

# Maturity test guidelines for bachelor's degree students

As a rule, maturity tests of bachelor's theses are written as a news in the Exam system in an instructed manner. No material is allowed in the exam. If the supervisor considers it useful, the student may write an article draft as a maturity test. The supervisor and student agree on the matter in advance. The supervisor checks the contents and the teacher of the language in question the linguistic form. The assessment scale is pass/fail.

## Article draft as maturity test

The article draft as a maturity test is a formal-style thesis-based text. It can be published in a trade journal, magazine or compiled work. The length of the article draft should be 4,000-7,000 characters including spaces. The text is written in a formal style and full sentences. Any materials may not be used in the exam. The article text type, form, style and treatment method vary depending on where the article is published and who its readers are. You should read the publication channel's guidelines for authors well in advance.

**Scientific articles** convey expert information to field-specific professionals. In order to be published in a scientific publication, the article has to fulfil scientific norms: its contents are based on scientific research, sources are shown in references, and there is a list of references at the end of the article. Scientific articles must be peer-reviewed, i.e. researchers of the same field check the article before it is published. **Popular expert articles** convey professional information to a broader readership. Such expert articles should not include special vocabulary and they should focus on presenting generally interesting and widely used results whereas the starting points and research phases are discussed in less detail.

The purpose of the article is to tell the target audience about the thesis results and conclusions. The article should be an independent entity. Its understanding should not require reading the thesis. Write clearly, precisely and illustratively to your supposed readers. Assess what your readers know about the subject in advance and what interests them in particular.

Formulate an interesting and speaking **main title**. The main title may for example summarise the most important message or it may state something. The title may also be a question. Despite conciseness the title should be informative in such a way that it tells something essential about the subject. The title rarely only names the topic with one or two words.

Use **sub-headings** to structure the article. Informative sub-headings are a better option than individual words. At its best, mere glancing through the titles helps the reader to understand the main contents of the article. Good titling attracts the reader to read the whole text. Use sub-titles prudently: 2-4 sub-titles in an article of 2-3 pages. Write several paragraphs under one sub-title.

**Begin the text by introducing** the reader to the topic. You can for example describe what it is all about, how the topic appears in your field or in society, what earlier research or discussion it is related to and why. The beginning should rouse interest and justify significance of the topic and the need for writing about it. Do not begin the text with "*This article deals with ...*" or "*In this article I will discuss ...*" Continue with the details after the introduction.

Begin the **main part** by telling shortly about the background and objectives of your thesis: What problem, question or challenge did your thesis aim to solve? How was the problem or development need noticed? What objectives were set for the project/process/development project? How was the development work started?

Describe the main features of the implementation progress, for example: What was done in the work? Why was it done? How long did the project/process/development project last?

Focus on the achieved results and related benefits. Choose an interesting, new or significant theme or viewpoint according to readership of your publication channel and analyse it. Emphasise new information, observations or insights of your thesis.

Reward the reader with an interesting **ending**. At simplest it can answer the question you made at the beginning or be a short summary on the key contents of the article. It helps the reader to analyse and assess the offerings of the article. Make sure that the text is a consistent whole.

The contents of the published article version (especially maturity tests of master's degree students) can be illustrated with pictures, figures and tables. Name the illustrating elements according to TAMK's report guidelines.

Write your thesis data and personal data (name, title, field of expertise, and email address) at the end of the article as follows:

Thesis data:

Teikäläinen, T. 2017. Planning and Implementation of Photovoltaic Systems in Single-Family Houses. Degree Programme in ICT Engineering. Telecommunications. Tampere University of Applied Sciences. Bachelor's thesis.

Master's thesis author's personal data:

Name, title, field of expertise, email address, and potential photo

Bachelor's thesis author's personal data:

Name, email address, and potential photo

## **Characteristics of passed maturity tests:**

The text is long enough. It is written in a formal style. The maturity test text corresponds to the requirements of the assignment and its text type (either a news or article) as regards the length, title and structure.

The division into paragraphs is appropriate and logical. It is shown clearly by using an empty line with no indent. The text forms an independently understandable, clear and consistent entity.

The sentence and clause structures are diverse and fluent: the writer masters natural use of main and subordinate clauses, non-finite clauses, and word order. The language is finished and there are no more than single mistakes. The writer masters punctuation marks, compounds, upper and lower case initial letters, numbers, abbreviations, and other characters. The writer avoids colloquial language, disturbing repetition, noun style, and other officialise.

## **Characteristics of failed maturity tests:**

- There are significant mistakes or deficiencies in the contents.
- The text does not correspond to the text type requirements of the assignment (a news or article).
- The title and contents do not correspond to one another, the title does not comply with the text type, or there is no title.
- The text structure is fragmental, and it is difficult or impossible to form a general view on the topic based on the text. The paragraph division is fragmented or illogical or there is no paragraph division.
- The contents cannot be understood independently but require outside knowledge.
- There are plenty of problems in the sentence and clause structures (e.g. subordinate clauses as sentences, too long sentences, chains of subordinate clauses, use of main clauses only, mixed clause structures).
- There are plenty of grammar mistakes (for example more than 15 in a news) in the following: punctuation marks, compounds, upper and lower case initial letters, numbers, abbreviations and other characters, reference relations, congruence, government, and use of non-finite clauses.
- Characteristics that do not belong to a formal style, such as colloquial language, foreign words, and vogue words, decrease professional credibility.
- Noun style and other officialise make it difficult to understand the text.