
Manual for your Social Integration MA Thesis

Table of Contents

About the thesis from choosing your topic to handing it in.....	2
Choosing your topic	2
Ethical approval for your research.....	2
Consultation.....	2
The thesis.....	3
Suggested deadlines for the thesis	3
Your thesis	5
Required Contents.....	5
Compulsory parts of the thesis	5
Preparation and submission	6
Evaluation of your thesis.....	7
Formal requirements	8
References.....	9
Intercultural Psychology and Education Info Pack for the Final Examination	10
Evaluations.....	10
The Committee.....	10
Your task at the Final Examination	10
Time frame and schedule.....	10
Presentation	10
Evaluation.....	11

About the thesis from choosing your topic to handing it in

Choosing your topic

The deadline for registering your thesis topic is October 15 (fall semester) and May 15 (spring semester). The topic has to be registered at least one semester before you plan to have your final examination, where you have to defend your thesis.

For the thesis first, you are supposed to choose a supervisor, discuss the topic with your supervisor and fill out the Thesis Announcement form together.

https://www.ppk.elte.hu/thesis_topic_announcement_2020_autumn

The supervisor can be any of our colleagues or an expert from outside the university. Besides the approval of your supervisor, the head of the IIPE also has to sign the registration form.

It is essential that your research topic reflects the focal points of the Social Integration Masters, and has an interculturally relevant approach. In the thesis you must demonstrate that you are able to incorporate your intercultural competencies in your research.

When registering your thesis topic, it is useful to register a more general title, which you may modify at the submission of the thesis itself, by adding a more specific sub-title which describes your research more precisely.

Ethical approval for your research

You can only start your actual research, once the Committee of Research Ethics of the Faculty (PPK KEB) approved it. Please consult the website of the PPK KEB for all details <https://www.ppk.elte.hu/en/research-ethics-committee>

Formally your advisor has to hand in the request for the Ethical Approval, or if your advisor is not a PhD yet, the head of the IIPE or the Doctoral advisor of your thesis advisor may hand it in. Your name has to be indicated as a further participating researcher, please indicate in brackets that you are writing your thesis.

The request form for the ethical approval has to be filled in by the student who is writing their thesis. Once it is completed, you need to send it to your advisor, who will review it, and forward it to the Committee of Research Ethics.

The request has to contain the full description of the planned research (methodology and tools). So first you need to have a clear picture of the research itself, and then will you be able to hand in the request for the ethical approval. The request has to contain all tools for the research (questionnaires, interview questions, etc.) and all info material (recruiting letters, info letters, agreements, etc.)

Please keep in mind that the process may take about 4 weeks, and you cannot start your actual research without receiving the ethical approval.

Consultation

In the process of writing your thesis it is extremely important to discuss both theoretical and methodological issues with your supervisor regularly. You can only hand in your thesis with a written permission of your supervisor, where you need to indicate the dates of at least four consultations.

If you have not studied research methodology previously, you have to join the mentoring courses helping you in mastering these skills. Your supervisor will discuss theoretical choices with you, but you will have to be able to do the data analysis yourself for your thesis.

Registering for the final exam

Please make sure to register for the final exam (defense) in the Neptun system.

The deadline of the application in the autumn semester is the 20th October.
 The deadline of the application in the spring semester is the 20th March.

Method of the application:

The application form appears in the Neptun - formally as a request - in the section Administration > Requests > Available request forms. You can open the form clicking on its name. Personal data are filled automatically by the system, you have to fill out only the data regarding the examination. After the application the form will be still available under Submitted requests in a pdf file, which can be printed or saved for yourself. You can find the status of the request also here: after submission it will be automatically 'Being processed', what will be modified to 'Accepted' when the application deadline is passed.

The thesis

The deadline for handing in your thesis is April 20 (spring semester) and October 20 (fall semester), in the semester when you would like to defend the thesis.

The requirements regarding the format of the thesis are accessible on the website of the Faculty and also of the IIPE. The thesis has to follow the "APA7" standards.

For examples and instructions see: <https://middlebury.libguides.com/citation/apa7>

The thesis has to be handed in one hard copy and one spiral bound book, electronically on a CD in .pdf format. Please save it in the following format: "Surname_FirstName_Thesis.pdf"). You have to enclose the written approval of your supervisor and a statement that your thesis is your own, original work. The forms can be downloaded from here:

https://www.ppk.elte.hu/en/student_administration/forms

Knowing the regulations, keeping the deadline, obtaining the relevant documents and handing them in properly in time is the responsibility of the student.

Suggested deadlines for the thesis

TASK	DEADLINE (recommended)	
	Final examination in the spring semester	Final examination in the fall semester
Registering the topic of the thesis	October 15. (previous semester)	May 15. (previous semester)
Defining the concrete research topic, reading the literature, choosing the methodology	February 15.	September 15.
Ethical approval	February 15.	September 15.
Registering for the final exam in Neptun	March 20.	October 20.
DATA COLLECTION	March 15.	October 15.
Data analysis	March 31.	October 30.

Writing the concrete text of the thesis	April 10.	November 10.
Handing in the thesis for the advisor for approval ¹	April 10.	November 10.
Handing in the thesis	April 20.	November 20.

1 we can only guarantee the approval of the advisor if you hand the thesis in for approval by this date!

Required Contents

The aim of your thesis

The aim of a thesis is to demonstrate your knowledge and skills in the field of intercultural psychology and education. You need to conduct an in depth research to answer a scientifically relevant question, and have to demonstrate that you are able to design and carry out a research.

Research types and topics

The thesis has to be built on an empirical research (experiment, questionnaire, observation, case study, etc) that has a strong theoretical foundation. The student has to discuss the topic of the research with their advisor and get it approved by the advisor.

Compulsory parts of the thesis

Cover page

See the general requirements on the Faculty's website. For orientation: on the cover page on top you need to write the name of the university, the faculty, and the program. Under that "Thesis". In the bottom third of the page on the left side your name. On the bottom in the middle the year of submission

Inside cover page

On the first page, on top of the page the name of the University, the Faculty and your Masters program. Under this the title and sub-title of your thesis. In the bottom third of the page on the left side your name, on the right side the name of your advisor. On the bottom of the page the year.

Statement of originality

The page after the inside cover has to contain a statement about the originality of the thesis. Please use the formula provided by the faculty. You have to sign this page after it is printed and bound.

The thesis has to be your own original work, where you have to follow the rules of scientific references (we recommend the APA standards). All submitted theses undergo a verification process, and any plagiarism will be investigated that may result in you not being able to defend your thesis. Please make sure that your work is original and you follow the rules of references, to avoid plagiarism.

Confirmation of consultations, statement of your advisor

The following page has to contain a confirmation of at least four consultations, and the written approval of your advisor for handing in the thesis. Please use the official form for this! https://www.ppk.elte.hu/en/student_administration/forms
https://www.ppk.elte.hu/en/student_administration/general_information/student-administration-final-exam-degree-certificate

Contents, page numbers

The thesis has to contain the list of contents with page numbers and a list of figures and charts.

Structure, chapters

Preface/Introduction: introduction to the topic, the general aim of the research, motivations of the researcher

Theoretical introduction: description of the topic, summary of the relevant theories and research, evaluation of previous research, conceptualization of the research.

Hypothesis, research questions:

Hypothesis in case of quantitative research: theoretically well founded, can be verified or falsified through empirical research, relevant to the topic's research. In case of a research mapping up the field, research goals and questions have to be phrased instead of the hypothesis.

Methodology: Describe the structure of the research, the participants, tools, and the process of data collection

Results: display the empirical findings, relevant to the method you used.

In case of a quantitative research the display starts with a descriptive analysis (the sample, the distribution of the factors investigated), followed by the testing of the hypothesis and the complex display of the results.

If your research is a qualitative research, in case of an up-bottom process, the analysed data has to be interpreted, in reflection of your theoretical framework and research questions. In case of a bottom-up process, here you need to explain the discovered, new theoretical results.

It is important to discuss the practical implementation of your research results, when relevant.

Discussion, summary: the interpretation of the results, the evaluation of the research, strengths, limitations

Notes, references

At all statements in the text, which are not the original idea if the author, the author must indicate the source of it. Here you need to refer the original source with name and year of the publication, the full reference you must give in the reference list, following the APA7 style.

<http://www.apastyle.org>,

<https://middlebury.libguides.com/citation/apa7>

Reference list

The references must follow the APA7 style.

<http://www.apastyle.org>,

<https://middlebury.libguides.com/citation/apa7>

Preparation and submission

Choosing and registering your topic

You need to discuss the topic of your thesis with your advisor. Once your advisor approved the topic, you can fill out the "topic announcement form" for your thesis.

https://www.ppk.elte.hu/thesis_topic_announcement_2020_autumn

The registration form has to be signed by your advisor and by

the head of the IIPE.

The deadlines for registering your topic:

For a defense in the spring semester: May 15 in the previous academic year

For a defense in the fall semester: October 15 in the previous academic year

Advisor

Advisor can be a university lecturer, scientific researcher or a professional. The advisor has to be approved by the head of the IIPE.

Consultation

While writing your thesis you have to regularly consult with your advisor. Please keep a note of these consultations, since you need to attach a record of your (in-person or on-line) meetings with your advisor and attach it to your thesis.

Handing in your thesis

When submitting your thesis you need to hand in two printed copies (one hard cover, the other bound), and one copy in electronic format (on CD) to the Student Affairs and Registrar's Office.

General deadlines for handing in your thesis:

- in the fall semester: November 20
- in the spring semester: April 20

Evaluation of your thesis

The process of evaluation

Your thesis will be evaluated by two academics: your advisor and an appointed second reviewer will evaluate your thesis in a written format and grade it. You need to defend your thesis at the final examination. The final examination's committee will also grade your defense. The final grade of the thesis will be the average of these grades. If there is a larger than two grades gap between the grades given by your advisor and the appointed reviewer, the head of the IIPE will appoint a third reviewer to evaluate the thesis.

The written evaluations will be attached to your thesis. You will receive the evaluations two weeks prior to the final examination, at the IIPE's administration office.

Points of evaluation

When evaluating your thesis your advisor and the appointed reviewer will have to consider the following aspects:

1. Are the chosen topic and the goals of the thesis relevant?
2. Is the literature of the topic well researched and introduced? How is the quality of the interpretations and the analysis?
3. How well the hypotheses/research questions are formulated, are they well grounded, in line with the literature, is it a new approach?
4. Is the methodology appropriate? Is it applied and described adequately?
5. Are the results described in an appropriate, transparent

- way?
6. Are the results well contextualized within the research on the field? Is there any reflection at the strengths and limitations of the research?

Formal requirements

Size	The size of your thesis without the appendixes 36-54 pages (80.000 – 120.000 characters with spaces.) The thesis has to be printed with a single side print.
Font, font size, line spacing	Font: Times New Roman, Font size: 12, Line spacing: 1,5
Margins	Left side (at the binding) 3,5 cm, right side, top and bottom: 2,5 cm.
Language	The language of your thesis has to be English
Cover page	The thesis has to be handed in two printed copies (one hard cover, the other bond), and one copy in electronic format (on CD) to the Student Affairs and Registrar's Office. On the cover page on top you need to write the name of the university, the faculty, and the program. Under that "Thesis". In the bottom third of the page on the left side your name. On the bottom in the middle the year of submission.
Electronic format	The thesis has to be handed in in a .pdf format on a CD.

References

The literature you are reviewing does not have to cover all publications in the field, but has to be sufficient to support a scientific statement, theory of idea.

While constructing the text itself at all statements and data coming from another source than your own research, the exact source has to be referred, following the standards of the APA7 style.

(In the text you will refer to the name of the author(s) and the year of publication, while you will have to indicate the exact data of the referred publications at the end of the thesis, in the reference list.)

A basic requirement, that all names and publications referred in the text of the thesis have to be listed in the reference list, and all items on the reference list has to be referred in the text. Even if you refer several time to the same publication in your text, it will be listed in the reference list only once. Please doublecheck this before submitting your thesis.

We suggest to use the APA7 reference style <https://middlebury.libguides.com/citation/apa7>

Social Integration MA - Info Pack for the Final Examination

Evaluations

Your thesis is evaluated by two reviewers. One of these reviewers is your supervisor, the other is an independent reviewer. The evaluations will point out the aspects where the thesis excels and at its limitations. They also contain questions you must answer during the Final Examination.

Your advisor will pose a question closely connected to the thesis itself, while the independent reviewer will ask a more theoretical question, related to your intercultural studies. Answering this theoretical question is to demonstrate your knowledge on intercultural theories and practices.

The Committee

At the Final Examination besides the *President of the committee* (Dr. Lan Anh Nguyen Luu), there are permanent members of the IPE (2-4 members) and an independent member. At your Final Examination your advisor will be present, and when possible also the independent reviewer of your thesis.

Your task at the Final Examination

At the Final Examination the candidates (you) have basically four tasks:

1. A focused presentation of your thesis (8-10 min);
2. Reflection to the evaluations (if they contain critical notes requiring an answer)
3. Answers to the questions asked by your advisor and the independent reviewer
4. Answers to the questions of the committee on the spot, if there is any

Time frame and schedule

You have 15 minutes in total for tasks 1., 2. and 3. If you run out of time you will be stopped by the committee, without fully delivering your thoughts. So structuring your presentation in a timely manner is essential. A reminder about time will be given during your presentation!

You can deliver your answers by following points 1., 2. and 3. in a linear structure, but you can also include the answer to the question of your advisor in the presentation of your thesis.

It is compulsory to answer the question of the independent reviewer in a separate section.

We advise you to inform the committee before starting your presentation about its structure, and how you will answer the questions.

Often the evaluations criticize the *lack* of some theory or certain aspects of analysis of the findings from your thesis. In this case you can add these originally missing points to your presentation. So, additional points to your written thesis are welcome in this case.

In the schedule there is a 30 minute time slot reserved for each candidate. Please, make sure you arrive in time, if possible, somewhat earlier than your planned starting time.

Presentation

It is highly recommended to prepare a slide show for the presentation (ppt/prezi). Since you have 15 minutes, ideally you should create 10-15 slides maximum.

Suggested titles (obviously this should be adjusted to your own research and thesis):

- Topic
- Theoretical background
- Hypothesis/ research questions
- Research methods

- Results
- Discussion

Try to keep the slides spacious, with only relevant information and keywords.

Reserve 2-4 slides for a short draft of the answers to the questions asked by your reviewers.

Have the presentation saved on at least two different places (e.g.: a USB-stick and an online storage), and have it printed with you, to be super safe.

Evaluation

After your presentation and answers to the prompt questions on the spot, the committee will ask you to leave the room for a short time, and will evaluate on a one-to-five scale A) your presentation of the thesis B) the answers to the questions of your advisor and the independent reviewer.

After deciding about the grades, the committee will call you back, inform you about the result, congratulate to the successful final exam and shake hands with the newly graduated colleague.