

Submitting an OTAK thesis proposal at DEAL, ELTE

To get started in a timely fashion, the following steps need to be taken:

1. Contact the instructor you wish to work with as your supervisor **four weeks** prior to the thesis title submission deadline to the Registrar's office.
2. Choose an English language teaching related topic. Then, decide how you intend to investigate the topic, and come up with a title (at this stage a working title is sufficient; a colon and subtitle can be added later to describe your work more accurately). For information on suggested topics and DEAL staff members' fields of expertise, see the professional details of our staff here <http://deal.elte.hu/> and the OTAK thesis topics offered here <http://deal.elte.hu/pages/thesis.html>
3. Conduct preliminary studies of the chosen field.
4. Discuss your planned research with your chosen supervisor.
5. Submit an approximately 1½–2 page proposal following this format:
 - heading: your name, your consultant's name, the topic area of your thesis, the title of the thesis;
 - rationale for choosing the topic;
 - research question(s) and/or hypothesis/es;
 - planned approach to data collection and analysis, and
 - expected results.
6. Prepare and attach a Bibliography section including at least four books or eight articles you have consulted.
7. Have your proposal read, approved and signed by your supervisor. (NB Your supervisor may ask you to re-write the proposal.) Make two copies: One for your supervisor and one for yourself.
8. In order to have the Thesis Title Submission Form signed, submit the thesis form and the original copy of your proposal to the DEAL office (R5 306) **two weeks before the submission deadline specified by the Registrar's Office** (Tanulmányi Hivatal, henceforth: TH). (The Head of Department may ask you to re-write the proposal before accepting it. This explains the difference between the deadlines for handing in the proposal to the Head of Department and the TH.)
9. Submit the Thesis Title Submission Form at the TH.