

Bratislava International School of Liberal Arts

Internal Regulation No. 3/2012

**Directive of the Rector of the
Bratislava International School of Liberal Arts
on the Basic Requirements of the Bachelor Thesis
at the Bratislava International School
of Liberal Arts**

Bratislava 2012

Updated December 2022

Art. 1

Subject of the Directive

This Directive applies to the final theses of students at the Bratislava International School of Liberal Arts (hereinafter referred to as "BISLA") who are studying at the first level of higher education in an accredited study programme.

Art. 2

Definition of the Bachelor Thesis

- (1) Each study programme includes a final thesis as part of the studies; its defense is a part of the state examinations. A final thesis is an original work created by a student to fulfil the study obligations arising from their legal relationship with the university.
- (2) The final output of the Bachelor's degree programme is the Bachelor Thesis.

Art. 3

Content of the final thesis

(1) The bachelor thesis should demonstrate the student's ability to work creatively in the field of study in which they have completed the study programme. The student shall demonstrate an average knowledge of the subject matter and apply their skills in collecting, interpreting, and processing the primary literature. This may include a compilation, a synthetic review of the literature, its application in practice, or a solution of a problem related to the student's future field of study. If hypotheses are made in the thesis, they must be verifiable.

(2) The bachelor's thesis must be original, created by the author in compliance with the rules for working with information sources and referencing. The bachelor's thesis must not be plagiarized, it must not infringe the copyrights of other authors. The author is obliged to consistently cite the information sources used, to mention by name and specifically the results of research by other authors or author collectives, to accurately describe the methods and working procedures used by other authors or author teams, to document laboratory results and field research by other authors or author teams.

The bachelor's thesis must not exceed 10% agreement with other sources (assessed through the Central Register of Theses system of the Ministry of Education and Science of the Slovak Republic).

Art. 4

Formal formatting and style of the Bachelor Thesis

The thesis must be submitted in two copies to the Registrar Office, of which at least one is bound in a firm binding so that the individual pages cannot be removed and are easy to read.

(2) One copy of the thesis must be submitted to the BISLA Library in electronic form in PDF format. The electronic version of the thesis must be identical to the printed version.

Language

(3) The thesis is written in English language. Rector may approve publication in other than English language (including Slovak language). All theses written in other than the Slovak language must include a Résumé in Slovak language, which should have a length of approximately 10% of the thesis.

(4) Bachelor's thesis consists of these parts and in this order:

- a) **COVER** - the front cover. The title of the work, the author's name and the year of publication of the work are indicated on the cover (example: Appendix 1). This page is not numbered.
- b) **TITLE SHEET** - the following information shall appear on the title sheet: title and subtitle of the thesis (if used), designation of the thesis (bachelor's thesis), author's name and surname, author's academic title if applicable, name and seat of the university, name and number of the field of study, name and surname, titles of the thesis supervisor, place and year of publication (example: Appendix No. 2). Page is not numbered.

The front matter (the first pages of the thesis up to the Table of Contents) are numbered with **Roman numerals, starting at ii**

- c) **ZADANIE** záverečnej práce (**not compulsory**)

- d) **DECLARATION OF ORIGINALITY**;

Starting with this section, include a **page number (Roman numeral)** and **heading** (Last name, title of the thesis)

- e) **ACKNOWLEDGMENTS** (**not compulsory**);

- f) **ABSTRAKT in Slovak language**: includes the name. of the author and title of the thesis, the name of the university, the name of the supervisor, the defense committee, the name of the chair of the committee, the place, year, scope of the thesis, the degree of professional qualification, the text of the abstract - a short (informative) description of the content of the thesis, followed by a list of (up to six) keywords;

- g) **ABSTRACT** in English (Recommended. If the thesis is written in English, it is a mandatory part of the thesis);

- h) **PREFACE** - basic characteristics of the thesis, circumstances of its origin, definition of the main topic, the subject of the thesis or research, the methods used, the aim and significance, information about any assistance provided, the author's contribution; (recommended)

- i) **CONTENTS** - from the table of contents onwards, the pages are numbered in **Arabic numerals**. (required)

- j) **LIST OF ILLUSTRATIONS AND TABLES** (optional)

- k) **LIST OF ABBREVIATIONS** (optional)

MAIN BODY OF THE THESIS

l) **INTRODUCTION** - relates specifically to the topic being treated and introduces the reader to the subject matter, the significance, aims and objectives of the thesis; the author emphasizes why the thesis is important and why they have chosen to address the topic; the length is usually 2 - 3 pages; (obligatory main text part of the thesis);

l) **CORE** - the text of the thesis divided into chapters, paragraphs, etc.; it usually contains the current state of the problem addressed at home and abroad; the aim of the thesis, the methodology of the work and the methods of investigation; the results of the work and discussion; the current state of the problem (literature review) presents available information and knowledge related to the topic; the used sources are currently published works of domestic and foreign authors;

the goal of the thesis characterizes the subject of the thesis, and its part are the sub-objectives, which condition the achievement of the main aim of the thesis;

the **methodology** describes the techniques of research includes the characteristics of the object of research, working procedures, the method of obtaining data and their sources, the methods used to evaluate and interpret the results, statistical methods;

the **thesis results and discussion** are the most significant parts of the thesis and represent the author's own views or own solutions to the substantive problems reached, they must be supported and proved by references to primary and secondary sources, logically organized and sufficiently evaluated; (mandatory main body of the thesis,)

(n) **CONCLUSION**: contains the substantive conclusions, summary, the author's own contribution or perspective related to the stated objectives of the thesis; (mandatory main body of the thesis),

o) **RESUME**: if the thesis is written in a language other than the state language, it must contain a resume in the Slovak language, usually in the extent of 10% of the thesis length;

p) **BIBLIOGRAPHICAL REFERENCES** contains the literature cited in the thesis (compulsory part of the thesis)

q) **RECOMMENDED LITERATURE**: sources that are relevant but not cited in the thesis (optional part)

r) **APPENDICES** - (optional) contain information that illustrates the procedure and techniques contained in the main body of the thesis, an optional part of the thesis,

s) **SUPPLEMENTARY MATERIALS** (optional); CDs, advertising materials, films, maps, other products,

t) **Curriculum Vitae** (optional); usually inserted in master's theses and dissertations. It is not customary to include it in a bachelor's thesis.

(5) The thesis must meet internationally respected **formatting and citation criteria** as well as the principles of referencing primary and secondary literature. **The APA referencing style** (Appendix 5) is used at BISLA.

FORMAT

The thesis must meet the following formal requirements:

(a) It should be printed on white A4 paper (297 x 210 mm), in black type so as to be clearly legible. Double-sided printing may be used,

(b) The left and right margins around the text shall be exactly 3,17 cm from the edge of the sheet of paper, for binding purposes the page may be shifted horizontally so that the left margin is set at 3,5 cm and the right margin at 2,84 cm;

The top and bottom margins around the text should be exactly **2,54 cm** from the edge of the sheet. If **headers and footers** are used, a free margin of **1,9 cm** must be left from the top and bottom edges of the sheet, the margins on the sides must remain as indicated.

(c) A uniform line spacing of the main text must be used throughout the work (1.5 line spacing). Title page and footnotes use 1 point line spacing.

d) The size and type of the **font** is chosen by the author of the paper in order to respect the recommended length of the paper in number of characters. The recommended character size is 12 points.

First level headings are 14 point size.

The recommended font type is Times New Roman, Arial, Calibri (truetype fonts).

SCOPE and numbering

(e) The length of the thesis shall be determined by the thesis supervisor, within a reasonable length of 30-40 pages (54 000-72 000 characters with spaces),

Pages in the introductory part of the thesis shall be numbered in Roman numerals, except for the title page and the cover (page numbers as well as headers in these parts are suppressed)

On the Declaration of Originality page, the numbering shall start from number ii.

The pages in the introduction are not included in the SCOPE of the thesis. The scope of the thesis is calculated from the Introduction (the beginning of the main text part) to the end of the final part, excluding the bibliography and appendices.

The pages of the **main body** of the thesis are numbered continuously in **Arabic numerals**. The page number shall be placed at the bottom of the page (footer), in the middle or on the right side of the page.

On pages where a **new chapter** begins, **the page number is suppressed**

Pages should be numbered in the **same font and size** as the text of the thesis.

Pages with appendices are numbered but do not count towards the scope of the thesis.

Art. 5

Making the work available, a license agreement for the use of the school work

(1) After the successful defense of the thesis, a license agreement shall be submitted to the author of the thesis, which shall agree on the manner of use of the thesis, the scope of use of the thesis and the period of time for which the author grants the license. The license agreement shall be signed in duplicate, one copy of the license agreement to be archived in the BISLA Library and the other retained by the author.

(2) The BISLA Library shall ensure the registration, preservation, and accessibility of defended theses and dissertations on the basis of the license agreement.

(3) One of the conditions for the issuance of a certificate of settlement of the student's obligations to the BISLA Library is the **SUBMISSION OF THE FINAL THESIS to the REGISTRAR IN ELECTRONIC FORM (PDF)**.

(4) If the author of the thesis does not conclude a licence agreement with the BISLA Library, he/she is obliged to state the reasons for not giving consent to make the work available (Annex 3 - declaration).

Art. 6

Final provision

(1) In the event of a finding of copyright infringement by the author of the thesis, as well as other serious misconduct, the student may be subject to disciplinary action under the BISLA Student Disciplinary Regulations.

(2) This Directive came into force and effect on 29 October 2008. It was updated in May 2012, June 2015, and December 2022.

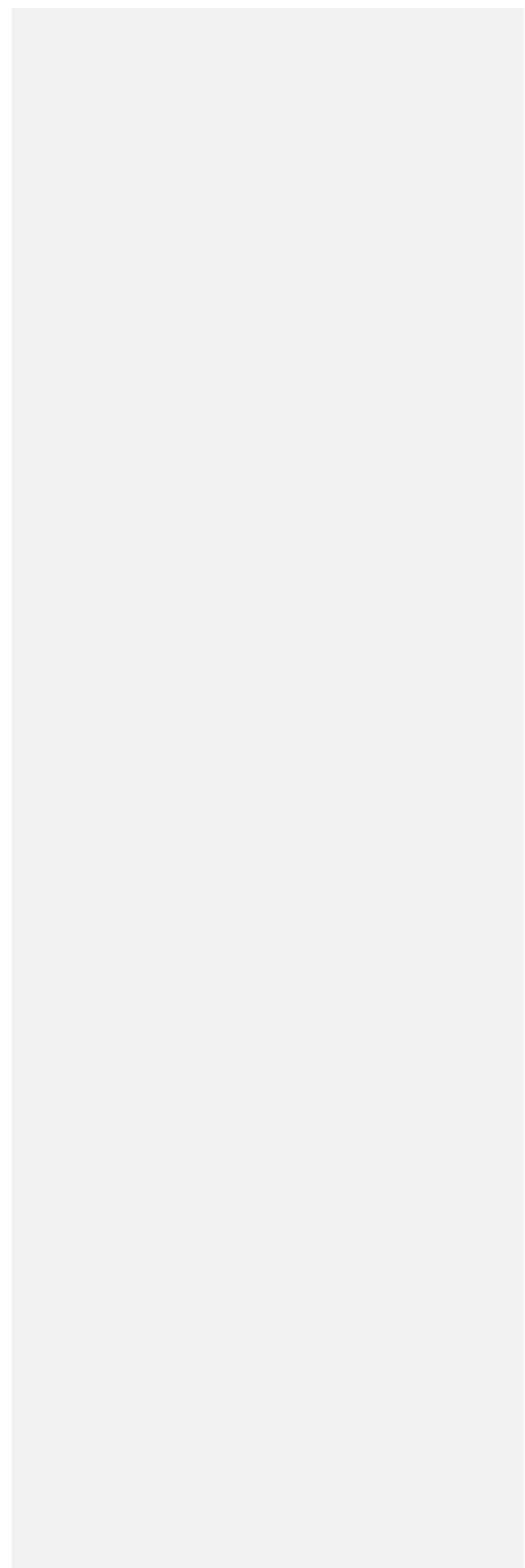
Appendix 1: Cover of the bachelor thesis—the hard cover page

BRATISLAVA INTERNATIONAL SCHOOL OF LIBERAL ARTS

**TITLE OF THE THESIS
BACHELOR THESIS**

Bratislava 2023

Name Surname



Appendix 2: Title page of the bachelor thesis

BRATISLAVA INTERNATIONAL SCHOOL OF LIBERAL ARTS

**TITLE OF THE THESIS
BACHELOR THESIS**

Study program: Liberal Arts

Study Field : 3. 1. 6 Political Science

Thesis Advisor: title, name, surname

Degree of qualification: Bachelor of Arts (abbrev. "BA")

Date of submission of the bachelor thesis: February 15, 2023

Date of defense: June 12, 2023

Komentár od [DK1]: 12 pts
singlespaced

Bratislava, 2023

Name Surname

Appendix No. 3: Abstract in the Slovak language

Autor/-ka bakalárskej práce:

Názov práce:

Názov vysokej školy: Bratislavská medzinárodná škola liberálnych štúdií

Vedúca/-i bakalárskej práce:

Predseda komisie pre obhajoby bakalárskych prác: prof. František Novosád, CSc.

Členstvo komisie pre obhajoby bakalárskych prác: doc. Samuel Abrahám, PhD., prof. František Novosád, CSc., Mgr. Dagmar Kusá, PhD., prof. Silvia Miháliková

Dátum a miesto: Bratislava, 12. jún, 2023

Rozsah práce: strán (....slov)

Stupeň kvalifikácie: Bakalár (Bc.)

Abstrakt

Komentár od [DK2]: Use "Heading 1"

Text abstraktu

Kľúčové slová

Author:
Thesis title:
University: Bratislava International School of Liberal Arts
Thesis Advisor:
Head of the Defense Committee: prof. František Novosád, CSc.
Members of the Defense Committee: doc. Samuel Abrahám, PhD, prof. František Novosád, Mgr.
Dagmar Kusá, PhD, prof. Silvia Miháliková
Place and date: Bratislava, June 12, 2023
Page and word count: pages (....slov)
Level of qualification: Bachelor of Arts (BA.)

Abstract

Text abstraktu

Keywords:

Komentár od [dk3]: *Italicised, indented*

Komentár od [dk4]: *Italicised, indented*

Appendix No. 4: Example of in-text and bibliographical references

1. Within the text

BISLA uses the APA style of referencing. Reference is indicated within text in brackets whenever the author refers to another work. APA style does not use footnotes to indicate bibliographic sources, but includes the main identifiers—name, year, page number when relevant—in the brackets within the text itself (**Ratzenhoffer, 1998, p. 87**) or (**Ratzenhoffer, 1998**).

It is no longer required to list the ISBN or city of publisher.

References should be organized alphabetically

2. In Bibliography

In APA, bibliography is identical with used sources (that means only those and all of those sources referenced within the text should be listed in bibliography).

It is highly recommended to use automated functions in Word processor for headings, table of contents, referencing, and captions.

a) Books

Power, D. 2022. *How to write a lot: Brief guide without grief*. World Famous Publishers.

Ondrejková, A. 1997. *Etika 20. Storočia [20th century ethics]*. Univerzita Mateja Bela, Fakulta humanitných vied.

Komentár od [dk5]: TRANSLATION of source in different language from the language of the thesis. Original title first, translation in square brackets

b) Book chapter

Murhoune, M. 2003. Multicultural Education. In V. Mertin and I. Gillernová (Eds.) *Psychology for teachers*. Portál, pp. 179–184.

Komentár od [dk6]: N dash

c) Journal articles

Covid, J. 2020. Pandemic responses to epidemiologists' desires. In *Epidemiological Review* 5(7), pp. 7–78.

d) Internet sources

Fagan, A. 2021. World conspiracies. *Conspiratorial*. www.conspiratorial.com

Komentár od [dk7]: URL links only for the HOME PAGE of the internet source.

Balogová, B. Dec. 9, 2022. Matovič sa postaral, aby menšie zlo už neexistovalo [Matovič made certain that lesser evil no longer exists]. *Sme*. www.komentare.sme.sk.

Komentár od [dk8]: REMOVE HYPERLINK

WITHOUT AUTHOR:

First Steps: A Manual for Starting Human Rights Education [online]. Electronic Resource Centre for Human Rights Education. n.d. [accessed on June 6, 2022]. http://www.hrea.org/erc/Library/First_Steps/index_eng.html.

IN TEXT: („First Steps“ ..., n.d.)

Komentár od [dk9]: Abbreviate within text if the title is too long

NOTE: Title of the publication is always listed in original language. Translation into the language used in the thesis follows in square brackets.

INDENTATION: the second line of bibliographical reference is indented at 1.5 cm

EXAMPLE:

Bibliography

- Alexander, J., Eyerman, R., Giesen, B., Smelser, N. J., & Sztompka, P. (2004). *Cultural trauma and collective memory*. University of California Press, Ltd.
- Arendt, H. (1998). *The human condition* (2nd ed.). The University of Chicago Press.
- Asmal, K. (2011). Truth, reconciliation, and justice: The South African Experience in Perspective. The 27th Chorley lecture, London School of Economics, 4 November 1999. In H. Vally, & M. Isaacson (Ed.), *Common destiny: A tribute to Kader Asmal, 8 October 1934 – 22 June 2011* (pp. 65 – 89). Foundation for Human Rights.
- Šimečka, M. M. (Nov 16, 2014). *Intelektuáli neprevzali zodpovednosť, tak musel niekto iný*. Denník N: <https://dennikn.sk>
- BBC. (July 8, 2011). *Jacob Zuma middle finger: 'Police should apologise'*. BBC News: <http://www.bbc.com>.
- Dalton, R. J., & Welzel, C. (Ed.). (2014). *The civic culture transformed: From allegiant to assertive citizens*. Cambridge, MA: Cambridge University Press.
- de Jager, N., & Adams-Jack, U. (2017). Stellenbosch University's Born-Frees: Responsibly engaged. In D. Lambrechts, & P. Fourie (Ed.), *Modern state development, capacity, and institutions* (pp. 137-148). SUN Media.
- Derrida, J. (Summer 1995). *Archive fever: A Freudian impression*. (E. Prenowitz, Transl.) *Diacritics*, 25(2), pp. 9 - 63.
- Havel, V. (February 17, 1997). *"Češi a Němci na cestě k dobrému sousedství"*. Projev prezidenta republiky. Cit. 7. April 2017. Vaclav Havel: www.vaclavhavel.cz
- Kosař, D. (2009). Lustrace a běh času [Lustration and the flow of time]. In M. Bobek, P. Molek, & V. Šimíček (Ed.), *Komunistické právo v Československu. Kapitoly z dějin bezprávi [The Communist law in Czechoslovakia: Chapters from the era of lawlessness]*. Mezinárodní politologický ústav, Masarykova Univerzita.
- Pithart, P. (1998). *Po devětaosmdesátém: Kdo jsme? [After 1989: Who are we?]*. Kalligram.
- Ricoeur, P. (1990). *Soi-même comme un autre [Oneself as another]*. Paris: Seuil.

Swartz, S. (2016). *Another country: Everyday social restitution*. Cape Town, Western Cape, South Africa: HSRC Press.

Tolliday, P. (Sept. 27 - Oct. 4, 2015). Reconciliation: A Negotiation Between Anamnesis and Amnesia. *Societies in Transition: The Caucasus and the Balkans between Conflict and Reconciliation*. Jena: Jena Center for Reconciliation Studies.

Transparency International. (November 14, 2017). *Global Corruption Barometer: Citizens' voices from around the world*. Transparency International: <https://www.transparency.org>.