

2024-2025

THESIS GUIDE



SIGMUND FREUD
UNIVERSITY
PARIS



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THESIS

As part of the SFU curriculum, two theses are mandatory at the end of each degree. One thesis is required to complete the Bachelor's year, and another at the end of the Master's program. The supervision of Bachelor's and Master's theses is organized in the form of seminars, led by members of the teaching staff at Sigmund Freud Private University. Each instructor will be responsible for a group of students.

Each seminar group will:

- Consist of 4 to 6 students,
- Be mandatory for students,
- Be held either in person or online.

Both the Bachelor's and Master's theses will be subject to a defense before a two-person panel: the thesis supervisor and a jury member, chosen from among the various thesis supervisors, in agreement between the supervisor and the student.

The thesis supervisor will ask 3 to 5 questions to allow the student to deepen their understanding of the topic and specific elements of their thesis. Prior to the defense, the jury will have provided the student with a text (an article or book chapter) related to one of the themes covered in the thesis, and will ask 3 to 5 questions on this subject. The discussions (questions and answers) must be carefully documented in the defense report to be submitted to the SFU-Paris and SFU-Vienna administrations.

THESIS

BACHELOR THESIS

- 1.The Bachelor thesis demonstrates that the student is capable of working on a topic relevant to practice within a field related to their area of study, using scientific terms, methods, and concepts.
- 2.For the writing of the Bachelor thesis, students have the 5th and 6th semesters. The development of a research question and an oral presentation before a jury are prerequisites.
- 3.Approval of the submitted thesis topic by the administration marks the official start of the Bachelor thesis writing process. Any changes concerning the topic or the supervisor must be immediately reported to the administration.
- 4.The content and formal requirements of the Bachelor thesis are communicated by the faculty in the thesis information sheet.

MASTER THESIS

- 1.The Master thesis demonstrates that the student is capable of independently conducting scientific work in their field of study.
- 2.Approval of the submitted thesis topic by the administration marks the official start of the Master thesis writing process. Any changes concerning the topic or the supervisor must be immediately reported to the administration.
- 3.The content and formal requirements for the Master thesis are communicated by the faculty in the thesis information sheet.

THESIS

REGULATIONS ON PLAGIARISM AND THE USE OF ARTIFICIAL INTELLIGENCE

Each intellectual contribution must include a declaration of honor affirming that it has been written independently by the author and has not been submitted to any other institution for a similar purpose.

All written work will be examined for originality. The accepted plagiarism rate is 15% for the Bachelor's thesis and 10% for the Master's thesis. If plagiarism exceeds this threshold, the performance will be assessed as "insufficient". In this case, the thesis must be redone and a new thesis written. The competent decision-making body in such cases is the faculty management.

An internal file is created for each case of plagiarism. A repeat offense may lead to the expulsion of the student in question. In all cases, students involved must be given the opportunity to present their comments.

Submission of briefs:

- SESSION 1: no later than May 19, 2025
- SESSION 2: no later than August 18, 2025

Defence of thesis SESSION

- SESSION 1: from June 20 to June 30, 2025
- SESSION 2: from September 20 to September 30, 2025

SUBSTANTIVE CRITERIA

Through their Bachelor's or Master's thesis, students must demonstrate that they have acquired technical and methodological knowledge, and that they are capable of analyzing, presenting and critically commenting on a scientific topic in their field of study.

This requires :

- A scientific position
- The ability to develop a problem
- Presentation of the results and their relation to the existing literature from which the subject was selected
- Respect for the standards of a scientific work (summary, citations, presentation of clinical cases, choice of a logical plan)
- If the Master's thesis is a further development of the Bachelor's thesis, the subject must be developed in greater depth to give the thesis an original character.

THEMES, BACKGROUND THOUGHTS

This is individual, creative work, based on literature, in relation to patients or institutional experiences, evaluated with colleagues or in supervision.

- Definition of the problem the student wishes to research
- Theme presentation

BIBLIOGRAPHICAL RESEARCH

- Existing research
- Theories relating to the theme, authors of these theories
- Historical development, ancient and recent literature

SUBSTANTIVE CRITERIA

THESIS STRUCTURE

Thesis Title

- The title should be as specific as possible.

Introduction

In the introduction, you must provide all the necessary information to understand your thesis and your motivations concisely. The introduction allows the reader to understand in just a few lines what the initial question is, why it is important, and why it is of interest. It ends with a brief overview of the sections that will be developed in the thesis.

Literature Review

This section constitutes the theoretical foundation of your research and requires a solid understanding of your research topic. It involves bibliographic research, reading, and synthesis work.

Research Problem and Hypotheses

This is the final part of the theoretical section of the thesis.

The research problem must clearly explain the issue that will be addressed in the thesis. In this section, you present the context, the central research question, and justify its significance.

The research hypotheses are the questions contained within the problem that you will test with your research.

Methodology

In this section, you present the population, the tools used, and the procedure. To do so, you must develop the following sections:

- Population: Precise description of your population (number, age, etc.)
- Materials: Presentation of the tools used and justification for their use
- Procedure: How you proceeded
- Data Coding: Description of the data coding and analysis process

SUBSTANTIVE CRITERIA

Presentation of Results

The results and observations must be presented and summarized. Different perspectives should be addressed and summarized.

Discussion and Interpretation

This section begins by restating the research objective. The discussion connects the results with the research problem.

- Importance of the results
- Theoretical implications of the results
- Comparison with other studies in the literature: similarities and contradictions
- Links with experience
- Critical discussion of the results and their significance for research
- Highlight possible future research and practical applications

Limitations and Prospects

What are the limitations of the research you conducted, and what are the potential prospects for further deepening future research?

Conclusion

Restate the objective of your work and emphasize the key findings.

References

The bibliography must adhere to the rules of APA (American Psychological Association) style.

FORMATTING CRITERIA

The format of scientific thesis must meet certain requirements. The demands regarding style, spelling, and punctuation must be taken into account.

Cover

- Rigid black cover
- Transparent sheet to protect the cardboard cover
- Printing of the student's name, year of defense, and title of the thesis

Cover Page:

- Full title of the thesis
- Type of thesis (Bachelor, Master)
- First name and last name
- Location and date

Proposals for the Structure of the thesis:

- Table of contents
- Introduction
- Literature review
- Research problem
- Methodology
- Results
- Discussion
- Conclusion
- Limitations and prospects
- Bibliography

Deadlines

- thesis must be evaluated and graded by professors within a specified and pre-established timeframe. Professors will then write an overall approval note.
- Once the thesis is validated, the student is eligible for the oral examination. SFU Vienna provides the final authorization for the oral exam after the plagiarism check.

FORMATTING CRITERIA

Appendices:

- List of tables and illustrations
- Test materials used, questionnaires, diagrams, etc.

Volume:

- For the bachelor thesis: between 40 and 50 pages
- For the master thesis: around 100 pages

Formatting:

Margins

The top and bottom margins of each page should be approximately 30 mm and identical on each page. The left and right margins must be at least 35 mm on each page to allow for binding.

Printing and Page Numbering

Pages should be printed double-sided on A4 white paper. Page numbering must be continuous (including the bibliography and appendices). Page numbers are placed at the top right.

Font and Line Spacing

To facilitate thesis review, the font size should be 12, with 1.5 line spacing. The font must be easy to read, such as Garamond or Times New Roman.

Plagiarism

To avoid plagiarism, you must:

- Cite all sources of information (and therefore compile a bibliography containing all these references). Make sure that every document cited in the text appears in the bibliography, and vice versa, every reference in the bibliography must appear in the text.
- Paraphrase information in your own words or quote correctly (using quotation marks), mentioning the reference and page number.

FORMATTING CRITERIA

Rules for Citations:

Refer to the current APA standards, which will be provided at the beginning of the year.

Printing and Binding:

theses are printed double-sided.

A first version of the thesis intended for the thesis supervisor must be provided in paper format, along with an electronic version (Word) sent to the Administration.

The final thesis must be submitted to the Administration in PDF format before the oral exams by the specified date. After the final exams, the student must provide two printed and bound copies with a rigid cover.

These two copies are registered in the SFU-Paris library and may be consulted on-site. They become the property of SFU. The title and the author's name must appear on the cover.

Cover Color: Black

BIBLIOGRAPHIC RESEARCH

CAIRN - Please contact the administration office

Search Engines:

- Google Scholar (<https://scholar.google.fr/>)
- Semantic Scholar (<https://www.semanticscholar.org>)

SUDOC Catalog:

- <http://www.sudoc.abes.fr/>

ISIDORE:

- <https://isidore.science/>

UNESCO World Digital Library:

- Free access database: <https://www.wdl.org/fr>

PubMed:

- Database specializing in research articles in medicine and biology.

Scribbr:

- Website: <https://www.scribbr.fr>

LEPCAM:

- Website: <https://lepcam.fr>

DUMAS:

- An open archive portal for validated student work, developed by CNRS: <https://dumas.ccsd.cnrs.fr/>, deployed nationally.

OpenEdition:

- Portal for journals, books, and conference proceedings in the humanities and social sciences. Much content is freely accessible.

Persée:

- French platform for scientific journal articles in the humanities and social sciences, freely accessible.

DOAJ (Directory of Open Access Journals):

- Directory of open-access journals covering various academic disciplines.

BIBLIOGRAPHIC RESEARCH

- DOAJ (Directory of Open Access Journals): Directory of open-access journals covering various academic disciplines.
- ERIC (Education Resources Information Center): Database specializing in studies and research in education.
- HAL (Hyper Articles en Ligne): Open archive for scientific publications available for free.
- BASE: Academic search engine for open-access documents across multiple disciplines.

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THESIS SUBMISSION FORM

BACHELOR / MASTER (circle degree)

Last name:

First Name :

Student number:

Thesis (provisional) title :

Supervisor:

Approved on:

Signature of thesis director

THESIS PROJECT DESCRIPTION

First Name:

First name:.....

Student number:

Thesis title :

Presentation of the subject (4 to 5 lines) / Summary :

Explanation of the problem (precise subject, hypotheses, lines of research) :

Justification for choice of problem (in relation to research, impact of study, etc.):

THESIS PROJECT DESCRIPTION

Timetable for the various stages of the research :

Bibliographic list (APA standards) :

*If necessary, additional pages can be attached.

Supervisor:

Second examiner:

Subject approved by (Date and signature) :

.....

Viola SALLAY
Academic Director of SFU Paris

.....

Supervisor

NB: Any change to the chosen theme and/or examiner must be communicated immediately and be the subject of another approval document.

THESIS DEFENSE PROTOCOL

Student :

Level: BACHELOR / MASTER (circle one)

Date and time of defense :

Thesis title :

EXAMINER'S QUESTIONS AND STUDENT'S ANSWERS :

Thesis director's question:

Answer:

Thesis director's question:

Answer:

Thesis director's question:

Answer:

THESIS DEFENSE PROTOCOL

Thesis director's question:

Answer:

QUESTIONS FROM THE JURY:

Thesis director's question:

Answer:

Thesis director's question:

Answer:

Thesis director's question:

Answer:

THESIS DEFENSE PROTOCOL

EVALUATION OF WRITING :

1.THEORETICAL REFLECTION	/4
2.PROBLEM, OBJECTIVES AND HYPOTHESES	/3
3.METHOD (POPULATION, MATERIAL, PROCEDURE).....	/3
4. DATA ANALYSIS	/4
5. DISCUSSION AND INTERPRETATION OF RESULTS.....	/4
6. FORMAL QUALITIES (SPELLING, SYNTAX, APA STANDARDS).....	/2
OVERALL SCORE.....	/20

ORAL EVALUATION :

1. ORAL PRESENTATION.....	/5
2. ANSWERS TO QUESTIONS.....	/5

OVERALL SCORE...../10

FINAL NOTE :

WRITTEN EVALUATION:...../20

ORAL EVALUATION:...../10

Total:...../30

THESIS DEFENSE PROTOCOL

GRADES ASSIGNED:

- 1: Excellent
- 2: Good
- 3: Fairly Good
- 4: Passable
- 5: Insufficient

Reserved for Administration
Correspondence with European Grading Scale

Final Grade:

Thesis Supervisor
Name

Second Examiner
Name

Signature

Signature

Declaration of Academic Integrity

I declare that I have written this dissertation without any external assistance and have only used the literature, sources, materials, aids, and technical tools (e.g., artificial intelligence tools) specified in the text.

The literature, sources, materials, aids, and technical tools used in this work have been documented in accordance with the SFU guidelines and standards for best research practices.

I also declare that this work has never been submitted to another institution of higher education or another university, in another language, in another country, or as part of another study program.

City.....

Date:.....

First Name/LAST NAME
Signature

Thesis for the SFU Paris Bachelor's degree in
Psychology

Title of the thesis

Presented by [LAST NAME; First Name of the Student]

Thesis Supervisor:

Jury Member(s):

Institution: SFU Paris

Academic Year:

Thesis for the SFU Paris Master's degree in
Psychology

Clinical psychology, psychopathology and transcultural
psychotherapy

Title of the thesis

Presented by [LAST NAME; First Name of the Student]

Thesis Supervisor:

Jury Member(s):

Institution: SFU Paris

Academic Year:

Back cover (Bachelor and Master): Include a summary in French and English with key words in French and English.