

Regulations and procedures

Thesis Writing Seminar, International Studies BA program

1. General information

During year 3, each student is to participate in a special course (seminar) (and signs up on Neptun to Thesis Writing Seminar I and Thesis Writing Seminar II), in the framework of which they are to prepare their theses, under the guidance of the thesis supervisor. They submit the theses by the deadline, as noted in CUB's "Academic calendar". The thesis must be written in English.

Signing up to the Thesis Writing Seminar: students need to sign up in Neptun. Prior to that and equally through Neptun, they apply electronically to available thesis topics. The completion of Thesis Writing Seminar I is a requirement for Thesis Writing Seminar II. Thesis Writing Seminar I and II cannot be completed in the same semester.

In the first semester (Thesis Writing Seminar I), participation has two parts: first, a joint methodology lecture is held in September or October 2022 (for all the students attending Thesis Writing Seminars), where participation is mandatory (without participation in the methodology lecture, students cannot apply for Thesis Writing Seminar II). Second, students start to work with their thesis supervisors. While the methodology lecture is a requirement of the Thesis Writing Seminar course, students whose absence is justified (Erasmus scholarship, sickness), can complete it in the beginning of the second semester. In case the student cannot participate in the lecture due to one of the above reasons, the documents justifying their absence (in case of sickness, the original copy of doctor's certificate) should be submitted to the Department's Secretariat.

Students should attend at least three consultation sessions with the supervisors, and they are required to justify their progress on two occasions. These are requirements for the successful completion of Thesis Writing Seminar I.

In the second semester (Thesis Writing Seminar II), students are again required to consult at least three times with the thesis supervisor. Additional consultation sessions may be required if the thesis supervisor deems necessary. Students write and submit their theses until the end of the academic year, with the assistance of the thesis supervisor¹.

Students receive a mark at the end of the semester from the thesis supervisor based on their performance and meeting the criteria of the course. (The grade of Thesis Writing Seminar II is thus not the grade of the thesis) Thus, for the completion of Thesis Writing Seminar I and II, students need to submit electronically the two progress reports, participate in the methodology lecture, and attend at least three consultation sessions. In case one of these is missing, supervisors might decline the signing of the Thesis Writing Seminar course's completion.

The supervisor justifies the completion of the consultations when the student submits the thesis electronically (the exact method is published in the document which specifies regulations regarding the submission of the final theses).

¹ You can consult the 2022 regulations regarding submission under this link: [Thesis submission information](#). The updated version will be announced in Spring 2023.

The same regulations apply to students holding an Erasmus scholarship.

2. Change of Thesis Writing Seminar

In especially justified cases, students may change their topic and/or their supervisor via Neptun. The student informs both concerned supervisors of the request in advance. The final deadline for this the end of the fifth week of the semester where the student takes Thesis Writing Seminar II. For this request, students pay a fee as specified in the Regulation on Student Fees and Benefits.

Decision is made by the Program Instructor, in consultation with the Head of Institute. The decision is made in 15 days from the submission of the request. The student is notified of the decision via Neptun.

Change of Thesis Writing Seminar: end of the fifth week of the semester where the student takes Thesis Writing Seminar II, via Neptun

3. Progress reports

In the first semester, students are required to justify their progress in writing the thesis through uploading two different documents to Moodle. The first one is a detailed outline (2–3 pages) and a detailed list of the literature, to the Thesis Writing Seminar I course, by 15 November 2022 (noon). The second should also be uploaded here by 13 December 2022 (noon), containing pages already written (minimum 10 pages); the outline; a bibliography and a literature review (which must contain at least 10 pieces of relevant literature – e.g. 3 books and 7 journal articles –, with a half-page description and explanation why the given piece is relevant to the topic).

Progress reports: 1) 15 November 2022, noon; and 2) 13 December 2022, noon electronically to Thesis Writing Seminar I on Moodle