



# **WRITING A MASTER'S THESIS**

**IN**

**SOCIAL EXCLUSION**

SoEx Guide to Completing an Independent Research  
Project

**Prepared for use by students, teachers and staff of the Master's Degree  
Programme in Social Exclusion at Åbo Akademi**

**2024**

## INTRODUCTION

As a master's student in social exclusion, your master's thesis is the most important way to demonstrate your level of competence in understanding the academic concept and discipline of Social Exclusion. It involves independent reflection on social phenomena, familiarising with theoretical discussions, applying academic research methods, and integrating theory and empirical data. The master's thesis can also be written as a theoretical analysis of a selected social exclusion issue. More than just an academic exercise, the thesis is an opportunity to express your academic maturity and ability to coherently argue and analyze your thoughts via written or officially accepted non-written forms. It is essential to recognise that writing your thesis allows you to discover new aspects about yourself, such as your work habits, capabilities, motivation, creativity, and determination. This process of self-discovery and personal growth is an exciting part of your academic journey. During this process, you will master choosing a relevant topic, defining a research question, developing concepts, and analysing and interpreting research material using appropriate research methods.

Consequently, this document aims to guide writing and submitting a Master's Thesis in fulfilling the requirements for the Master's Degree Program of Social Exclusion within the Faculty of Arts, Psychology, and Theology. The Master's Thesis accounts for **30 ECTS** and is an independent work in which a student must demonstrate the knowledge and capability to conduct research in their field of specialisation. In addition, 5 ECTS will be earned from participating in the course *Seminar II: Methods for Studies in Social Exclusion (SE00BC11)*. The course represents the official thesis seminar from the Social Exclusion Programme. The following sections will expand on this and give you a more detailed description of writing a Master's Thesis within the Degree programme of Social Exclusion.

To begin with, one crucial question commonly asked is - what does it mean to write a thesis on Social Exclusion? A unique element of the thesis in the Social Exclusion Master's Programme is that it simplifies the complexity of studying social exclusion with a multidisciplinary lens. Further, our multidisciplinary approach to studying social exclusion entails that our students can study social exclusion from different subject perspectives, namely history, philosophy, gender studies, study of religions and theology.<sup>[1]</sup> Thus, the thesis will demonstrate your ability to produce new knowledge by merging insight gained from the subject perspectives with conceptual and theoretical perspectives acquired from the master's of social exclusion. Please note, however, that whilst you might be studying social exclusion through the lens of the subject perspectives, the master's seminar will ensure that you remain grounded in Social Exclusion as your primary focus during the thesis writing process.

It is also important to note that our master's students have the chance to write the master's thesis in one of the following formats:

1. A traditional Master's Thesis
2. A journal article or book chapter
3. A blog series or A podcast series
4. Collaborative/Joint Master's Thesis

Although more information on the writing process for these options will be provided later in this document, rest assured that comprehensive guidance for the thesis process is provided in the Master's seminar on Social Exclusion. Individual guidance is also provided during and after the

seminars by the appointed supervisor(s) and the head of the master's programme, who is also in charge of the master's seminar. We also encourage peer support during the thesis writing process. Hence, you are recommended to find other thesis writers to discuss the various phases of thesis writing and share experiences with you. Ultimately, we hope that by reading this guide, you gain some insight into the project you are about to embark on and that it answers most of your questions!

## **1. THE PURPOSE OF A MASTER'S THESIS**

To understand the purpose of a Master's Thesis, a concise understanding of the term 'thesis' is essential. A thesis is a proposition or argument established by an author and supported by literature and evidence. Consequently, a Master's Thesis is an academic document that clearly and consistently captures a student's collective proposition or argument set that improves understanding of a significant established problem. Writing a thesis allows students to independently focus on a complex and vital problem under the supervision of a chosen supervisor. Writing the thesis will also enable students to learn to carry out effective and competent primary research that integrates theory with practice. It also equips students with preliminary training and skills in executing critical reviews of appropriate literature in ways that generate consistent analysis and arguments around a particular problem of interest. Specifically, the 2024-2027 Study Guide for the Social Exclusion Master's programme outlines the learning objectives for the Master's Thesis Course as follows: a) After completing the course, students can Identify high-quality standards in published research and academic writing, b) map a field of study to identify gaps as opportunities for further research, c) demonstrate mastery of a selected research topic, d) produce a high-quality research Master's thesis Oral presentation of the research process and research results, e) provide informed feedback on other research theses from their peers. The students are also expected to acquire transferable skills at the end of the Master's Thesis project, which includes research, critical thinking, public speaking, follow through/ability to complete tasks and getting things done. The following section describes the procedures for completing a Master's Thesis in the Master's Degree programme in Social Exclusion.

## **2. THE THESIS IN SOCIAL EXCLUSION MASTER'S PROGRAMME**

According to the Åbo Akademi Study Guide, the Master's Thesis work in Social Exclusion encompasses intense academic tasks (masters seminars and master's thesis) accruing to 30 ECTS beginning in the second year of studies. Hence, the programme's structure is designed so that students are guided to start thinking about their thesis topics towards the end of the first year of studies. This initial guidance is done through mentorships and one-on-one sessions with the head of the programme. During these sessions, several thesis topics are tested and critically assessed for rigour and potential, after which a suitable/tentative topic is selected, and potential supervisors are identified for the thesis. The head of programme assigns the thesis supervisor. The supervisor's responsibility entails providing personal feedback, follow-up and general supervision during the student's writing process. After the assignment is established, an agreement form is signed by both parties. The agreement between the students and their

supervisors entails drafting a suitable timetable for the thesis work, delegating responsibilities/obligations, and clarifying rights for both parties.

The Social Exclusion master's programme has also included seminars, which are academic spaces where critical advice on academic skills and writing can be acquired to aid the thesis writing process. The outlined courses in the 2024-2027 Study Guide for the Social Exclusion Master's programme in this regard include the following:

- SE00BC12 Seminar I: English Language and Academic Skills for Studies of Social Exclusion (5ECTS)
- SE00BC11 Seminar II: Methods for Studies of Social Exclusion (5ECTS)

As indicated earlier, 'Seminar 1' generally equips the student with vital knowledge of the necessary academic skills needed to propose a research plan and execute academic writing. The seminar culminates in the development of tentative thesis topics and proposals. Towards the end of the first year of studies, the head of the programme initiates initial meetings between students and their potential supervisors based on their final/tentative topics. After this meeting, the students are encouraged to initiate other meetings with their supervisors to establish concrete supervision plans, including how often both parties will meet and the content of discussions in those meetings. 'Seminar 2', on the other hand, aids the students in acquiring a more profound, critical analysis of the different sections of their thesis as they develop their propositions and arguments on their selected research topics.

In case students need additional assistance or support to develop their academic writing or information retrieval skills during the thesis writing process, the [Library](#) and [Language Centre](#) provides helpful resources, events and services such as writing retreats, individual academic text consultations or consultations with a librarian to help enhance the thesis before submitting the final version of the thesis text for approval by the faculty. Furthermore, students are advised to remember that they must include an official abstract in their final thesis to fulfil the requirements for submission of their master's thesis as recommended by Åbo Akademi. The obligated abstract length is 2,500 characters without spaces. In the final stages before submission, they must also ensure that the Thesis follows the Åbo Akademi Accessibility directive (306/2019), which states that a Master's Thesis should be accessible for people with disabilities since it will be available online. You can find specific instructions on how to edit your document [here](#). Consequently, students are advised to allow room for flexibility and adaptability to the various changes that may arise during the writing and supervision process to avoid rigidity in the flow and analysis of their final propositions or arguments in the thesis. Finally, after the final version of the thesis text is submitted for assessment, the thesis is sent to the evaluators. The Dean makes a final assessment decision based on the assessment grades proposed by the thesis evaluators. The outcome of this evaluation is communicated to the student via their *abo.fi* email address. The process of approval by the faculty culminates with registering the thesis's final grade in the study register and the thesis published online with Åbo Akademi's *eGradu* Electronic Master's Thesis Process. Students have the right to request a review by submitting a written application to the Faculty Board within 14 days of the notification of the assessment result. Upon receiving such a request, the Dean will designate a third examiner before the faculty addresses the correction request. The faculty's Master's Thesis [Checklist](#) will prove helpful at this point to ensure a smooth graduation process.

Finally, you must apply for the degree certificate after the thesis approval process. The right time to do so is when all your courses are completed, and your thesis is sent in for review. To graduate, all study credits required for the degree, including the thesis and courses transferred from other universities (e.g. Univ. of Turku), have to be noted in the study register. The form and deadlines are found here: <https://abofi.sharepoint.com/sites/intra-en-fnt/SitePages/Degreecertificate.aspx>. Degree certificates are issued approximately once a month during the period September-June.” Additional information about the Thesis can be found on the [Faculty of Arts, Psychology and Theology \(FHPT\) Master’s Thesis page](#).

### 3. ALTERNATIVE FORMS OF MASTER’S THESIS

The Master’s Programme in Social Exclusion has been experimenting with different forms of disobedient knowledge production that challenge conventional ways knowledge is produced in academic institutions. It is also the programme’s effort to position and equip students with skills demanded in the future. As a result, the department offers students the opportunity to write and submit their final master’s thesis in alternative forms different from the traditional 40-80 pages required for a master’s thesis in Åbo Akademi. These alternative forms include:

**A) Journal article/Book Chapter Manuscript:** Students can submit their master’s thesis as a manuscript (preferably accepted but not compulsory) prepared for submission in an international scientific journal/book. We recommend that manuscripts of 9,000 words be written in any style the students select. The paper is assessed based on ÅAUs official assessment standards by appointed thesis evaluators. Consequently, the paper doesn’t need to be accepted for publication. Please find a link to our most recommended example of this form of master’s thesis submitted by one of our previous students [here](#).

Students can also publish their thesis manuscripts with their supervisors if they are the first authors. Joint manuscripts between students are also allowed. Our master’s program endorses this alternative master’s thesis format because it equips students with the skills necessary for a professional academic career, including experience in writing papers and book chapters for publication. Students must submit the following materials to the Programme Director of Social Exclusion and the faculty.

**B) Series of Academic Blog Posts:** Academic blogging is one of the skills shaping the future of academic publishing. A blog post refers to a viewpoint or perspective on an individual subject written and/or published by an author or group of authors on a blog. On the other hand, a blog is simply an online journal or informational website that displays information in reverse chronological order, with the latest posts appearing first. Our students now have the option to publish their master’s thesis as a series of blog posts on the department’s official [blog](#). These blog posts aim to capture multiple perspectives on the thesis’ propositions or arguments in specific pockets of thought published digitally.

The blog posts are meant to be the thesis analysis, meaning that here is where the author presents their main finding from the data collected. The blogs should also be added to the thesis as an appendix. Regardless of how they are showcased, the thesis needs to include a summary of the blog posts as a chapter within the thesis. The summary should not be repetitive of the blog

posts but rather a summary with a more in-depth analysis of the findings. The author also needs to include a section in their thesis motivating their choice of making an alternative form of master's thesis. These blog posts must be accompanied by a written academic review or traditional thesis of no fewer than ten pages, which discusses the theories, methods, and results drawn from the discussion in the blog posts. This thesis format gives students increased visibility on academic platforms and other academic websites. Furthermore, publishing master's theses in this manner broadens the dissemination of the thesis's propositions and arguments, making them accessible to a broader audience beyond the institution where the thesis was initially published. Please see an example of a Master's Thesis in the form of [blog posts here](#).

**C) Series of Academic Podcasts:** In simple terms, a podcast-based master's thesis involves producing audio episodes that concentrate on the problem of interest investigated in the master's thesis. These audio forms of knowledge production are done using a microphone through which students record their thoughts digitally and proceed with editing the audio using audio editing software. Students are recommended to split their audio recordings into three separate podcasts. This splitting allows the student to discuss unique or significant academic aspects of the problem being studied for the thesis in specific podcasts to aid the reader/listener understand the different parts of the author's arguments.

The recommended way of making a series of academic podcasts is to write a manuscript for the podcast episodes, which are then read aloud when recording. This manuscript does not have to be language-checked or presented within the thesis. The manuscript is only an assisting tool for the author, which should be discussed with their supervisor. The academic podcast episodes are meant to be the thesis analysis, meaning that here is where the author presents their main finding from the data collected. The podcast episodes will be separate audio files that accompany the thesis. Students can use the recording room Eisenstein (M120) in Arken for recording, and the supervisor can assist in booking the room. It is recommended that students book the room for at least five working days, but if they are new to audio editing or want to play around more with the features, 8 to 10 working days are recommended. This recording should happen at the end of the thesis process.

Because the academic podcasts are included in the thesis but as separate audio files, the author must include a written summary of the podcast, including each episode's main findings. The author also needs to include a section in their thesis motivating their choice of making an alternative form of master's thesis. Similarly, the final versions of the podcasts must be accompanied by a written academic review or traditional thesis of no fewer than ten pages, which discusses the theories, methods, and results drawn from the propositions and arguments made in the different podcasts. Please find an example of a Master's Thesis in the form of [podcasts here](#).

**D) Collaborative/Joint Master's Thesis:** Students in Åbo Akademi also have the right to collaborate and write a master's thesis jointly; however, the obligated number of students who can write a joint thesis must not be more than two people. The students must make this decision themselves, and their supervisors cannot force it upon them. The students

are also responsible for finding a suitable partner to write the joint thesis with but are encouraged to discuss this with their supervisor through the thesis writing stages.

Students who wish to embark on a joint master's thesis project should consult with their supervisors and the Head of Programme. A proposal should be drafted that includes One paragraph by each student describing their unique contributions to the thesis project and a final paragraph describing the joint contributions of both students. This application should then be submitted to the Head of the master's programme, after which the Dean will formally approve the joint thesis proposal and notify the Head of the Programme.

This format of master's thesis is beneficial to students because both students can become a source of motivation to each other so that the thesis can be completed according to schedule. It is also an excellent opportunity to practice collaboration, teamwork, and transferable skills outside academia.

## **Artificial Intelligence (AI) Declaration**

The use of Artificial Intelligence (AI) and AI-assisted technologies in the writing process should only be used to improve the readability and language of the work and not to replace key aspects of academic writing such as analytical/critical thinking, generating scientific arguments or hypotheses, drawing scientific conclusions or suggesting recommendations for future inquiry. Applying AI technology in producing academic texts must be done constructively with oversight and control in ways that ensure effective review and careful editing. This is primarily so with experience proving that AI-generated texts can sometimes communicate an authoritative positionality in scientific argumentation, which may be incorrect, incomplete or biased. As the author of your thesis, you are ultimately responsible for the work's content.

At the end of every master's thesis, students are advised to fill in an AI Use Declaration form provided by the program, stating if they have used any AI tools (including grammar check, AI chats, writing improvement tools, etc.). They must describe how they have used the AI tool(s) and provide examples (for instance, if they asked AI for suggestions for improvement and changed their text based on the feedback, what did they change?). Please keep an eye on The University or Faculty AI tools and use guidelines.

Any use of AI technology in the thesis should be acknowledged in the AI Use Declaration form and submitted alongside your thesis. If there are no related AI-assisted tasks accomplished as part of the thesis, then there is no need to include the declaration form.

## **4) SUPERVISION**

From the 2024-2027 academic session moving forward, students will no longer be required to choose a specialisation. However, the Head of the Master's programme is responsible for assigning and determining supervisors for the student's master's theses and organising initial contact between the students and their assigned supervisors through seminars. In more detail, this process begins at the end of the first year of your studies when you will be tasked to submit a suggestion for your Master's Thesis topic and which Supervisor(s) (2-3 suggestions) you would



like to work with you from among the programme heads which make up the programme (History, Study of Religions, Gender Studies, Philosophy and Theology). Based on your suggestion, the head of the master's programme will appoint the thesis supervisor(s).

Utilise your supervisor's expertise and experience in research by asking questions and testing your interpretations. Do not hesitate to ask directly if something seems unclear. Ensure you understand the supervisor's tips and comments by asking questions such as "So, do you mean that...." In the same way, ensure that the supervisor understands what you find particularly interesting in the topic area so that he/she can guide you in the right direction. Always prepare carefully for the meetings with your supervisor. Consider in advance what questions need to be clarified at that particular moment (these details can be included in the supervision agreement). If you have given a piece of text to the supervisor beforehand, you can mark and comment on your current problems in the text or list them separately. When you submit texts to your supervisor, always explain where the text fits in your thesis (e.g. preliminary table of contents or reference to your latest agreement with the supervisor). Do not hesitate to submit unfinished sections because they help the supervisor comment on your work and understand points you may find problematic. However, remember that you are independently responsible for decisions related to the content and form of your thesis. Submitting the parts of the thesis you wish to discuss in advance is advisable. Questions or concerns may be written into the document so your supervisor has time to prepare for the meeting. Submitting these up to five days before the meeting would give the supervisors enough time to familiarize themselves with the topic and questions.

One important thing to remember about your thesis is that although it may reflect theoretical and methodological frameworks from your supervisor's subject, it is vital to be conscious that your thesis is a Master's Thesis in Social Exclusion and not in the subject of your supervisor. The objective of the master's thesis should strive to achieve interdisciplinarity where theories and methodologies can be drawn from multiple fields. However, most argumentation, propositions, theoretical and methodological frameworks should focus on the discourses and approaches of Social Exclusion. This will be explored more in the second-year seminar, and feedback will be provided accordingly to ensure that you remain grounded in Social Exclusion.

## 5) WHERE TO BEGIN

As has been mentioned (or will be during your seminars), the Master's Thesis will be the final task that you do at the end of your Master's Degree and thus comes after you have completed your required courses. By this point, you must have been assigned a supervisor and initiated discussions and plans with them. Although your topic may be grounded in the subject of your supervisors, discussions with your supervisors should be stirred so that your thesis reflects a more specific or specialised aspect of Social Exclusion.

As mentioned above, the Åbo Akademi Study Guide advises that you begin the thesis process by identifying/choosing a topic and establishing an agreement for supervision with your supervisor once you have been assigned one. The following is an example of a process for selecting a Master's Thesis topic:

**a) Define the goals of writing a thesis:** In defining goals for your thesis, choosing an exciting but personally motivating topic is advisable! This is because the motivation behind the choice of topic will serve as fuel to help push the writing process through instances of

boredom or *writers-block*. Some of the main objectives for clearly stating the goals of a thesis thus include:

- **To maintain the direction of focus:** Writing a Master's thesis is erratic and unpredictable. Due to the vast amount of literature already existing on the most chosen topic, there is a tendency to have the focus of arguments sway in many directions. However, with clearly stated goals for the master's thesis, a strained, disciplined focus can be maintained, which helps the student complete the thesis within a scheduled timeline.
- **To fill specific gaps in knowledge:** A clearly stated goal for the master's thesis helps to streamline the thesis's proposed propositions into concretely identified gaps in the knowledge available about a specific problem under study. Thus, it is advisable for students to carefully select a topic upon which they can produce new or significant knowledge that will be helpful for others to learn something new.

**b) Design exciting research problems to study in your thesis:** Once again, crafting interesting problems to investigate is important. Remember that your master's thesis will specifically investigate a specific problem within the domain of social exclusion. Thus, selecting the problems that attract you the most is important! Some Tips include:

- **Think about your favourite subjects.** This will make it easier to identify a topic!
- **Consult with the subject and your supervisor about your ideas.** The seminar in the second year will also be a good place to present and discuss your proposals, and peer support on this platform will greatly help you develop your ideas.

**c) Design interesting questions for your thesis:** Your research questions for the master's thesis will constantly determine the direction of your argumentation or propositions. Your thesis will also be assessed mainly according to how well it answers the proposed research questions driving the research. Thus, it is important to generate potential questions early on in the research design process for your thesis, which concisely consistently frames the problem. It is advisable to have 5-10 questions around your chosen topic because, upon further critical scrutiny, these can be refined and narrowed down later to be about 1-3, as they will help to define the way of your future research. More so, make sure that your questions help to make your thesis original by being focused, interesting, and well-organized!

Remember that Your thesis will answer these research questions about a specific issue of social exclusion using strong, consistent argumentation, so it is advisable to use this helpful model in the initial design process of your research questions:

- **Who** is being excluded, or who is excluding who/what?

- **What** is driving the exclusion being investigated?
- **Where** is the exclusion taking place?
- **Why** is the exclusion taking place?
- **How** did the case of exclusion play out, or is it still playing out?

Once a topic has been selected, goals have been articulated, and research questions concisely drafted and determined, the best way to test the quality of your research is to develop a research plan.

## RESEARCH PLAN

Before you begin to write your Master's Thesis, it is advisable to prepare a research plan. This will be explored and developed further during the Master's Thesis Seminar in the second year. There are numerous ways to write a research plan, and one *example* of a plan structure could be:

1. Title
2. Introduction
3. Proposed Research Design (including potential or real research questions)
4. Theoretical framework and literature review
5. Methodology
6. Chapter Breakdown
7. Potential Data Sources
8. References

## EXAMPLE MODEL OUTLINE FOR MASTER'S THESIS

The following is an example outline for a Master's Thesis. However, this is only an *example*! The outline of your Master's Thesis is entirely up to you, and with agreement from your supervisor, and depends on the type of research you wish to engage in. This will also be discussed further in the seminars. Additionally, the programme recommends reading through different Master's Theses, including those published by our previous students or external master's theses, as they will expose you to a wider variety of thesis structures and help you identify a structure that works best for you!

TITLE PAGE

ABSTRACT

ACKNOWLEDGEMENTS (Optional)

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1. INTRODUCTION

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- Research problem, literature
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  - Definition of Relevant concepts
  - Discussion on relevant theories
  - Research Design, hypothesis and expected results.
- 3. RESEARCH METHODOLOGY
  - Research approach
  - Data collection/ Producing empirical material
  - Data analysis
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- 4. FINDINGS AND ANALYSIS
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- APPENDICES (Optional)

## GENERAL FORMAT REQUIREMENTS

The University has a guidebook on the technical details needed for the thesis. The following is a summary of the essential formatting requirements for the thesis!

- **Single-sided printing** (alternatively double-sided printing) [Printing is optional as the thesis is submitted electronically]
- **Font:** Times New Roman or other general font
- **Line spacing:** 1.5
- **Spaces:**
  - Before heading: 2 blank lines
  - By heading: 1 blank row
  - Between two headings: 1 blank row
- **Table text** is placed above the table and does not end with a period.
- **Figure text** is placed below the figure and ends with a period.
- **Page Limit:** 40-80 pages.
- **Format:** PDF format for the final submission.

Video guides for Word (including page numbering and how to avoid it on the first page, create title page, create and edit table of contents, new styles based on the Normal style, numbered headings, search and replace characters and words) / older version of Word

[https://www.youtube.com/watch?v=IxW29CmfiC0&list=PLwkQFnsdWb\\_7FDI-gWBsgTGEtnGk\\_04eD](https://www.youtube.com/watch?v=IxW29CmfiC0&list=PLwkQFnsdWb_7FDI-gWBsgTGEtnGk_04eD)

## EVALUATION CRITERIA

The [Faculty Criteria](#) for grading the Master's Thesis in Social Exclusion are in the useful links below. The programme coordinator will select evaluators to grade your thesis.

The thesis is graded based on 0-5 and depends on how your evaluators assess it according to the grading criteria. Once your evaluators have completed their evaluation, they will submit their

final review, including comments, to the programme coordinator. Afterwards, the dean will conduct a final review and provide a final grade for your thesis based on the evaluators' feedback. You will then receive a final grade, including all evaluator feedback via email.

## 6. SUBMITTING THE THESIS

### LANGUAGE CHECK

Starting in the Autumn of 2020, Master's theses will no longer be subject to a language check. Instead, all students working on an MA Thesis must hand in parts of their text during the writing process for **compulsory language response**. This will be done to assess the language of your thesis during the writing process should corrections arise well before the final submission. You can also submit during different stages of the process to see what the response is to improve if necessary. This compulsory language response will be on Moodle, where you will enrol in the Moodle course: "FHPT: Language Response FHPT, 2020-2021".

The Language Centre advises you to submit your thesis for language response **well in advance before you finish writing!**

Specific information can be found at this address: <https://abofi.sharepoint.com/sites/intra-enlanguages-and-communication/SitePages/Language-checking-language-response.aspx>

### SUBMISSION INSTRUCTIONS/ PROCESS

Submission is determined once the student and the supervisor have agreed that the final document is ready for submission to the University's Ouriginal (previously Urkund) system. The process is as follows:

- Save the file under the correct name in PDF/A format:
  - Name the file your own name in the following format: firstname\_familyname (No Scandinavian letters).
- Request a link to their Urkund account from your supervisor. Your supervisor will create a link. Send your assignment by e-mail to your supervisor's Urkund account (usually the supervisor's name in the form of [firstname.surname.abo@analys.orkund.se](mailto:firstname.surname.abo@analys.orkund.se)).
- *Students do NOT log on to Ouriginal, and assignments should NOT be sent to [orkund@abo.fi](mailto:orkund@abo.fi), which is only a contact address for questions.*
- Write the name of your assignment in the subject line.
- Attach your assignment to your e-mail (Master's theses are sent as ONE document in PDF format; see instructions for eGradu !).
- the maximum size of the attachments is 20 MB
  - reduce the size of your files by saving them in PDF
- if you have problems submitting your coursework (e.g. because the file is too big), please contact [orkund@abo.fi](mailto:orkund@abo.fi)

- Ensure that you receive a confirmation of receipt from Ouriginal. (You can also check the box to index your work in the Ouriginal archive. By agreeing to the indexation of your work in the archive, you make it harder for others to copy your work.)
- Ouriginal compares the text with various sources (the Internet, Ouriginal 's archive and publishing partners); the analysis takes around 24 h.

## THE NEXT STEP

- You will receive an email from your supervisor after they have examined the analysis report results on your plagiarism-checked thesis.
- When the evaluators have assessed your thesis, they will write a statement, which you will receive a copy.  
Note: Evaluators will take up to 20 working days to evaluate the thesis.
- The faculty will inform you when your thesis is assessed. You will also be notified of your right to request rectification.

## 7. GRADUATION

You can apply for your degree on the intranet (requires log-in) at:

<https://abofi.sharepoint.com/sites/intra-en-fhpt/SitePages/Diploma-and-graduation-ceremony-atFHPT.aspx>

Fill in the sheet and then ask Amin for a final assessment. After that, you can submit the degree application by sending it to [fhpt-studieradgivare@abo.fi](mailto:fhpt-studieradgivare@abo.fi).

## USEFUL LINKS

### Åbo Akademi University Library

This is the link to the university library's online resources. The links from there are pretty self-explanatory!

- [Alma and ÅA e-resources](#)

### SharePoint

SharePoint is the University's intranet, where information about many university services, including the thesis, can be found.

- [Master's Thesis](#): Find specific information regarding the thesis

- [Study Guides at FHPT](#): Study guides for the Faculty of Arts, Psychology and Theology

### Faculty Requirements

- [Degree certificates and graduation ceremony](#): Find information regarding Degree Certificates and the graduation ceremony.
- [Plagiarism Control](#): Find information regarding plagiarism checks and the use of the Urkund plagiarism check submission.
- [Language Response](#): Find information on Language response and language check.
- [Assessment Criteria](#)
- [Information on Master's Thesis](#): This is in Swedish but can be a good resource.

### **eGradu:**

eGradu was created when the University launched its online Electronic Master's Thesis Process on 1 August 2018 to examine and publish all Master's Theses digitally. The following are links to eGradu and the various steps of submitting your thesis electronically.

- [eGraduEng: Start](#)
- [eGraduEng: Students](#)
- [eGraduEng: 1. Fill out the form for electronic publication of your thesis](#)
- [eGraduEng: 2. Submit the thesis for plagiarism check and thesis evaluation](#)
- [eGraduEng: Application for confidentiality](#)
- [eGraduEng: Application because of preparation for commercial publication](#)
- [eGraduEng: Rectification request](#)
- [eGraduEng: Language response](#)

### ***Reference/ Citation Management***

One helpful tool is the online reference management tool, which helps you organize and track all of your citations—if you're feeling lazy, do it yourself! These are RefWorks and Mendeley.

- [Reference management \(RefWorks & Mendeley\): Start](#)
- [Reference management \(RefWorks & Mendeley\): Get set](#)
- [Reference management \(RefWorks & Mendeley\): Save references](#)
- [Reference management \(RefWorks & Mendeley\): Share references](#)
- [Reference management \(RefWorks & Mendeley\): Cite](#)
- [Reference management \(RefWorks & Mendeley\): Citation styles](#)

<sup>[1]</sup> The Master of Theology is a separate program which has a unique curriculum designed to introduce students to a theological perspective of social exclusion