Independent Degree Projects in English Linguistics at Undergraduate Level

~~~~~ Spring 2025 ~~~~~

1. Independent degree project seminars

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

2. Key dates for VT2025

February 7, 17:00 hrs	Submit project proposal
February 24	Submit introduction for the writing seminar series
April 23	Submit first full draft
April 29	Peer review
May 13	Email coordinator if you intend to submit your thesis
May 18, 23:59 hrs	**Post thesis for examination**
June 2, 3 and 4	**Project defence seminars**

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

3. 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 7, 17:00 hrs**. 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 23** (at the latest), you should hand in a **first (near-complete) draft** on Athena. This draft should be written according to the instructions given in the seminars on academic thesis writing and theory and methodology in linguistics (see above) and in the template provided on Athena under Thesis writing resources. The thesis should be as complete as possible.

On **April 29** we will meet to discuss each other's drafts. You will be asked to read and prepare constructive feedback on a peer's draft **before our meeting**.

4. Length and form of a degree project
~~~~~

A degree project in English linguistics should be **between 5,000 and 7,000 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 a **template** on Athena (General information & thesis writing resources > (2) Thesis writing resources), which will help you get the formatting right. Use the **APA system for references** (see General information & thesis writing resources > (2) Thesis 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 thesis in PDF format.

5. Submitting a degree project for a defence seminar

All degree projects in English linguistics are discussed in a joint defence seminar, where writers, supervisors, examiners and other interested teachers and students participate. The regular **defence seminar** will be on **June 2, 3 and 4 (**times will be announced a week before the seminar; please keep those days free).

Before deciding to submit your thesis for discussion and grading in a defence seminar, you should consult your supervisor. We strongly recommend that a degree project be written within one semester, as this is the time allotted for supervision. However, if your supervisor thinks that your thesis 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 13** if you intend to submit by the deadline (for planning purposes). In the email, please state:

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

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

The submitted text 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 text must be thoroughly worked through in all respects, and meticulously proofread.

The degree projects that are to be discussed at a defence seminar should be posted on Athena (Final seminar thesis) ca. ten working days before the seminar. The **deadline for submitting degree projects** for the seminars is **May 18 (23:59).** Once a final project 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 individual degree project defences, opponents, and examiners.

6. Examination and grades

The 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 degree projects are available on Athena.

A thesis 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, if possible. A referred thesis must be resubmitted by a date given. If a submitted degree project receives a fail grade (Fx/F), no further supervision will be made available for the completion of this thesis.

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 thesis defence is allotted 25 minutes. The opponent is another degree project writer who, if possible, has worked with another supervisor. The defence starts with the opponent giving a short summary of the thesis, not longer than 4 minutes, after which s/he asks questions for discussion. The respondent is given 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 degree project writer whether s/he thinks that it adequately covered the general contents of the thesis, or whether s/he would like to add or clarify something.

The opponent should try to focus on central matters concerning the research questions, the results, he 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 13 minutes.

The examiner is then given about 10 minutes to ask questions and comment on the degree project. Finally, there should be about 2 minutes for questions and contributions from the floor.

In case there is only one student defending their thesis, the defence structure is as follows: 1) Instead of acting as an opponent on another student's thesis, the thesis writer will be given an old student thesis to read, which they will critically summarise and evaluate; 2) When it comes to the student's own thesis, a PhD student will act as an opponent instead of another student. If a PhD student is not available, additional time will instead be given to the examiner; 3) The rest of the defence follows the regular format.

8. Receiving the grade and filing the thesis

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 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 thesis. After the last corrections have been made and the examiner has approved of them, the thesis 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 thesis 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 thesis on DiVA.

Kathrin Kaufhold Undergraduate level DP coordinator
kathrin.kaufhold@english.su.se