidentiality request form (optional)
Statement of confidentiality (optional)

Table of contents

A detailed list of chapters and subchapters, with numbered pages. The table of contents must include an introduction, main and subchapters or further divisions, a conclusion, references and appendices. Chapter titles should demonstrate a logical structure.

The proposed structure of the thesis

Introduction: An unnumbered subchapter in which the author must give the relevance of the topic, a clear rationale for choosing the topic and the structure of the thesis (2 or 3 pages).

The body of thesis

Topics should be arranged in points (1, 2, 3) and subtopics in sub-points (1.1., 1.2., 2.1., 2.2., etc.) in the following order, for example:

1. Literature review of both national and international literature
2. Aims, research topics/hypotheses/problem setting (the order of chapters 1 and 2 can be changed)
3. Methodology (a detailed description of research methods, data collection and samples)
4. Description of findings (based on primary or secondary research)
5. Details and evaluation of findings (chapters 4 and 5 can be included in one chapter)
6. Conclusions, proposed solutions, limitations and perspectives of research etc.

One third of the thesis should include the writer's own research (chapters 4 and 5).

Summary: an unnumbered subchapter in which the author must give a brief summary of the content of the thesis (1-6 points, 2-4 pages).

References

Sources must be referenced whenever they are cited and described bibliographically properly in the footnote.

Author's surname, first name (year): Title, Publisher or Journal title, pages or issue, other data.

Appendices

Appendices are optional parts of the thesis (not obligatory but can be used). It is appropriate to place in the appendix section, complementary contents such as tables, figures, interview questions, surveys, which are not substantial parts of the main text.

III. Formal requirements

The text must be written in an appropriate academic style. The thesis must be typed on a computer and printed, single or double sided, page size A/4.

Higher-level vocational training: The work should be at least 25 pages but not exceed 40 pages, excluding references and appendices.

BA thesis: The work should be at least 30 pages but not exceed 50 pages, excluding references and appendices.

MA thesis: The work should be at least 40 pages but not exceed 60 pages, excluding references and appendices.

One page should consist of 30 lines with approximately 60 characters in each line. The actual written text (e.g. excluding formatting and layout features) should be taken into consideration when calculating the volume of the thesis.

Use size 12 font, Times New Roman or Arial style and 1.5 spacing. Indent the first line of each paragraph 0.8 cm from the left margin. The paragraphs must be justified. The margins should be 2.5 cm around the page.

One hard cover copy must be submitted at the departmental secretary's office by the deadline.