

Information on Writing the Bachelor Thesis

Upcoming deadlines

December 5, 2025

last day to submit your thesis if you want to defend in January

April 22, 2026

last day to submit your thesis if you want to defend it in June

June 30, 2026

last day to submit your thesis if you want to defend it in August

August 30, 2026

deadline for “Zadání” in STAG if you want to submit in 2025/2026

Outline

1. Link for FAQs spreadsheet.
(Read these before contacting Dr. Haupt)
2. List of useful [links](#) and [resources](#)
3. [Stages of writing the bachelor thesis](#) - brief description
4. [Tips from students who have defended their thesis and graduated](#)

Frequently asked questions: [List of questions and answers](#)

Useful links:

[TUL](#)

[FP](#)

[FP schedules schedule 2023](#)

[e-learning: course](#)

[e-learning: course: KAJ citation](#)

[KAJ guidelines - \(pdf\)](#)

[KAJ: internal regulations](#)

[Recently defended KAJ theses](#)

+Tools to help you with the thesis

[Grammarly](#)

[SciFlow](#)

[Citation](#)

[Zotero](#)

+Guidelines for writing the thesis

[Mini Mentor](#)

[How to Write a BA Thesis](#)

[The Complete Guide to Writing a Dissertation](#)

[Developing a Thesis](#)

Useful resources:

Bell, Judith. 2010. [*Doing Your Research Project*](#). Maidenhead: McGraw-Hill Open University Press.

Bitchener, John. 2010. [*Writing an Applied Linguistics Thesis or Dissertation*](#). Basingstoke; New York: Palgrave Macmillan.

Bottery, Mike, and Nigel Wright. 2019. [*Writing a Watertight Thesis*](#). London; New York; Oxford; New Delhi; Sydney: Bloomsbury Academic.

Cohen, Louis, Lawrence Manion, and Keith Morrison. 2018. [*Research Methods in Education*](#). London; New York: Routledge, Taylor and Francis Group.

Gruba, Paul, and Justin Zobel. 2017. [*How to Write Your First Thesis*](#). Cham, Switzerland: Springer.

Lipson, Charles. 2005. [*How to Write a BA Thesis*](#). Chicago: University of Chicago Press.

Murray, Rowena. 2017. [*How to Write a Thesis*](#). London: Open University Press.

Plíva, Zdeněk et al. 2014. [*Guidelines for Writing Bachelor or Master Thesis*](#). Liberec: Technická univerzita v Liberci.

Winstanley, Carrie. 2009. [*Writing a Dissertation for Dummies*](#). UK edition Wiley, a John Wiley and Sons, Ltd, publication.

STAGES OF WRITING THE BACHELOR THESIS

finding a topic and supervisor
admin 1: Thesis Agreement Form, TAF (zadání)
working on the thesis
admin 2: submission
waiting for reviews
preparing for the defence
state exam and defence

Finding a Topic and Supervisor

- Writing a thesis starts with choosing a good topic. First, select one of the broad subject areas offered by the department.
 - Culture and Literature of the English-Speaking Countries
 - Language and Linguistics
 - In exceptional cases: Teaching English as a Foreign Language
- Your topic may be selected in conjunction with your supervisor. Do bring your own ideas to the table.
- The supervisor has to be an “expert” in the area of your topic. => Address your potential supervisor via email or in person. The supervisor will usually be a member of the English Department. Exceptions [are possible](#), but this must be discussed with the Head of the Department, Dr. Zénó VERNYIK.

Admin 1: Thesis Agreement Form (“zadání”)

- The Thesis Agreement Form (TAF) consists of the title, abstract, methodology, aim of the thesis, and sources. (You will need to find relevant sources to support your thesis and to study your topic.)

- Work through these parts of the TAF and discuss them with your supervisor. (Always **discuss each step with your supervisor**).
- Supervisors may guide you in finding relevant sources and will need to approve the sources that you have found.
- When everything is ready and your supervisor has given their approval, you submit the TAF on STAG.
- [instructions on how to complete and submit your thesis](#)
 - + [explanatory video](#) (by Kristýna Balážová)
- The purpose of writing a TAF is to create a sense of commitment that helps you to stay focused and get support from your supervisor. Submitting your TAF means that you have committed yourself to writing your BA thesis about your topic under the guidance of your supervisor in TAF, and you will also need to use the sources listed there.

Working on the Thesis

- Work continuously and conscientiously.
- Discuss the progress regularly with your supervisor.
- Accept all the constructive criticism and use it to improve your thesis.

Admin 2: Submission

- When your thesis is ready and your supervisor has approved it, you must submit it on STAG.
- Until quite recently, it was necessary to submit a printed version. **At our faculty**, this is no longer necessary. (In this respect, ignore what the University website says).
- The supervisor used to have to officially agree with the submission. This is no longer necessary, either. However, it is strongly recommended that you consult your supervisor before you upload the thesis on STAG.

Waiting for the Reviews

- You have done great work, so take a rest and put your energy into other duties (e.g., preparing for your State Exam).

Preparing for the Defence

- Your thesis will receive critical feedback, a normal part of the research process. Do not take any criticism personally. The assessors comment on your thesis, not on you as a person. You will be given an opportunity to defend your thesis at the State Exam.
- Prepare a good presentation and practise it beforehand, ideally before a “committee” of your peers.
- Concentrate primarily on answering the questions asked by the supervisor and the second assessor. Students usually spend too much time simply describing the theoretical part and the results.

State Exam and Defence

- Your supervisor and/or the second assessor will be present.
- The final mark is achieved by taking into account your supervisor’s and the second assessor’s reviews as well as the defence itself. The final mark is a decision made by the whole committee.

THESIS TIPS FROM STUDENTS WHO HAVE WRITTEN AND SUCCESSFULLY DEFENDED THEIR THESIS

The following are some tips and tricks to help you with your thesis. They include selecting a topic, finding a supervisor, and successfully writing and defending your thesis. Advice from students who have defended their thesis at the State Exam is in *italics*. Take everything to heart!

Choosing a Topic

- *Carefully choose a theme - the easy choice is only sometimes the best. Your supervisor will guide you when it comes to narrowing down your topic.*
- *It's helpful to look at the evaluations of the former theses led by the supervisor you might choose and see some potential issues.*

Useful link: <https://knihovna.tul.cz/en/science-support/dspace>

→ Here you can find the information about **DSpace**, where all theses from 1956 to the present are kept.

- *Think about your topic very carefully and thoroughly! I made a bad decision by choosing a topic all on my own. I had thought that picking a unique and original thesis topic would make it more fun and interesting, but the opposite was true. The topics available from the university department are structured so that the students can finish the thesis with appropriate literature, background information and the help of qualified supervisors to give you the insight necessary to write a good thesis.*

Choosing a Supervisor

- *Carefully choose your supervisor. He/she needs to be an expert in the field you will be writing about. Read other theses he or she has supervised and the reviews.*

Writing the Thesis

- *Do your best while writing your thesis, but remember that if someone wants to find some fault, they will find it. Perfection doesn't exist. To make mistakes is human.*
- *A good supervisor will support you if you have cooperated well. The writing process was gruelling, and I often felt desperate because we were deleting, and I was always rewriting pages, again and again... and again and then... again. It was a lot of work, but it's not supposed to be easy; just don't give up; it will pay off.*

- *ALWAYS discuss your progress with the supervisor. Make appointments with them and try to take in all of their constructive feedback. For obvious reasons, the appointments should be on a regular basis. Do not leave the thesis to the last minute, as it will only create problems that you cannot correct before the deadline.*
- *If you don't hear from your supervisor after a week or so, write again. Include a read-receipt (potvrzení o přečtení) and a delivery notification (potvrzení o doručení). If you still haven't received a reply after two weeks, write to the head of the department, Dr. Vernyik, and send a copy to the supervisor and the tutors.*

Defending the Thesis

- *It's best to prepare a short presentation. Briefly introduce your thesis and concentrate more on the questions you got in feedback from your supervisor and opponent. You may also wish to have a printed version of your thesis.*
- *Have a positive attitude towards the committee - smile, greet everyone when you are introduced to the State Exam committee members. It does not cost anything, yet it sends a positive message about you - first impressions are important.*
- *Be confident! Looking confident, even though you are scared to death, can help you gain confidence in defending your thesis. Acting more self-assured than you feel can also help you reduce stress.*

TIP: Do not announce to the committee that you are nervous or stressed. Instead, focus on showing the committee what you know. Remember: everyone wants you to pass, including the committee!