

**Bratislava International School of Liberal Arts**

**Internal Directive No. 2/2015**

**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 2015**

## Contents

Contacts.....	2
Selection of Thesis Advisor and Topic of Bachelor Thesis.....	2
Topic and Scope of BT .....	3
Cooperation of thesis advisor and the 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
Binding deadlines .....	5
Príloha č.2: Dochádzkový list študenta/Student Attendance Sheet .....	7
Komentár/ Comments: .....	8

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## 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 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 the Academic Council.

Student reports the chosen topic and thesis advisor to the Studies Coordinator ([kusa@bisla.sk](mailto:kusa@bisla.sk)).

By April 15, student submits a brief preliminary proposal for the thesis (problem statement) along with selected key sources of literature.

One faculty is allowed to supervise a maximum of three students (for internal teachers) or a maximum two students (for external faculty). Every topic can be chosen once only and is subject to approval by the Academic Council.

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. Thesis should also conduct original research, accompanied by interviews, surveys, discourse analysis, etc.

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](http://www.bisla.sk) (in Slovak language).

## Cooperation of thesis advisor and the student

During the Fall 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 the Spring semester of second year, student assembles and reads relevant literature and completes other tasks stemming from the agreement with the thesis advisor.

In the Fall semester of the third year of studies, student elaborates and submits a **detailed Bachelor Thesis Proposal** for approval by Committee (**by November 1**).

**Precise statement of the title of the BT**, signed by the thesis advisor, is submitted by the student to the Registrar Office by December 15.

**Binding date for submission of BT is February 15 (to the thesis advisor and Registrar's Office) in hard cover binding and in PDF.**

## 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 the student. S/he directs the student methodologically in the process of research.

### Meetings with the student

- During the Fall semester of the third year, the thesis advisor and student meet **once a week**;
- In case student fails to attend the meetings twice, thesis advisor informs the Studies Coordinator. In case it is not possible for the thesis advisor to meet with the student once a week, or in case of a longer term absence caused by travel commitment or heavy workload etc., thesis advisor indicates an alternative plan of cooperation, which has to be consulted with the Studies Coordinator.
- Guiding the student in **choosing and specification of the thesis topic**;
- Helping with the **selection of literature**;
- Guiding student in **choosing methodological approach** and in the process of collection of primary and secondary sources and data;
- Continuous **evaluation** of the student: thesis advisor marks the dates and takes notes on student's progress and cooperation during the Fall semester of the third year, using the attached Attendance Form.
  - It is the student's responsibility to carry the attendance sheet and make sure it is being filled out, signed, and submitted to the Registrar's Office along with the thesis.

- 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 Registrar's Office in its final form.
- 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 requirements 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 or at Purdue Online Writing Lab: APA STYLE (<http://owl.english.purdue.edu/owl/section/2/10>)

### 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). BTs are checked multiple times in the process of writing. The work is subject to the check by the thesis advisor, by the Registrar's Office 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.

Theses are uploaded to the Central Registry of Bachelor Theses at the Ministry of Education, which processes all theses through a plagiarism detection software and generates a document stating the originality of the text. If more than 10% of the text is identical with other sources, the advisors writes a brief statement recommending the next course of action – recommendation to forward the thesis towards the thesis defense, or to convene a Disciplinary Commission to investigate a potential case of plagiarism.

## Binding deadlines

<b>By the end of the third semester of studies</b>	Selection of the thematic field of the thesis and thesis advisor, their registration with the Studies Coordinator
<b>By April 15</b>	Submission of a <b>brief thesis proposal (problem statement)</b> with selected key sources of literature. These are then approved by the Academic Council.  Thesis Advisor and student meet to agree a study plan for the summer
<b>By 15 September (3rd year of studies)</b>	Specification of the thesis topic, submission of the preliminary thesis title to the Registrar's Office
<b>By the end of September</b>	Finalized outline of the bachelor thesis due
<b>By November 1</b>	<b>Submission of the detailed Bachelor Thesis Proposal to the Registrar's Office</b>  Academic Council evaluates and approves the Bachelor Thesis Proposals.  <b><u>It is not possible to be admitted for the defense of bachelor thesis in June if student misses this deadline.</u></b>  After this date, it is not possible to change the thesis topic or the thesis advisor.
<b>By the end of November</b>	Student submits one completed chapter of the thesis to the thesis advisor
<b>Around December 10 (date specified in accordance with current schedule)</b>	Presentations of BTs for BISLA students, teachers and advisors is a <b>requirement for meeting the criteria for a successful completion of bachelor studies. <u>Not having presented their BT, a student is not allowed to carry on with the defense of their BT.</u></b>  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.
<b>By 15 December</b>	Final wording of the Bachelor Thesis title submitted to the Registrar's Office
<b>By the end of the Fall semester</b>	Student completes and submits a draft of the second thesis chapter to the thesis advisor.
<b>By January 31</b>	<b><u>Submission of the complete draft of the bachelor thesis to the thesis advisor and Studies Coordinator</u></b> for the format check.  Student fills out and submits the license agreement and agreement with the publication of the bachelor thesis to the Registrar's Office. <b>If a student misses this deadline, he or she will not be allowed to defend his or her thesis in June.</b> The next possible defense date is in January of the following year.

<p><b>By February 15</b></p>	<p><b><u>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 Registrar's Office.</u></b></p> <p>Thesis Advisor submits final evaluation of student's work to the Registrar's Office (attendance and evaluation of student's cooperation with the advisor (not the evaluation of bachelor thesis content)).</p>
<p><b>March</b></p>	<p><b>Advisor and opponent of BT submit evaluations of the BT to the Registrar's Office (you will receive a form by e-mail).</b></p>
<p><b>Min. 3 days before the defense</b></p>	<p><b>Student receives thesis evaluations from the advisor and the opponent (via Registrar's Office) not later than 72 hours before the defense.</b></p>
<p><b>June (usually within the second week of June)</b></p>	<p><b><u>Bachelor Thesis defense</u></b></p>



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

Dátum/Date	Náplň stretnutia / Meeting contents
September	
October	
November	
December	

Podpis školiteľa/Advisor's signature \_\_\_\_\_

Dňa/Date \_\_\_\_\_

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	Fx
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 známkou/Overall evaluation of student's working process: (A-B-C-D-E-Fx):**