

Bratislava International School of Liberal Arts

Internal Directive No. 2/2012

**The Directive of the Rector of
Bratislava International School of Liberal Arts
Concerning the Prerequisites for Fulfilling the Conditions of
Admission to the Bachelor Thesis Defense at
Bratislava International School of Liberal Arts**

Bratislava 2012

Contents

| | |
|--|---|
| Contacts..... | 2 |
| Selection of Thesis Advisor and Topic of Bachelor Thesis..... | 2 |
| Topic and Length of BT..... | 2 |
| Cooperation of Academic Advisor and Student..... | 3 |
| Rights and Duties of Thesis Advisor..... | 3 |
| The Rights and Duties of the Student..... | 4 |
| The Format of Citations and the List of References..... | 4 |
| Plagiarism..... | 4 |
| Príloha č.2: Dochádzkový list študenta/Student Attendance Sheet..... | 7 |

Contacts

Student Department: Marta Holečková holeckova@bisla.sk, 02 59234 201

Studies Coordinator: Dagmar Kusá kusa@bisla.sk, 02 59234 303, 0915 373 226

Rector: Samuel Abrahám abraham@bisla.sk, 02 59234 200

Selection of Thesis Advisor and Topic of Bachelor Thesis

Student chooses a thematic field of Bachelor Thesis (BT) from the list of topics offered by internal and external faculty. This process takes place during the summer semester of the second year of studies.

In specific cases, if student's preferred topic does not fall within the range of topics offered, student suggests their own topic and thesis advisor. However, an exception is subject to approval of Internal Thesis Committee.

Student reports chosen topic and thesis advisor to the Studies Coordinator (kusa@bisla.sk). The deadline for selection is May 30.

One faculty is allowed to supervise a maximum of three students (for internal teachers) or a maximum two students (for external teachers). Every topic can be chosen once only and is subject to approval by the Internal Thesis Committee (constituted from Rector, Vice Rector and Coordinator of Studies).

Prior to May 30, student and the thesis advisor meet at least once in order to specify the topic of BT, to define the primary scope of literature, to suggest a schematic outline of BT and to agree on the work process during summer months.

Topic and Scope of BT

Topic of BT must relate to the field of study of political science and related disciplines. At the same time, a direct link between the specialization of the thesis advisor and the topic chosen must exist.

A bachelor thesis should have a theoretical foundation. Student is to manifest knowledge of the literature in the studied field and ability to apply theoretical concepts to practical examples. Length of BT is between 30 to 40 norm pages (1800 characters per page). For detailed information concerning the format of BT see: The Directive of the Rector of BISLA Regarding the Format of the Bachelor Thesis on www.bisla.sk (in Slovak language).

Cooperation of thesis advisor and the student

During summer semester of the second year of studies, student chooses the topic of BT from the list of suggested topics offered by faculty. Based on this selection, **student initiates contact with the potential thesis advisor** with request for cooperation. Having agreed on cooperation, student contacts the Studies Coordinator and registers the thesis advisor and the topic of BT.

During summer months, student assembles and reads relevant literature and completes other tasks stemming from the agreement with the thesis advisor.

In winter semester of the third year of studies, student elaborates and submits the BT Proposal for approval by Committee (by 15 November).

Precise statement of the title of the BT is submitted by the student via the filled-in form “Zadanie bakalárskej práce” signed by the thesis advisor to the Study Department prior to 15th of December.

Binding/obligatory date for submission of BT is 30 March (to thesis advisor and Study Department) and in hard cover binding and PDF by 30 April (to Study Department).

Rights and Duties of Thesis Advisor

Thesis advisor is the main superintendent of student in the process of writing BT. Thesis advisor consults both content and structure of BT with student. He/she directs the student methodologically in the process of research.

Meetings with the student

- Beginning 15 January until the end of April, the thesis advisor and student meet **once a week**;
- In case student fails to attend the meetings twice, thesis advisor informs the Study Department. In case it is not possible for the thesis advisor to meet with student once a week, or in case of a longer term absence caused by travel commitment or heavy workload etc., thesis advisor is obliged to come up with an alternative plan of cooperation, which has to be consulted with the Studies Coordinator.
- Guiding student when choosing the topic, and in its narrowing and specification;
- Helping with **selection of literature**;
- Guiding student when **choosing methodology** and in the process of collection of primary and secondary sources and data;
- Continuous evaluation of the student: thesis advisor marks the dates of meetings and takes notes on student's progress and cooperation from the period starting 15 January until the end of April. A form and an attendance sheet which will make this evaluation easier are attached.
 - In case student does not keep the time table of meetings or of the binding terms for meeting the criteria of admission to the defense of the BT (See Attachment n.1),

thesis advisor has the right to withdraw from the cooperation, after consulting this step with Coordinator of Studies;

- Advisor, from time to time, checks the authenticity of BT and guides student on the usage of citations and sources;
- Advisor is remunerated for leading the BT according to a work agreement signed between BISLA and the advisor. It is signed after BT is submitted to the Study Department in its final form, which is in early May.
- After BT is submitted, Advisor writes Evaluation of the bachelor thesis advisor, which is submitted to the Study Department no later than May 31.

The Rights and Duties of the Student

- **Student bears full responsibility for keeping the time table** and for meeting the conditions of admission to the defense of BT;
- **It is the student's responsibility to meet with the thesis advisor regularly;** in case it is not possible for the student to come to a meeting, student agrees with the advisor on an alternate date; in case the advisor is not available – if advisor cancels a meeting twice or more, or if they are abroad for a long-term period and do not communicate with the student - student contacts the Studies Coordinator;
- Meeting the time table set by the thesis advisor and in this Directive;
- Fulfillment of partial tasks according to agreement with the thesis advisor;
- Student must **carry out an original and extensive research** of literature and data under the direct supervision of Advisor;
- **Student is responsible for the final product (BT)** and carries any pertinent disciplinary action in case of not meeting the set criteria or breaking the given decrees.

The Format of Citations and the List of References

An overview of the basic rules of formatting and citation in the APA style (American Psychological Association), which is required at BISLA, is stated in the Directive on the Format of BT (2012) or at Purdue Online Writing Lab: APA STYLE (<http://owl.english.purdue.edu/owl/section/2/10>)

Microsoft Word 2007 and 2010 offers an automatic function for managing citations and bibliography in the APA style.

Plagiarism

The work of the student must be authentic and must respect the copyrights of the printed, electronic or audiovisual sources used. The BISLA Plagiarism Directive pertains to BT, disciplinary action included (up to the dismissal from studies at BISLA). BT are checked multiple times in the process of writing. The work is subject to the check by the thesis advisor, by the Study Department when the draft is handed in and by the Central Registrar of the Bachelor Theses when entered into the database of the Ministry of Education after completion of the work.

Binding deadlines

| | |
|--|---|
| <p>By 30 May</p> <p>(of the 2nd year of studies)</p> | <p>Selection of thematic field of the thesis and thesis advisor</p> <p>Selected thematic field and thesis advisor reported to Studies Coordinator</p> <p>Thesis Advisor and student meet</p> |
| <p>By 15 October</p> <p>(of the 3rd year of studies)</p> | <p>Finalized outline of the bachelor thesis due</p> |
| <p>By 15 November</p> | <p>Submission of the Bachelor Thesis Proposal to the Study Department</p> <p>Internal Thesis Committee meets, evaluates, and approves Bachelor Thesis Proposals</p> <p>It is not possible to be admitted for defense of bachelor thesis in June if student misses this deadline.</p> <p>After this date, it is not possible to change the thesis topic or the thesis advisor.</p> |
| <p>By 15 December</p> | <p>Finalized statement of the title of the BT due;</p> <p>Submission of the final title of the bachelor thesis in a filled out form („Zadanie bakalárskej práce) signed by the advisor and submitted to the Study Department</p> <p>Submission of draft of one chapter of the BT to the thesis advisor (by the last day of the winter semester).</p> |
| <p>The beginning of the summer semester (the date specified according to the current academic schedule)</p> | <p>Presentations of BTs for BISLA students, teachers and advisors is a compulsory condition for meeting the criteria for a successful completion of Bachelor studies. Not having presented their BT, a student is not allowed to carry on with the defense of their BT.</p> <p>In case the student is unable to attend for serious reasons, it is necessary to contact the Studies Coordinator in advance regarding an alternate date.</p> |
| <p>By 28 February</p> | <p>Submission of the first draft of the main parts of BT to the advisor.</p> <p>Advisor submits mid-term evaluation of student's work to the Study Department.</p> |
| <p>By 31 March</p> | <p>A complete draft of the bachelor thesis submitted to the thesis advisor and the Study Department for review of the format of the bachelor thesis and formalities.</p> |

| | |
|---------------------------------------|---|
| | <p>Student fills out and hands in a license agreement and agreement with publication of BT to the Study Department.</p> <p>If a student misses this deadline, he or she will not be allowed to defend his or her thesis in June. The next possible defense date is in January of the following year.</p> |
| By 30 April | <p>Student submits one copy of the bachelor thesis in hard cover binding, one copy in soft cover binding and one digital copy in a format of a secured PDF on a CD to the Study Department.</p> <p>Advisor submits final evaluation of student's work to the Study Department (evaluation of student's cooperation with the advisor (not the bachelor thesis evaluation). This evaluation constitutes a grade for the course Bachelor Seminar II.)</p> |
| By 31st of May | Advisor and opponent of BT submit evaluations of the BT to the Study Department (you will receive a form by e-mail). |
| Min. 3 days before the defense | Student receives thesis evaluations from the advisor and the opponent not later than 72 hours before the defense. |
| June | Bachelor Thesis defense (exact date TBD, the date normally falls within the second week of June) |



Príloha č.2: Dochádzkový list študenta/Student Attendance Sheet

| Dátum/Date | Náplň stretnutia / Meeting contents |
|------------|-------------------------------------|
| January | |
| | |
| | |
| | |
| February | |
| | |
| | |
| | |
| March | |
| | |
| | |
| | |
| | |
| April | |
| | |
| | |
| | |
| | |

Podpis školiteľa/Advisor's signature _____

Dňa/Date _____ 2013

| HODNOTENIE ŠTUDENTA <i>Student evaluation</i> | Výborne/ <i>Excellent</i> | Veľmi dobre/ <i>Very Good</i> | Dobre/ <i>Good</i> | Uspokojivo/ <i>Satisfactory</i> | Dostatočne/ <i>Sufficient</i> | Nedostat očne/ <i>Fail</i> |
|--|------------------------------|-------------------------------------|-----------------------|------------------------------------|----------------------------------|-------------------------------|
| | A | B | C | D | E | F _x |
| Schopnosť pracovať samostatne <i>Ability to work independently</i> | | | | | | |
| Schopnosť vyjadriť svoje zistenia <i>Ability to formulate findings</i> | | | | | | |
| Orientácia v literatúre <i>Knowledge of literature</i> | | | | | | |
| Teoretické vedomosti študenta <i>Theoretical knowledge of student</i> | | | | | | |
| Schopnosť prijímať kritiku <i>Ability to receive criticism</i> | | | | | | |
| Dodržiavanie dohodnutých termínov <i>Keeping the mutually agreed schedule</i> | | | | | | |
| Schopnosť spracovať informácie <i>Ability to work with facts/information</i> | | | | | | |
| Schopnosť spracovať podnety od školiťa <i>Ability to reflect on and process suggestions from Advisor</i> | | | | | | |
| Záujem o nové poznatky <i>Interest in new findings</i> | | | | | | |
| Schopnosť organizácie práce <i>Ability to organize work</i> | | | | | | |
| Komunikácia so školiteľom <i>Communication with the advisor</i> | | | | | | |

Komentár/ Comments:

Celkové hodnotenie procesu práce študenta známku/Overall grade evaluation of student's working process: (A-B-C-D-E-Fx):