

## EMJ: MA thesis, submission, defense

The defence dates for EMJ are **September 13** and **September 16, 2022**. It means you will defend on one of that days. Detailed schedule will be available after August 2, 2022.

The **minimum length of the thesis is 50 standard manuscript pages**, excluding abstract, supplements (such as transcripts of interviews, code books etc.) and list of literature. The manuscript page is 1800 characters long (including spaces), 90 000 in total.

Please, use [EMJ Thesis template](#). It is also recommended to look at the [Review form](#) to know what is evaluated by the supervisor and the reviewer.

### Deadlines and steps you MUST do to be allowed for the defence in September:

#### 1) Complete and record all your study obligations

#### 2) Register for defence via SIS between **July 1 and August 2, 2022**

A detailed manual on registering can be found on the [FSV web page](#). Note that the manual refers to State Final Examination (SFE). You DO NOT have SFE. However, the procedure to register I for defence is the same.

#### 3) Submit thesis via SIS and in one printed version

- The **deadline** to submit a thesis for defence in September is **August 2, 2022**.

- Electronically via SIS in PDF/A format ([Manual for submitting student's final theses in archive PDF/A format](#))

- [Checking the Final Thesis by the Turnitin System in the SIS](#)

- You **MUST** submit **one printed version** (delivered to the institute – Hollar Building, Smetanovo Náb. 6, Praha 1). The printed version is going to be returned to you after the defence.

You are recommended to get familiar with the register and submission procedure of the thesis well before the deadlines. Also, please do not wait for it until the very last moment. **Note that if any problems occur, you can discuss them with me no later than 48 hours before the deadline: [sandra.labova\[at\]fsv.cuni.cz](mailto:sandra.labova[at]fsv.cuni.cz)**

Additionally, note that the deadline for submitting the thesis is in the middle of summer – a time of vacation. Your supervisor needs enough time to read and comment on the pre-final version of your thesis. Generally, supervisors supervise more students and thus cannot give quality feedback 48 before the deadline (August 2). You should also have enough time to react to their final comments before submitting the thesis. Please, talk to your supervisors about their time possibilities during the summer. Some supervisors specifically say a deadline, when the final thesis can be sent to them before the deadline. If not, ask them about it.

### Defence

#### 1) In-person by default

2) In exceptional circumstances, you can also defend **online**. You must notify me (Sandra Lábová) with an explanation. The deadline to do so is **August 2, 2022**

- 3) The **thesis defence lasts approx. Fifty minutes** consists of a 15-minute-long presentation of the topic, methodology, and findings (you should prepare the presentation, either PPT or Prezi), then the reviews will be presented, and you will have space to defend your thesis. Then, a discussion with the academic committee about topics related to your thesis and the knowledge you should have from your studies in Prague occurs.
- 4) The academic committee members will decide on the grade of the thesis.

## **FAQ**

### **1) number of characters**

The minimum length of the thesis is 50 standard manuscript pages of 1800, that means 90 000 in total, excluding supplements, abstract, and the list of biographies.

**2) Thesis template** - you do not need to keep double spaces, size of the font as long as you keep 90 000 characters.

**3) Thesis proposal** - Signed thesis proposal should be included into the printed copy of your MA thesis. You should pick it up in my office. Digital version of your MA thesis that you submit via SIS must also include the thesis proposal, but without signature because of the GDPR. However, it should still be a scanned copy of the original. It should be possible to put a black label over the signature in the acrobat reader.

### **4) Where should students present the changes that they made to the proposal? Is this a different file or in the text of the dissertation?**

First of all, the changes should not be major. That means, they should not differ significantly from the original proposal. However, minor changes are acceptable. Students do not need to issue new/updated thesis proposals. They should reflect and explain the changes in the thesis. Most of the students do this in the introduction.

### **5) Is the defense public?**

No.

### **6) If one analyses photos, should these be in the annex? What about interview transcripts?**

Photos, coding books, interview transcripts, etc. are a part of annexes and do not count into the minimum length of the MA thesis.

### **7) Citation style.**

In-text references and reference lists should use a format that is established in social sciences (e.g., APA style, ...). Students can choose their referencing systems, as long as it uses an in-text (parenthetical) references. Referencing systems that use footnotes are not allowed. Whatever referencing style is chosen, it should be applied rigorously and consistently.

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