

Bachelor Degree Projects in English Linguistics

~~~~~ Spring 2022 ~~~~~

## 1. Bachelor Degree Project Seminars

The BA DP Ling module consists of individual supervision and a seminar series on academic essay writing, central aspects of theory and methodology and how to act as the opponent of another BA project at a defence seminar. For more information on the content of the seminars and what to prepare for the seminars, see **BA\_DPLing\_seminar\_description** (under Plans > General Information). The **schedule** for the seminars can be found on **Athena/TimeEdit**.

## 2. Key dates for VT2022

|                        |                                                    |
|------------------------|----------------------------------------------------|
| February 3             | Submit project proposal                            |
| February 20            | Submit introduction for the writing seminar series |
| April 21               | Submit first full draft                            |
| April 28               | Peer review                                        |
| May 9                  | Email coordinator if you intend to submit essay    |
| May 12                 | Post essay for examination                         |
| May 30, 31, and June 1 | Essay defence seminars                             |

Please read the rest of the document carefully for the description of each of these milestones.

## 3. Bachelor degree project proposal and drafts

After consultation with your supervisor, you should compose a **project proposal**, using the form available on Athena (see Proposals). The proposal should then be posted on Athena under the Proposal Plan by **February 3**. Please note that any document you upload on Athena must be labelled as follows: “[Your last name] [Your first name] [title of the document]”. You will receive feedback on your proposals (through your supervisors) by the group of teachers involved in the course.

On **April 21** (at the latest), you should hand in a **first (complete) draft** on Athena. This draft should be written according to the instructions given in the seminars on academic essay writing and theory and methodology in linguistics (see above) and in the template provided on Athena under Essay writing resources. The essay should be as complete as possible.

On **April 28** we will meet to discuss each other’s drafts. You will be asked to read and prepare constructive feedback on a peers draft **before our meeting**.

## 4. Length and form of a Bachelor degree project

A Bachelor degree project in English linguistics should be between 5,000 and 8,500 words long (excluding abstract, works cited and material in the appendix). It should contain an abstract

with keywords, max. 300 words, which is placed after the title page and before the table of contents.

You can find an **essay template** on Athena (Essay writing resources > Templates), which will help you get the formatting right. Use the **APA system for references** (see Essay writing resources > APA guide). Submit a **Word document** (.doc/.docx). Only if you use a special font, e.g. for phonetic or phonological symbols, you can post the final essay in PDF format.

## 5. Submitting a Bachelor degree project for a defence seminar

All Bachelor degree projects in English linguistics are discussed in a joint defence seminar, where essay writers, supervisors, examiners and other interested teachers and students participate. The regular **defence seminar** will be on **May 30 and 31, and June 1, 2022** (times will be announced a week before the seminar; please keep those days free).

Before deciding to submit your essay for discussion and grading in a defence seminar, you should consult your supervisor. We strongly recommend that a Bachelor project be written within one semester, as this is the time allotted for supervision. However, if your supervisor thinks that your essay is not ready for the defence seminar, it is better to continue working on it and submit it later.

Please **email the coordinator** (Kathrin Kaufhold) by **May 9** if you intend to submit by the deadline (for planning purposes). In the email, please state:

- your name,
- the title of your essay and
- the name of your supervisor.

**Note that it is the essay writer, not the supervisor, who is responsible for notifying the coordinator.**

The submitted essay version is regarded as the final one, and, provided that you receive a passing grade, you will only be permitted to make minor changes after the defence seminar. This means that before submission, the essay must be thoroughly worked through in all respects, and meticulously proofread.

The Bachelor degree projects that are to be discussed at a defence seminar should be posted on Athena (Final seminar essay) ca. ten working days before the seminar. The deadline for posting essays submitted for the seminars is **May 12 (23:59)**. Once a final essay has been posted on Athena, it cannot be replaced by a new version. If you want to correct something in the submitted version, you can hand in an errata list (i.e. a list of the errors and corrections) at the defence seminar.

The programme for a defence seminar is published on Athena a week before the seminar, and contains information about times for specific essay project defences, opponents, and examiners.

## 6. Examination and grades

The Bachelor degree projects will be graded on a scale from A to F, where A is the highest grade and F is a fail. Grades are given in relation to a set of learning outcomes. The grading criteria and guidelines for evaluating Bachelor degree projects are available on Athena.

An essay may be referred back to the student for further work. Should this happen, you will receive instructions from the examiner. The resubmitted project will be graded by the same examiner. A referred essay must be resubmitted by a date given by the examiner for supplementary work that semester. If a submitted Bachelor degree project receives a fail grade (F), there will be no further supervision for this essay.

## **7. The procedure at a defence seminar**

If you have submitted a degree project for a defence seminar, **you are expected to participate in the whole seminar.**

At the seminar, each essay project defence is allotted 20 minutes. The opponent is another Bachelor project writer who, if possible, has worked with another supervisor. The defence starts with the opponent giving a short summary of the essay, not longer than 3 minutes, after which s/he asks questions and gives comments on it. The respondent is given roughly the same amount of time to answer and explain specific points of interest. It is important that the summary and the following discussion are kept separate. A natural and conventional way of signalling that the summary is concluded is to ask the Bachelor project writer whether s/he thinks that it adequately covered the general contents of the essay, or whether s/he would like to add or clarify something.

The opponent should try to focus on central matters concerning the research questions and the results, including the theoretical framework, the material, and the methodology used. There may also be reason to say something about the language and formal aspects such as the layout and the presentation of examples and tables. In all, the opponent's summary and the discussion between the opponent and the respondent should take about 8 minutes.

The examiner is then given about 10 minutes to ask questions and comment on the Bachelor project. Finally, there should be one last minute for questions and contributions from the floor.

## **8. Receiving the grade and filing the essay**

After the defence seminar, the examiner sets the grade. You will be informed individually about your grade by the coordinator. Within one week you will receive the examiner's report on your grade together with any requests for minor revisions. You have another week to complete these corrections.

If a Bachelor degree project receives a pass grade – A to E – the examiner is responsible for making sure that any required final corrections are made in the essay. After the last corrections have been made and the examiner has approved of them, the essay writer should email the final version in standard PDF format to the examiner for electronic filing. This should be done within two weeks of the seminar.

When your final version of the degree project has been approved, you are asked to publish the abstract in the DiVA database (Digitala vetenskapliga arkivet). The department also

recommends that any student whose degree project receives an A or a B grade publish their degree project in DiVA in toto. You will receive instructions for submitting the abstract (and the full degree project) to DiVA after the degree project has been approved.

**NB:** If your essay includes images from social media or **any other images for which you do not hold the copy-right**, you need to **remove those images** and instead provide the URLs before you upload your essay on DiVA.

Kathrin Kaufhold

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