

## INSTRUCTIONS ON HOW TO PREPARE A BACHELOR'S THESIS PLAN

The bachelor's thesis plan outlines the issue/problem that the research/development task focuses on and the methods to solve it, i.e. what and how (Hakala 2004, 66).

The aim of preparing a thesis plan is that the student forms an overall picture of both the thesis process and the research/development target for him/herself (Hakala 2004, 39). The plan can be composed of answers to e.g. the following questions.

### Content of the Thesis Plan

1. Starting point
  - Topic and preliminary title?
  - Why did you choose the topic?
  - What makes the topic worth studying?
  - Cooperation partners / Host company/organisation (if applicable)?
2. Objective(s)
  - Objective(s) of the thesis?
  - Main research questions, i.e. questions to which you are looking for answers in the thesis?
  - Definition of the topic/content and reasoning: What has been written/said about the topic before / has not been covered yet, i.e. what to include and what to leave out, why?
  - Expected results?
3. Theoretical basis
  - Information acquisition plan:
    - Key concepts and search statements created from them for seeking seek for information on the topic?
    - Major sources of information (e.g. printed books, newspapers and magazines, text and reference data bases, web publications, experts and organisations)?
  - Results of the information acquisition:
    - What information is already available on the topic?
    - Preliminary list of references?
  - What will be the practical contribution of the thesis?
  - What added value/information will the thesis create?
4. Methods and material
  - What methods will be used to solve the problem(s) defined in thesis?
  - Preliminary material acquisition schedule?
  - How will the results be analysed?
5. Schedule
  - Schedule of the various phases of the thesis process, e.g. choice and definition of the topic / planning the content / familiarisation with the background information and building of the theoretical basis / acquisition of the material / analysis of the results / writing the report / seminar(s) where the thesis will be presented? The phases may differ from the above, depending on the topic and other issues connected with the thesis.

6. Resources
  - o What kind of external resources are available, e.g. financial support in the form of a grant/sponsorship; material costs; travelling costs; telephone and data costs?
7. Table of Contents
  - o Preliminary table of contents (structure)?

## How to write the thesis plan

When applicable, the thesis plan should comply with the Reporting Instructions available in the Study Guide ([Bachelor's Thesis -> Forms](#)), i.e. text format, references, and the Cover Page. The cover page should contain the following information: Preliminary Title of the Thesis / Name(s) of the Author(s) / the words "Thesis Plan" / Date (Month Year).

### SOURCE

Hakala, Juha T. 2004. Opinnäyteopas ammattikorkeakouluille (Thesis Guide for Universities of Applied Sciences). Helsinki: Gaudeamus.