

## **DOING YOUR BA THESIS (2016-2017): FAQs**

**(Run through this list before you ask a question)**

**1. Who are in charge of the thesis preparation activities at Faculty of Linguistics and Cultures of English-speaking Countries (FLCE)?**

Dr. Hoàng Thị Hạnh – Vice Dean of the Faculty of Linguistics and Cultures of English-speaking Countries

**2. If I have a question related to my thesis, who should I contact and how?**

If the question is about the subject matter (e.g. the choice of topic, the concepts etc.), you should discuss it with your supervisor. If you do not have a supervisor yet, contact the consultant of your research area (the head of your committee).

If the question is general (e.g. about the regulations, requirements, formatting etc.), you could contact Dr. Hoàng Thị Hạnh (hanhcm76@gmail.com). Make sure that you read this list of Q&A and the BA thesis guidelines before asking any question.

**3. How much time is given until the submission of the final product?**

It depends on when you start. It normally takes about 5 months to come up with a well-made one.

**4. What is the GPA required for me to do the thesis research?**

GPA= 2.5. Note that certain subject areas might require a higher GPA (but definitely NOT lower than 2.5) and specify other conditions.

**5. Is it compulsory for every student in the honours program to do the thesis instead of taking the graduation exams?**

Yes. If you fail to meet the requirements, contact the person in charge of graduation thesis in your faculty (Dr. Hoàng Thị Hạnh) for consultancy.

**6. What subject areas is the Faculty in charge of?**

The four following subject areas correspond to four committees.

- English linguistics (grammar, pragmatics, discourse analysis, phonetics and phonology)
- Country studies and international studies
- Literature
- Intercultural communication

**7. Where could I find the resources while preparing for my thesis?**

University and Faculty Libraries

Other sources suggested by your supervisor, teachers and friends.

**8. Can I change my topic after I register with the Faculty?**

You have to ask for permission from your supervisor before reporting the change to your committee. Make decisions carefully. Since doing a thesis is time-consuming, if you change your topic in the middle of your way, it might be very difficult for you to finish your work.

**9. What are the maximum and minimum numbers of words for the thesis?**

12,000 – 14,000 words (40 - 45 pages), not including the References and Appendices.

**10. Will I be penalized for not meeting or exceeding the length requirement above?**

Yes. Specific policies will be announced.

**11. Is there any kind of workshop or tutoring for doing the thesis research?**

Yes. Look for the announcements of the activities from the people in charge.

**12. Will I be supported financially by the faculty for my thesis?**

No. As it's a part of your study.

**13. Can I submit my research from the previous years as this year's thesis?**

You can, but as part of the thesis, not the whole one.

**14. Can I submit my thesis to the school's student research contest of this academic year?**

No, but the contents of what you submit to the student research contest of this academic year can be a part of your BA thesis.

**15. Is it compulsory that I have a supervisor? Can I do it by myself?**

You MUST have a supervisor, whose authority and expertise are indispensable for your process.

**16. What is an estimated amount of money would I need to spend on my research?**

It depends. Not too much.

**17. In what ways will a thesis be considered plagiarism?**

Read the guidelines about plagiarism in the thesis guidelines.

**18. Who owns the copyright for my thesis?**

The copyright to a thesis belongs to the student. As a condition of being awarded the degree, however, the student grants the University the non-exclusive right "to retain, use and distribute a limited number of copies of the thesis, together with the right to require its publication for archival use."

**19. Can I seek advice from someone else besides my supervisor? Who are they and how can I contact them?**

Actually you can ask for advice from any lecturer in the Faculty of Linguistics and Cultures of English-speaking Countries. They will definitely help you if they can. Be kind and calm and acknowledge them in your thesis.

**20. Can I extend the date of submission for my thesis? What will the penalty be like in that case?**

Normally, no. You must observe the schedule carefully by yourself. In special situations, contact the authorities for more information.

**21. How do I include both Roman-numeral and Arabic-numeral page numbering in the same Word document?**

The front matter pages of the thesis must be numbered with Roman numerals (i, ii, iii, etc.), and the main text pages must be numbered with Arabic numerals (1, 2, 3, etc.). If both front matter and main text are included in the same Word document, one way to accommodate both numbering styles is to insert a section break between the front matter and the main text. For further information, search Word's help feature for "Insert a section break."

**22. What is the citation style required for thesis completion this year?**

APA citation style. Refer to the thesis guidelines for more information.

**23. How many copies do I have to make upon submission of the thesis? What are they for? Will I get them back?**

Honours program students: 6 copies, 2 for examiners, 3 for the thesis defense committee, 1 for supervisor

Mainstream students: 5 copies, 1 for examiner, 3 for the thesis defense committee, 1 for supervisor

You can ask to have them back if the examiners/committee members do not need them.