

8.2.2024

## Progress of the Bachelor's Thesis Project

### Research and Development 5 cr – ZZ00CK89

- Enrol in the course implementation that has been planned for your own group and complete a course that supports your thesis.

### 0 Tasks to complete before starting your thesis

- Update your PLP in Peppi: Add the thesis courses (4 units) and the maturity test course to the PLP. This concerns students starting their studies in the autumn 2021 and later.
- Prepare a thesis topic proposal for Wihi: [wihi.jamk.fi](http://wihi.jamk.fi) and submit it for approval. A coordinator will appoint a principal thesis tutor for your thesis in Wihi.

### 1 Planning the thesis project in Wihi: Project plan

- Create the phases and schedule the entire thesis process in Wihi. In Wihi, the phase names are: Project plan, Phase 1: One third of thesis completed, Phase 2: Two thirds of thesis completed and Phase 3: Thesis ready for assessment.
- Agree on the first guidance meeting with your principal thesis tutor in accordance with the rules for your degree programme.

NB: throughout the thesis process, use Wihi comments field, not e-mail, for communicating with the principal thesis tutor. The tutor will be notified by e-mail of the message you sent in Wihi.

### 2 Bachelor's Thesis, Planning (3 cr) – Phase 1: One third of thesis completed (in Wihi)

- Review the reporting instructions and assessment criteria.
- Read through the information on good scientific practice and ethical practices, data protection and copyright.
- Draw up with the commissioner an agreement on the thesis, accompanied if necessary by a non-disclosure agreement for the attached source material.
- Familiarise yourself with how to handle the research data. Draw up the data management plan.
- Find out if you need a research permit and make an application if necessary.
- Participate the Information Seeking for Thesis Writers course and related tasks in Moodle.
- Draw up the thesis plan and its appendices and request comments from the thesis tutor in Wihi.
  - The principal thesis tutor then approves your thesis plan in Wihi.
- Present your thesis plan in the thesis seminar or the small group arranged by your principal thesis tutor.

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- For the theory basis of the thesis, write 3–5 pages.
- Select and register for 'Thesis writing, Bachelor's degree' (2 cr), choosing the course offered by the Language Centre that fits best with your thesis writing schedule.
- Participate in the individual guidance.

### **3 Bachelor's Thesis, Thesis Writing (2 cr)**

- Before participating in the course, you should familiarise yourself with your source material and write the 3–5 pages theory basis for your thesis.

### **4 Bachelor's Thesis, Implementation (6 cr ) - Phase 2: Two thirds of thesis completed (in Wihi)**

- Complete the theory basis for the thesis and the methodology description.
- Present your methodology description in the seminar or the small group arranged by your principal thesis tutor.
- Carry out the practical implementation of the thesis according to your plan.
- If necessary, make an appointment with the Language Centre clinic for problems with the thesis writing.
- Participate in the individual guidance.

### **5 Bachelor's Thesis, Reporting and Assessment (4 cr) - Phase 3: Thesis ready for assessment (in Wihi)**

- Write up your thesis.
- If necessary, check your thesis the text similarity in Moodle with a course called 'Turnitin tarkastus – Turnitin check'.
- Agree with your principal thesis tutor in Wihi on the preliminary examination of the first draft of your thesis.
  - A 2nd examiner will be selected for your thesis in Wihi.
- If necessary, make an appointment from Language Centre for language maintenance of the description page.
- Agree with the principal thesis tutor on writing the maturity test (see 5 Maturity test).
- Return your completed thesis to Wihi in Plagiarism Check field for assessment. The field is connected to Turnitin plagiarism prevention service.
- Present your thesis in accordance with the instructions for your degree programme.
- Return the self-assessment and commissioner statement to Wihi.
  - The principal thesis tutor and 2nd examiner assess the thesis and approve the phase 3 once all tasks have been completed.
- Publish your thesis in Theseus. Wait for permission from the thesis tutor!
- Upload the thesis permanent link to Wihi.
  - After this, the tutor approves the thesis assessment phase in Wihi. You can then see the assessment.

NB: Even if your thesis has not yet been accepted into the Theseus collection at the time of saving, it does not prevent you from applying for a degree certificate.