



## **Bachelor thesis in English (2ENLBA)**

- 5-year Lecturer Education in Language and Literature (English)

## **English thesis (2EN48-7)**

- 30 ECTS Add-on Programme in English

### ***Guidelines for the academic year 2021-2022***

Inland Norway University of Applied Sciences  
Faculty of Education, Department of Humanities

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<sup>1</sup> The document is an abbreviated version of the original document, and includes information relevant to 2ENLBA/2EN48-7 students only.



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## 1. Introduction

This document contains guidelines for the bachelor thesis in English/English thesis (hereafter: *BA thesis*). Teachers/supervisors may – in collaboration with course coordinators (*emneansvarlige*) and the Head of Studies (*studieprogramansvarlig*) – adapt these guidelines if the situation demands it.

The BA thesis awards 10 credits, and constitutes one out of the three obligatory courses in the programmes. The BA thesis is an independent research paper where students write and provide an answer to (a) research question(s). The research question(s) should be connected to one of the two other English courses offered as part of the programmes. Through the BA thesis, students must show that they are able to address academic issues independently and critically.

The thesis is assessed on a scale of A-F (see section 2.5 below).

For the lecture programme, the requirements are based in [Forskrift om rammeplan for lektorutdanning 8-13](#) (link to the regulation at Lovdata.no).

### 1.1 Learning outcomes

The learning outcomes are described in the course descriptions for each course:

- [2ENLBA Bachelor thesis in English](#) (link to the course description at INN.no)
- [2EN48-7 English Thesis \(200-level\)](#) (link to the course description at INN.no)

## 2. Formal requirements

### 2.1 Scope and formal requirements

The thesis must be an individual paper, between 6500 and 7000 words (table of contents, preface, summary, tables and figures, list of images, reference list and appendices excluded). The thesis is to be handed in electronically in *Inspira*.

Students specializing in English (2ENLBA/2EN48-7) must write their thesis in English.

The thesis must be written in A4 format, Times New Roman 12p font, 1.5 line spacing, with page numbers. References must be given in accordance with Inland Norway University of Applied Sciences' (INN) guidelines.<sup>2</sup>

Students are advised to use INN's template for written papers, as it will help them make sure the thesis complies with the formal requirements. The template can be downloaded from: <https://www.inn.no/student/eksamen/oppgaveskriving/oppgavemaler>.

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<sup>2</sup> See: <https://eng.inn.no/library/write-and-cite/citing-sources>



## 2.2 Approval of project description

By 10.09, students must hand in a project description of 500-1000 words (1-2 pages) in Canvas, which forms the basis for assigning supervisors. The first supervision is written feedback in Canvas on the student's topic and plan for their project. The project description must contain the following:

1. Suggested title
2. Thesis topic and an explanation for the choice of topic
3. Suggested research question(s)
4. Suggested theory and approach (methods)
5. Progress plan with three suggested dates/times for supervision

The project description must be a well-written, coherent text, and the elements listed above may serve as sub-headings.

## 2.3 Process

Date	Seminars and deadlines
02.09.21	Thesis seminar
09.09.21	Thesis seminar
10.09.20	<ul style="list-style-type: none"> <li>• Deadline for handing in the project description (1-2 pages) in Canvas</li> <li>• The assigned supervisor gives feedback to the project description in Canvas. This is the first out of a total of four individual supervisions.</li> </ul>
16.09.21	Thesis seminar
07.10.21	Thesis seminar
21.10.21	Thesis seminar
04.11.21	Thesis seminar
03.12.21	<ul style="list-style-type: none"> <li>• Deadline for submitting the BA thesis in <i>Inspira</i>.</li> <li>• Deadline for registering the thesis title (in English) in <i>Studentweb</i> (this title will appear on the student's diploma).</li> </ul>

## 2.4 Supervision

### 2.4.1 Assigning supervisors

The department is responsible for assigning supervisors. The assigned supervisors also teach one of the two other courses offered as part of the programmes.



## 2.4.2 Supervision

Students have the right to receive individual supervision a total of four times, including the supervision in Canvas (see section 2.3 above). The supervisor and the student together arrange a plan for supervision, with clearly stipulated dates and deadlines for handing in text for supervision. Supervision will normally not take place in the final two weeks before the BA thesis deadline.

Students who fail to attend/submit text for scheduled supervision sessions lose their right to receive supervision at a later stage. Students who do not seek and make use of supervision within the time allocated to BA thesis work lose their right to receive supervision on their work. Students who apply for and are granted an extension must contact the Head of Studies (*studieprogramansvarlig*), student adviser (*studieveileder*) and their supervisor to decide how any remaining supervision time should be spent (see section 2.6 on extensions below).

Supervisors and students have joint responsibility for the legal and ethical aspects of the thesis.

### The supervisor's responsibilities

The supervisor:

- supervises the student on both practical and academic matters in relation to the thesis writing process
- arranges a supervision schedule together with the student
- helps the student formulate and narrow the scope of the thesis topic and research question
- discusses results and analysis/discussion of material
- ensures that research ethics guidelines are followed

### The student's responsibilities

The student:

- adheres to deadlines throughout the thesis writing process
- arranges a supervision schedule together with the supervisor
- submits text for supervision at least two days prior to each supervision session
- comes well prepared for supervision sessions
- completes the thesis work within the agreed time frame
- gives notice well in advance if they are unable to adhere to the agreed supervision schedule

## 2.4.3 Thesis seminars

Students must attend thesis seminars in addition to the teaching in the two other courses.



## 2.5 Assessment

The submitted thesis forms the basis for the final assessment in the thesis courses. The following aspects are considered in the assessment of the written work:

Background and research question
<ul style="list-style-type: none"> <li>To what extent is the background for the thesis clearly presented?</li> <li>To what extent is the research question clearly presented and explained?</li> <li>To what extent is relevant previous research/theoretical perspectives independently presented?</li> <li>To what extent are central concepts properly defined?</li> </ul>
Approach/method
<ul style="list-style-type: none"> <li>To what extent is the choice of approach/method justified and clearly described, and to what extent is the approach suited to answer the research question?</li> </ul>
Analysis, findings, discussion and conclusion
<ul style="list-style-type: none"> <li>To what extent are findings/arguments clearly presented?</li> <li>To what extent are findings/arguments discussed against the research and theory presented earlier in the thesis?</li> <li>To what extent does the summary and conclusion relate to the research question?</li> <li>To what extent does the thesis as a whole demonstrate the candidate's capability for independent problem solving and critical reflection?</li> <li>To what extent does the thesis as a whole demonstrate the candidate's knowledge in the field, relative to the academic level?</li> </ul>
Academic conventions and language, formal requirements
<ul style="list-style-type: none"> <li>To what extent is the structure of the thesis well organized and reader-friendly?</li> <li>To what extent is the language of the thesis accurate and precise?</li> <li>To what extent does the thesis comply with regulations and conventions for referencing and the use of sources?</li> <li>To what extent are the formal requirements met?</li> </ul>

The thesis is graded on a scale of A-F, where E is the lowest passing grade. A general description for each letter grade is provided below:

Symbol	Description	General, qualitative description
A	Excellent	Excellent display of knowledge in the field, relative to the academic level. Excellent capability for independent problem solving and critical reflection. Confident and formally correct use of language and sources.
B	Very good	Very good display of knowledge in the field, relative to the academic level. Very good capability for independent problem solving and critical reflection. Confident and formally correct use of language and sources, with no major mistakes.
C	Good	Good display of knowledge in the field, relative to the academic level. Good capability for independent problem solving and critical reflection. Confident and formally correct use of language and sources, with no major mistakes.



D	Satisfactory	Satisfactory display of knowledge in the field, relative to the academic level. Satisfactory capability for independent problem solving and critical reflection. Fairly confident and formally correct use of language and sources, with no major, systematic mistakes.
E	Sufficient	A certain display of knowledge in the field, relative to the academic level. A limited capability for independent problem solving and critical reflection. Several systematic mistakes in the use of language and sources.
F	Fail	A performance that does not meet the minimum academic criteria. Demonstrates an absence of independent problem solving and critical reflection. Several systematic mistakes in the use of language and sources.

## 2.6 Postponing submission and failed thesis

Students who are registered to sit the exam may withdraw from examination.<sup>3</sup> The withdrawal must be communicated to the university two weeks before the exam (i.e. the deadline for submitting the thesis). Students who wish to withdraw, **must contact the Head of Studies (*studieprogramansvarlig*) and student adviser (*studieveileder*) about this.** Students must sign up for a new exam by stipulated deadlines (1<sup>st</sup> of March). 15.05. is the new deadline. Students who withdraw from the original deadline will not receive supervision, unless specifically arranged with the supervisor.

Students who are awarded the grade *F* are allowed to submit an improved version of their thesis, with the same research question. In this case, they must receive supervision twice. Supervision is an obligatory requirement in order to sign up for a new exam. The student is responsible for signing up for the new exam. Please note that a failed BA thesis can only be resubmitted for new assessment once.<sup>4</sup> This means that should the second assessment also result in the grade *F*, the student loses his or her right to admission.<sup>5</sup>

If the thesis is awarded a passing grade (A-E), students are not permitted to resubmit their thesis in order to improve their result.

Students on the lecturer programme must have their BA thesis approved before they are allowed to begin writing their master's thesis.<sup>6</sup>

## 2.7 Research ethics

Supervisors and students have joint responsibility for the legal and ethical aspects of the thesis. The BA thesis work is considered a part of research training.

<sup>3</sup> See the [INN exam regulations](#) §6-5 (4).

<sup>4</sup> See the [INN exam regulations](#) §6-7 (2).

<sup>5</sup> See the [INN exam regulations](#) §5-4 b.

<sup>6</sup> See the study plan for the lecturer programme.



### 2.7.1 National research ethics guidelines

All research conducted at Inland Norway University of Applied Sciences is subject to laws and established ethical norms as formulated by the national ethic boards, see <https://www.forskningsetikk.no/>.

### 2.7.2 Academic integrity

By acting in accordance with ethical regulations in their thesis work, students maintain academic integrity.<sup>7</sup> Failure to act in accordance with ethical regulations will lead to a failed thesis.

## 2.8 Sources and referencing

An integrated part of academic writing task is the need to refer to something someone else has said or written. Conscientious use of and reference to other sources is a sign of good quality in academic texts. There are strict requirements for the transparent and explicit reference to any source used. Reference to other works is also a way of demonstrating your knowledge in the field.

Inland Norway University of Applied Sciences uses APA-style to cite sources. See <https://eng.inn.no/library/write-and-cite/citing-sources>.

## 3. Structure of the thesis and advice when writing a thesis

Below is a general thesis outline. The thesis structure should be determined in collaboration with your supervisor.

- Front page
- Abstract in English (should not exceed 150 words)
- Table of contents
- Preface
- Introduction
- Previous research
- Theory and methods
- Analysis
- Presentation and discussion of findings/results
- Conclusion
- Reference list
- Appendices

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<sup>7</sup> See Forskningsetikkloven: <https://lovdata.no/dokument/NL/lov/2017-04-28-23>.



### 3.1 Front page

Students should use INN's template to design the front page of their thesis (see section 2.1 above). The front page must contain the following:

- The thesis title
- The candidate's name
- The name of the university and faculty (*Inland Norway University of Applied Sciences, Faculty of Education*), the name of the programme (*5-year Lecturer Education in Language and Literature/30 ECTS Add-on Programme in English*)
- The type of work (*Bachelor thesis* for the lecturer programme, *English thesis* for the add-on programme)
- Semester and year of submission

### 3.2 Good advice when writing a thesis

- Choose a topic you are truly interested in! You will spend a lot of time writing your thesis. When the thesis topic interests you, and you are enthusiastic about what you may find out, your thesis work could turn out to be of great importance to you, both in your studies and in your future working life.
- Devote time and effort to formulating your research question. Discuss this several times with yourself and others.
- Emphasize coherence and clarity in your writing, and use your research question as a cohesive device that ties the different parts of your thesis together.
- Remember to proofread your thesis thoroughly from start to finish before you submit it. It may be a good idea to work together with fellow students and proofread each other's texts.