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| --- | --- |
| Univerzita Konštantína filozofa v Nitre  pedagogická fakultaNázov fakulty Názov fakultyNázov vysokej školy | |
| thesis Title  Thesis subtitle  **Bakalárska práca / Diplomová práca** | |
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|  | |
| 2023 | (Bc./Mgr.) Peter Kováč |

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| Názov vysokej školyconstantine the philosopher University in nitra  Názov fakulty faculty of eduction | | | |
| Názov práce thesis Title  Podnázov práce Thesis subtitle | | | |
| **Bakalárska práca, Diplomová práca, Dizertačná práca, Habilitačná prácaBakalárska práca, Diplomová práca, Dizertačná práca, Habilitačná prácaThesis** | | | |
| Study programme: | ŠpecializáciaSpecialisation (Teacher Training of English Language and Literature) | |
| Study field: | Teacher Training and Education Science | |
| Workplace (department/institute): | Názov katedryName of department (KAJK – Department of English Language and Culture) | |
| Thesis supervisor: | Titul Meno Priezvisko, HodnosťAcademic degree(s), Name, Surname, Academic degree(s) | |
| Thesis advisor (optional): | Academic degree(s), Name, Surname, Academic degree(s) | |
| **Nitra** **20092023**  **Mesto** | | (TitulBc./Mgr.) Peter KováčPriezvisko | |

Thesis assignment

The thesis assignment (hereinafter referred to as the 'assignment') is a document through which the university specifies the student's study obligations related to the preparation of the thesis. The assignment typically includes: the type of final thesis, the title of the thesis, the name, surname, and titles of the student, the name, surname, and titles of the supervisor, in the case of an external supervisor, the name, surname, and titles of the consultant, the supervising institution, the name, surname, and titles of the head of the department or institute, an abstract of the thesis, the language in which the work will be written, and the date of approval of the assignment.

Example from the AIS system:

 Constantine the Philosopher University in Nitra

**THESIS ASSIGNMENT**

**Name and Surname:** Peter Kováč

**Study Programme:** Teacher Training of English Language and Literature

(Teacher preparation programme, bachelor I. deg., full time form)

**Field of Study:** Teacher Training and Education Science

**Type of Thesis:** BA Diploma Thesis

**Language of Thesis:** English

**Secondary language:** Slovak

**Title:** Techniques Used in TEFL in the Post-COVID Era

**Annotation:** The aim of this work is to identify and describe the most recent techniques used in TEFL in the post-COVID era. For this purpose, a systematic review will be employed.

**Tutor:** PaedDr. Jana Kamenická, PhD.

**Reviewer:** PaedDr. Zuzana Hrdličková, Ph.D.

**Approved:** 19.12.2022 prof. PaedDr. Zdena Kráľová, PhD.

Person responsible for study program

Acknowledgements (optional)

In this section, expressions of gratitude may be extended, for instance, to the thesis supervisor or consultant for their feedback and expert assistance during the preparation of the thesis. It is customary not to express thanks for routine checks, minor collaboration, or general advice. In the case of utilizing another work, expressions of gratitude are conveyed through citations at the end of the main text of the thesis, and references to the citation must also be provided at the appropriate locations in the text.

|  |
| --- |
| Abstrakt (in the official language - Slovak) |
| The abstract contains information about the thesis objectives, its brief content, and concludes by characterizing the achievement of the goal, results, and the significance of the entire work. The abstract includes 3 - 5 keywords. It is written as a continuous paragraph, and its length is typically between 100 and 500 words.  Example:  KOVÁČ, Peter: Liečebná pedagogika u detí so zdravotným znevýhodnením [Bakalárska práca] / Univerzita Konštantína Filozofa v Nitre. Katedra anglického jazyka a kultúry. Školiteľ bakalárskej práce: doc. Mgr. Elena Kováčiková, PhD. Stupeň odbornej kvalifikácie: Bakalár. Nitra : Pedagogická fakulta UKF v Nitre, 2023. 39 s.  Hlavnou témou bakalárskej práce sú princípy a metódy pedagogiky Márie Montessori, ako aj ich aplikácia na zdravotné znevýhodnenia u detí. Štúdia je tematický rozdelená do troch kapitol. V úvode sa zoznamujeme s bližšou charakteristikou života Márie Montessori, ako aj hlavnými prvkami jej pedagogiky. Druhá kapitola sa zoberá jednotlivými zdravotnými znevýhodneniami a možnosťami pomoci v rámci Montessori metódy. Kazuistika dieťaťa s Downovým syndrómom spojeným s mentálnym postihnutím a vypracovaný podporný program so zameraním na podporu dieťaťa pri rozvíjaní jeho poznatkov a zručností je hlavnou líniou tretej kapitoly. Cieľom práce je poukázať na možnosti a využitie tejto metódy ako jednu z liečebných postupov v praxi.  **Kľúčové slová:** liečebná pedagogika, pedagogika Márie Montessori, zdravotné znevýhodnenie, dieťa. |

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| --- |
| Abstract (in a foreign language – English) |
| The abstract text in the global language is necessary for theses’ integration into international information systems (e.g., The Network Digital Library of Theses and Dissertations). If it is not possible to place the language version on the same page as the Slovak abstract, it is necessary to position it on a separate page (the foreign language abstract cannot be divided and placed on two pages).  Example:  KOVÁČ, Peter: Montessori’s pedagogy of disabled children. [Bachelor thesis] / Constantine the Philosopher University in Nitra. Faculty of Education. Supervisor: doc. Mgr. Elena Kováčiková, PhD. Qualification level: Bachelor. Nitr : Faculty of Education CPU in Nitra, 2023. 39 p.  The main theme of this work is principles and methods of Maria Montessori pedagogy and their application to health handicaps in children. The study is thematically divided into three chapters. In introduction, the exact characteristics of the life of Maria Montessori and the main elements of her pedagogy, is listed. The second chapter deals with various physical handicaps and aid possibilities under the Montessori method. The case report of Down's syndrome child, associated with mental disabilities and developed support program focusing on child support to develop their knowledge and skills, is the main line of the third chapter. The aim is to highlight the possibilities and uses of this method as one of the therapies in the practice.  **Key words**: medical pedagogy, Maria Montessori’s method, disability, child. |

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[Glossary of Terms (optional) Error! Bookmark not defined.](#_Toc241977227)

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[2.4 Cross-References **Error! Bookmark not defined.**](#_Toc241977237)

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[Resumé 21](#_Toc241977239)

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List of Abbreviations and Symbols (optional)

μ **micro**, 10-6

SI **S**ystème **I**nternational

V **volt**, The basic unit of voltage in the International System of Units (SI)

Glossary of Terms (optional)

Examples:

**Dissertation** is an extensive scientific discourse in which, based on scientific research and using a rich documentary material as well as scientific methods, a complex professional problem is addressed.

**Font** is a set of instructions for displaying text in a specific typeface, for example, on a printer. What we see is the typeface; the font is a file, and we do not see it.

**Meter** (m) is the distance that light travels in a vacuum in a time interval of 1/299,792,458 seconds.

**Process** is a sequence or series of temporally ordered events, where each preceding event contributes to determining the following event.

Introduction

The main textual part of the thesis consists of introduction, main body, conclusion, resumé (mandatory only if the thesis is written in a language other than the national language), and the list of used literature.

In the introduction, the author briefly and concisely characterizes the state of knowledge or practice in the area that is the subject of the final thesis and acquaints the reader with the significance, goals, and intentions of the work. The author emphasizes in the introduction why the work is important and why they decided to address the specific topic.

1. Chapter title

The main body encompasses the main text of the thesis. In scientific and professional papers, the core typically consists of the following main parts:

* theoretical background of the addressed issue at home and abroad,
* thesis objective (s),
* methodology and research methods,
* results,
* discussion.

In the section on the theoretical background of the addressed issue, the author provides available information and knowledge regarding the given topic. The source for processing this section is the currently published works of domestic and foreign authors. The proportion of this part of the work should be approximately 30% of the entire thesis.

The section on the objective of the work clearly, succinctly, and precisely characterizes the subject of the solution. It also includes elaborated partial goals that condition the achievement of the main goal.

The section on the methodology and research methods typically includes:

* characteristics of the research object,
* work procedures,
* method of data acquisition and its sources,
* used methods of evaluation and interpretation of the results,
* statistical methods.

Results of the work and the discussion are the most significant parts of the thesis. The results (personal opinions or solutions to substantive problems) reached by the author must be logically organized and sufficiently evaluated during the description. At the same time, all facts and findings are commented upon in comparison with the results of other authors. If appropriate, the results and discussion may form a separate section, usually constituting 30 to 40% of the final thesis.

* 1. Subchapter Title

Subchapters of the thesis serve to structure the text of the thesis for maximum clarity.

* + 1. Third-Level Title

Edit your work in chapters and subchapters. Chapter and subchapter numbers (second and third levels) are cited in the text of the work as follows: .. In Chapter 1, we already mentioned that ...; ... see 2.1 ... etc.

The recommended scope for a bachelor's thesis is 30 to 40 pages (54,000 to 72,000 characters including spaces), for a master's thesis 50 to 70 pages (90,000 to 126,000 characters), for a doctoral thesis 80 to 120 pages (144,000 to 216,000 characters), and for a habilitation thesis up to 150 pages.

Only the main text is counted within this scope, i.e., the introduction, chapters, conclusion, and the list of used literature. More important than the scope of the work is the quality of the work and the level of its processing. When writing, it is important to ensure the balance (proportionality) of the individual parts of the work (see Gonda, 2004):

* the introduction usually takes 2-3 pages,
* the theoretical-methodological part usually constitutes one-third of the work,
* other chapters make up approximately two-thirds of the work,
* the conclusion is usually 2-3 pages.

Fourth-Level Title

Edit your work in chapters and subchapters. Chapter and subchapter numbers (second and third levels) are cited in the text of the work as follows: ... In Chapter 1, we already mentioned that ...; ... see 2.1 ... etc....

* + 1. Third-Level Title

Edit your work in chapters and subchapters. Chapter and subchapter numbers (second and third levels) are cited in the text of the work as follows: .. In Chapter 1, we already mentioned that ...; ... see 2.1 ... etc. ...

1. Example of Chapter Structure and the Use of Illustrations, Tables, Equations, and Cross-References

In the thesis, besides verbal text, information may also be presented in visual form and symbols.

* 1. Illustrations

Illustrations are images containing graphs, diagrams, maps, schemes, etc. It is not necessary to distinguish various types of illustrations; it is sufficient if all are labelled as 'Figure.' All illustrations must be numbered consecutively throughout the thesis and must have captions (image title) for each image. The caption text must be understandable even without context. They should be included immediately after the text where they are first mentioned (preferably on the same page). The image should be centred if possible. When referring to a specific image in the text, cross-references to the image should be used (e.g. Fig. 1). Images and tables are inserted in this template as follows:

* Insert → *Picture*,
* Right-click on the inserted image → *Insert caption,*
* In the *Caption* window, choose *‘Figure’* under the Label option,
* Under the Position option, choose 'Below selected item',
* In the *Caption* column, add the image title.

obrazok

Fig. 1

In the text, we refer to created images and tables using cross-references (see **Error! Reference source not found.**).

To create a cross-reference to images and tables, follow these steps:

* Place the cursor where the reference should appear,
* From the toolbar, select: *Insert* → *Cross-reference,*
* In the Cross-reference dialog box, choose the *Reference Type choose Tab.* or *Fig.,*
* In the Insert reference field select to Insert a reference to: Only label and number,
* From the list of labels, choose the table or image and check *Insert as Hyperlink*.
* Click *Insert* and then *Close.*

To update cross-references throughout the document: CTRL + A, then F9.

* 1. Tables

Tables present ideas and statements described in the thesis. Any tabular material consisting of more than four or five rows should be formatted as table (Tab. 1). The table caption and header should be understandable on their own without reference to the text. The headers should express the type of quantity and the types of units in the form 'quantity/unit.' It is necessary to use the same symbols and abbreviations as in the text. Each table must have a serial number and a title, usually placed above the table. The table should have the same orientation as the text of the thesis.

Tab. 1

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | PP – 01 | PP – 05 | PP – 10 | PP – 16 | PP – 22 |
| C·108 (s−2) | 10,1 | 10,0 | 11,0 | 9,2 | 8 |
| t0 ·10−14 (s) | 2,63 | 1,44 | 0,95 | 2,21 | 10,83 |
| Ea (kJ) | 34,26 | 8,33 | 39,76 | 37,31 | 31,86 |
| Tmin (K) | 354 | 367 | 367 | 369 | 367 |
| T1min (ms) | 141 | 160 | 157 | 175 | 181 |
| ΔM2 (Gs2) | 5,49 | 5,66 | 5,16 | 5,09 | 5,02 |

Tab. 2

|  |  |
| --- | --- |
| Name | Unit |
|  |  |

* 1. Equations, formulas

Equations are centred on the line, with explanations of symbols at the beginning of the line. Explanations of symbols are provided from the start of the line. If there are multiple formulas in the thesis, the formula number is placed in parentheses without spaces at the right end of the line. Italic is used for writing physical quantities and mathematical variables. We use the SI unit system (ISO 31 and ISO 1001). When writing equations, we use an **equation editor (which must be installed**).

We insert equations within this template as follows:

* Insert → Autotext →Equation
* Highlight the equation number (in parentheses on the right) and create a **bookmark** for further references in the text via:
  + Insert → Bookmark → Bookmark name (e.g., equation)

 , . (1)

 , . (2),

e.g.:

Starting with the equation

 , . (3)

The graphical representation of the solution to equation (2) can be seen in the figure (Fig. 2).

* 1. Cross-references

By using the **cross-reference** function, it is possible to create references in the text to chapters, subchapters, equations, formulas, figures, tables, etc. They take the form e.g.: equation (2); see Katuščák [17]; as we mentioned in Chapter 1; and so on.

Cross-references can be created for numbered lists, headings, bookmarks, footnotes, captions, numbered sections, and more. The key is to have a numbered list of references created. Then, cross-references to these references can be created, and when the order of references in the list changes, Word can automatically update the reference numbers. **Updating cross-references throughout the document is done by using the CTRL + A keys and then pressing F9.**

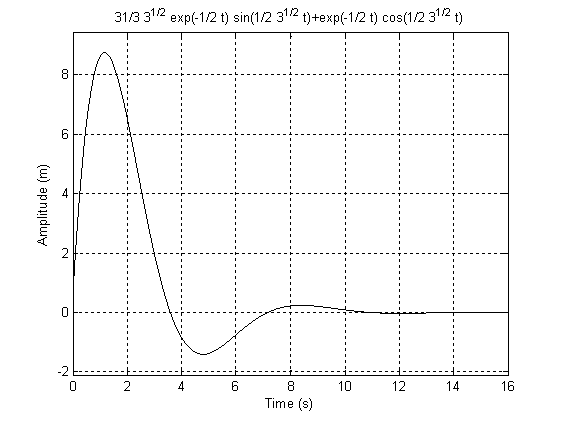


Fig. 2

Conclusion

In the conclusion, it is necessary to briefly summarize the achieved results in relation to the defined objectives.

Resumé

If the thesis is written in a foreign language, it must include a summary in the Slovak language, usually constituting 10% of the thesis's overall length.

List of References

The list of references contains a complete list of bibliographic citations. The extent of this section is determined by the number of used literary sources, which must correspond to the citations used in the text.

Each entry in the list of references is presented in alphabetical order. They are organized by the first element (data), followed by the year of publication of the document. If necessary, lowercase letters are added to distinguish references with the same first element and year of publication.

When citing, both citation ethics and citation technique are crucial. Citation ethics dictates the manner of adhering to ethical standards regarding others' ideas and results found in different documents and used literature. Citation technique, as per the standard *STN ISO 690: 2022. Documentation – Bibliographic references – Content, form, and structure*, involves linking places in the text to records of documents found in the list of references.

For final theses, it is recommended to use the citation method according to the first element (author's name) and the date. In this method, the first element (author's surname or the first word of the title) and the year of publication of the cited document are placed in parentheses in the text. If the first element is already present in the text, only the year is included in parentheses after it. If necessary, page numbers can be added in parentheses after the year. If two or more documents have the same first element and the same year, they are distinguished by lowercase letters (a, b, c, etc.) after the year inside the parentheses. The same is done in the list of references.

Examples of document descriptions according to ISO 690: 2022 and STN 01 6910: 2011:

1. **Books / Monographs**

*Elements of description:*

Author´s name. (Publication year). *Title*: *subtitle* (optional). Edition. Place of issue: Publisher, Page range. ISBN.

If there are three authors, separate them with a semicolon. If there are more than three authors, list the first author followed by "et al.". The first edition may not need to be mentioned in the citation.

*Examples:*

GALLIK, J.; VANČO, D. and ZELEŇÁKOVÁ, H., (2021). *Text pre deti a mládež ako interpretačná úloha v didaktickom procese.* Nitra: Univerzita Konštantína Filozofa, 109 s. ISBN 978-80-558-1735-4.

VIŠŇOVSKÝ, E., (2022). *Akademický svet a jeho súčasné problémy.* Bratislava: Veda, 187 s. ISBN 978-80-224-1965-9.

MAAS, P. and HELDENS, P., (2023). *The Invent to Learn Guide to the micro:bit*. Torrance: Constructing Modern Knowledge Press, 230 p. ISBN 978-1-955604-06-2.

***Online books***

*Examples:*

BÁNESZ, G.; LUKÁČOVÁ, D. a ŠEBO, M., (2022). *Elektronické vzdelávacie moduly pre meranie faktorov pracovného prostredia*. Online. Nitra: Univerzita Konštantína Filozofa, 126 p. ISBN 978-80-558-1990-7. Available from: <https://www.ktit.pf.ukf.sk/images/clanky/FOTO/Publikacie_2/Monografia1/monografia_final.pdf> [viewed 2023-09-23].

AICHBAUER, S.; BUCHHAUSER, M.; ERBEN, A.; STEINERT, S.; TIETZE, D. et al, (2022). *Responsible Procurement: Leading the Way to a Sustainable Tomorrow*. Online. Cham: Springer International Publishing, 193 p. ISBN 978-3-030-98639-1.Available from: <https://doi.org/10.1007/978-3-030-98640-7>. [viewed 2022-11-22].

***Books on CD***

*Example*:

JENISOVÁ, Z.; LEDNICKÝ, L. and TOKÁROVÁ, B., (2021). *Stratégie kritického a tvorivého myslenia v príprave učiteľov chémie*. CD. Nitra: Univerzita Konštantína Filozofa, 127 s. ISBN 978-80-558-1587-9.

1. **Journal article**

***Printed journal***

*Elements of description:*

Author. (Publication year). Title of article. In *Journal title* (Newspapers, Journals), Year, Volume, Issue, Page range (page range from-to). ISSN

*Examples:*

ŠTRBOVÁ, M., (2023). Z histórie a tradícií Rómov na Slovensku. In *Kontexty kultúry a turizmu*, roč. 16, č. 1, s. 23-33. ISSN 1337-7760.

SIROTKIN, A.; TARKO, A.; KOTWICA, J.; MLYNČEK, M.; ALWASEL, S. et al, (2023). Three Medicinal Plants Affecting Human Ovarian Cell Viability, Hormone Release, and Response to Environmental Contaminant Toluene. In *Physiological Research*, vol. 72, no. 2, pp. 259-268. ISSN 0862-8408.

***Online journal***

If the entire article is written in English, we use abbreviations in English or Latin equivalents (“and others” or “et al”, “vol.”, “no.”, “pp.”, “Available from” and “viewed”). DOI is a digital object identifier, in articles from online journals it is usually listed on the first page, in the header or in the lower part. DOI identifier and is written as a complete active link, e.g. Available from: <https://doi.org/10.15503/jecs2023.1.503.513>

*Elements of description*:

Author(s). (Publication year). Title of article. In *Journal title.* Online. Year, Volume, page range (page range from-to). Available from: URL or DOI [viewed RRRR-MM-DD].

*Example*:

LESKOVÁ, A. and LENGHART, P., (2023). Post-Covid Media Behaviour Patterns of the Generation Z Members in Slovakia. Online. In *Journal of Education Culture and Society*, vol. 14, no. 1, pp. 503–513. [Accessed 2023-06-20]. Available from: <https://doi.org/10.15503/jecs2023.1.503.513> [viewed 2023-09-25].

1. **Proceedings article and monographs**

***Printed proceedings***

*Elements of description*:

Author. (Publication year). Article title. In *Name of the proceedings*. Place of issue: Publisher, Page range (page range from - to). ISBN.

*Examples*:

SÝKOROVÁ, K., (2023). Regional Quality Marks as a Competitive Advantage of Biosphere Reserves. In *Global Social and Technoligical Development and Sustainability: EUMMAS A2S Conference.* Banja Luka: EUMMAS, pp. 21-33. ISBN 978-9948-787-15-0.

SOLGAJOVÁ, A.; ZRUBCOVÁ, D.; VOROSOVÁ, G.; ARCHALOUSOVÁ, A.; SLEZÁKOVÁ, Z. et al, (2022). **Criteria for Experts in Nursing Validation Studies in the Slovak republic**. In *Conference Proceedings and Selected Contribution: The 1st International Scientific Conference: „Quality of Health Care and Patient Safety“.* Bratislava: Slovenská zdravotnícka univerzita v Bratislave, pp. 110-119. ISBN 978-80-8278-014-0.

***Online proceedings***

*Examples*:

GAJDOŠOVÁ, J.; NAGYOVÁ, Ľ.; HOLÚBEK, I.; MUŠINSKÁ K. and HORSKÁ, E., (2022). Theoretical review of selected benefits of the new EU food strategy and sustainability. In *International Scientific Days 2022. Efficient, Sustainable and Resilient Agriculture and Food Systems – The Interface of Science, Politics and Practice*. Online. Nitra: SPU, pp. 242-248. ISBN 978-80-552-2507-4. Available from:

<https://doi.org/10.15414/isd2022.s3.02> [viewed 2022-09-25].

1. **Research-qualification theses**

***Printed theses***

*Elements of description*:

Author. (Publication year). *Thesis title*. Type of thesis (bachelor´s, master´s, doctoral). Place of issue: Name of university, Page range.

*Example*:

ĎUGA, K., (2022). *Akademický stres ako neoddeliteľná súčasť moderného života*. Diplomová práca. Nitra: UKF, 103 pp.

***Online theses***

*Elements of description*:

Author. (Publication year). *Thesis title*. Type of thesis (bachelor´s, master´s, doctoral). Online. Place of issue: Name of university, Page range. Available from: URL or DOI [viewed RRRR-MM-DD].

Example:

KOVÁČOVÁ, V., (2022). *Idea prosociálnosti v edukačnej praxi*. Diplomová práca. Online. Nitra: Univerzita Konštantína Filozofa, 86 pp. Available from: <https://opac.crzp.sk/?fn=detailBiblioForm&sid=C15045651E1CB51B08E54E0239AC> [viewed 2023-03-22].

Appendices (optional)

1. CD Medium – Diploma Thesis in electronic form, attachments in electronic form.
2. User manual
3. System manual

Each attachment starts on a new page and is marked with a separate letter or number (Appendix A, Appendix B, ... or Appendix 1, Appendix 2, ...). The page numbering of the attachments continues from the page numbering in the main text.