

**Guidelines for BA and MA Theses
to be Completed under the Supervision of Don Kiraly**

1. Students are to choose their own topic, which **MUST** be closely related to the subject matter of a course taken at the FTSK with D.K.
2. Theses are to be written **in English only**, with a one-page summary in German to be included as a separate insert.
3. BA theses are to be between 40-50 pages in length; MA theses are to be between 80-100 pages long. (These figures refer to the actual body of the text; annexes, terminology entries and the bibliography are in addition).
4. The research project itself is to be completed independently by the student but it is **strongly** recommended that students who are not native speakers of English have their thesis proofread by a competent native speaker. The linguistic quality of the thesis will definitely play a major role in the evaluation process. The level of written English expected is that of an educated near-native speaker (C2).
5. Thesis authors will be **required** to meet with D.K. for advising **twice** prior to submission of the thesis:
 - a. once when a tentative table of contents and bibliography have been completed; a small set of sample pages (approximately 5) is to be submitted on this occasion;
 - b. and once about half-way through the project to make sure that it is proceeding apace.
6. A recognized academic research method is to be applied throughout the project. This method is to be presented explicitly early in the thesis.
7. Great care is to be taken to document all claims made in the thesis, with references and footnotes being used whenever necessary. Statements like “It can be assumed...”, and “As everyone knows” have no place in a thesis. **Please provide documentary and/or empirical evidence for every claim that you make!**
8. Please be sure to use the template made available for this purpose by the English Department at the FTSK. (Just type over the original template!) The template can be downloaded from my main Ilias folder.
9. Theses must be handed in to D.K. at least two weeks prior to the final oral exam.