CEU BA THESIS GUIDELINES

Contents

These guidelines should be used in conjunction with the official CEU Thesis Writing and ETD Submission Guidelines. Students should also consult the CEU Thesis Submission SharePoint for more guidance.

General Information

All students must write a thesis in their final year of study. Students are required to take the Thesis Seminar in the winter term of their last year. The Seminar will be 2 US credits and will be graded Pass/Fail.

The thesis should be between 5,000-6,000 words (not including the bibliography but including footnotes).

The seminar prepares students for the writing of their theses. It covers program expectations, takes students through the proposal writing process, and outlines how an undergraduate thesis should be structured. It also provides guidance on how to effectively use sources within a thesis and includes sessions with the library on how using electronic sources and bibliographical software.

The course will be interactive and provide space to raise questions and workshop different parts of the students' own theses.

Theses may be based upon independent thinking. This may involve new ideas or may be an independent synthesis of existing secondary materials. In all cases, theses must be the student's own original work, and must exhibit the highest standards of academic integrity (e.g. in citing the works referred to).

Last updated: 12/10/2022

Credit Breakdown

For 3-year students and for 4-year students not doing a capstone project:

Fall term	
Regular courses	12
Total credits	12

Winter term	
Thesis seminar	2
Careers class	1
Regular courses	8
Total credits	11

Spring term	
Thesis	7
Total credits	7

For 4-year students doing the capstone project:

Fall term	
Regular courses	12
Total credits	12

Winter term	
Thesis seminar	2
Careers class	1
Regular courses	6
Total credits	9

Spring term	
Thesis	7
Capstone	2
Total credits	9

For CPS students who started in 2020, 2021, or 2022 and are doing a double-major under the previous CPS major structure, the credits required in year 4 for each major will be as follows:
- For students not doing a capstone:
  - 10 credits of 4th year courses in one major
  - 10 credits of 4th year courses in the second major
- For students completing a capstone:
  - 10 credits of 4th year courses in one major
  - 8 credits of 4th year courses in the second major

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Deadlines

The final draft of the thesis will be due on 26th May 2023.

Precise deadlines for the following will be provided in the Thesis Seminar syllabus:

- Thesis supervisor matching form including the thesis topic and provisional title
- Departments match to thesis supervisor
- Short description (350 words) of thesis
- First meeting of supervisor and student
- Proposal submitted to department and supervisor
- Feedback from supervisor on the proposal
- Submission of first draft
- Final submission

Supervisor Matching

Students will fill out the BA Thesis Supervisor Matching Form where they will have to indicate their topic and provisional title. Program Directors will review the forms and pass them on to the relevant Heads of Department who will then match the students with an appropriate supervisor.

Thesis Proposal

The proposal should explore the relevance and interest of the topic and pose a question, problem or puzzle. It should explore this empirically and/or theoretically and situate the proposed research within the literature. In addition, (when appropriate) methods should be explained and a possible contribution of the thesis stated. The proposal should be 1000-1500 words long. Further details will be provided in the Thesis Seminar.

Student and Supervisor Responsibilities

The student is responsible for:
- maintaining contact with the supervisor and setting up regular meetings
- confirming and meeting all mutually agreed deadlines
- doing their own research
- securing the supervisor's approval prior to submitting the thesis
- the content and quality of the submitted thesis
- delivering two hard copies into the Program Coordinators' office on the day of the set deadline
- uploading the thesis to the CEU's Electronic Thesis and Dissertations collection
- familiarising themselves with the CEU Thesis Guidelines
- communicate with the Program Director as soon as possible in case they believe there is a supervisory mismatch

The supervisor is responsible for:
- meeting with the student upon an agreed upon schedule. Supervisors should meet with their student at least three times.
- providing guidance to the student regarding the thesis from the thesis proposal to the final document,
- answering/acknowledging emails regarding the thesis in a timely manner (within three working days)
- Grading the thesis by the grade submission deadline following the official grading rubric
- Coming to the thesis defence panel (if relevant)
- Informing the BA Academic Advisor if there are concerns about the student's performance (missing meetings, missing deadlines, etc.)

Thesis Sections

As listed on page 2 of [CEU's Thesis Writing and ETD Submission Guidelines](#), these are the sections of the thesis:

1. Title page (essential)
2. Copyright notice (essential)
3. Abstract (I.e. a one-paragraph summary of the thesis)
4. Acknowledgements or dedications (optional)
5. Table of contents (essential)
6. List of figures, tables or illustrations (if appropriate)
7. List of abbreviations (if appropriate)
8. Body of the thesis (essential)
9. Appendices (if necessary)
10. Glossary (if necessary)
11. Bibliography/reference list (essential)

Further details about each section can be found in the official CEU Thesis Guidelines and below:

Copyright Notice
Students should include the following text after the title page:

"I declare that this thesis is my independent work. All sources and literature are properly cited and included in the bibliography. I hereby declare that no portion of text in this thesis has been submitted in support of another degree, or qualification thereof, for any other university or institute of learning."

Abstract
The abstract should be between 150 and 250 words. It should be written in the present tense and should normally include the following information: (1) a statement of the topic and argument the thesis develops; (2) the methodology used (when appropriate); (3) the major findings.

Structure of the Thesis
As per CEU's guidelines, the thesis should be divided into sections and include an introduction and a conclusion.

Thesis Formatting

Thesis formatting is regulated in the [Thesis Writing and ETD Submission Guidelines](#) and helpful guidelines can also be found on the [Thesis Formatting page](#) on SharePoint.

Thesis Submission

The thesis should be handed in both electronically and as a hard copy.

Hard copies should be submitted to your Program Coordinator by 26th May 2023.

Electronic must also be submitted by 26th May 2023 and students should follow the instructions on the ETD SharePoint page: [Electronic thesis submission to ETD (sharepoint.com)](#)

Capstone

Four-year students writing a thesis can opt to enhance their thesis by adding a capstone project. This would be an extra 2 credits.

The capstone project would add to the thesis as follows:
1. Adding an additional research method to the thesis and/or
2. Adding a significant additional component to the thesis subject to approval by the Program Director and/or
3. Adding a media component

Examples of capstone project formats are: podcast, small documentary, interactive website, paper submission/presentation at a conference.

Grading

The thesis is worth 7 US credits and is given a letter grade.

The capstone is worth 2 US credits and is given a letter grade.

Theses will be graded by the supervisor and there will be a grade validator. The grade validator will ensure that the thesis grading adheres to the thesis grading guidelines below. Departments will determine who the grade validator is.