

## **Appendix B – Regulations and procedures concerning the bachelor's thesis**

### **Article 1. General terms**

The thesis of the bachelor's degree programme is a written report of research carried out by the student under the supervision of one of his lecturers and serves as the final and concluding assignment of his degree. The thesis must clearly demonstrate, amongst other things, the student's ability to:

- a. formulate a scientific problem or research question– under guidance – which shows his understanding of basic scientific questions and of the main views held within the field of study;
- b. present secondary scientific literature synthetically and clearly;
- c. apply basic concepts and methods clearly to a limited number of primary sources which may or may not have originated from the student's own field research;
- d. formulate clearly and correctly.

### **Article 2. Extent of thesis**

The thesis has a study load of a minimum of 10 ECs or credit points and has an extent of a maximum of 1000 words per EC, including notes, bibliography and appendices.

### **Article 3. Combined thesis**

For information on the conditions for writing a combined thesis within different degree programmes, please consult article 4.11 on the Rules and Regulations of the Boards of Examiners.

### **Article 4. Language**

Depending on the circumstances, the thesis must be written in Dutch, English or in the target language of the degree programme.

### **Article 5. Supervision and planning**

1. The department will ensure at an early stage that the student is put into contact with one of the lecturers from the degree programme, who will supervise his thesis.
2. In consultation with the study supervisor (or thesis supervisor) the student will formulate a thesis plan, which must include the following:
  - a. the intended thesis specialisation and name of supervisor
  - b. details of a possible subsequent advanced degree programme
  - c. agreements about the actual deadline for submitting the thesis ( in view of possible enrolment in a subsequent advanced degree programme)
3. The student will formulate the thesis plan at the beginning of the third year of the bachelor's programme.
4. The study supervisor / thesis supervisor will arrange the first meeting between the student and the supervisor / teacher.

### **Article 6. Supervision**

1. The student together with the supervisor will set up a conceptual framework and work plan for the thesis, and will notify the Board of Examiners.
2. The Board of Examiners will appoint the supervisor as first reader and examiner of the thesis.
3. Once both the framework and work plan have been approved, the student and the supervisor will then agree on a deadline for submitting the thesis.
4. The following contact moments between student and supervisor must take place as a minimum:
  - a. an introductory meeting about the choice and scope of the subject, the main research question, literature, source material, line of approach, consultation of specialists in the field, etc.;
  - b. a discussion about the work plan;

- c. a discussion about one or several interim stages of the thesis;
  - d. a discussion about the final version of the thesis, if requested by the student, in which the assessment is clarified.
5. If any problems arise during the supervision process between student and supervisor, the Board of Examiners will then take a decision about the continuation of the supervision after consultation with both parties.

#### **Article 7. Assessment**

1. The student must submit at least three copies of his thesis, one for the supervisor (first reader/examiner), one for the second reader/examiner and one for the department.
2. The thesis will be marked within four weeks. Between 1 June and 31 August the term is extended to a maximum of six weeks.
3. The thesis will be assessed on at least the following aspects:
  - a. an adequate formulation and application of the research question;
  - b. an adequate critical analysis of secondary literature;
  - c. an adequate critical analysis of source material;
  - d. use of language, structure and design of the thesis.
4. Once the thesis has been approved by the first reader/examiner, the Board of Examiners will appoint a second reader/examiner. The second reader, who has not been involved in the supervision, will read and assesses the definitive/final version of the thesis.
5. The second reader assesses the thesis using the appropriate assessment criteria. The first and second readers/examiners agree - in consultation with each other - on the final mark of the thesis which is based on the criteria as listed on the assessment form.
6. If the first and second reader are unable to agree on the final mark, the Board of Examiners will then act as intermediary between the two examiners. If, however, no satisfactory solution is found, the Board of Examiners will then appoint a third examiner.

#### **Article 8. Appeal**

The student may lodge an appeal against the assessment of his thesis with the Examinations Appeals Board. Information about the appeal procedure is supplied by the secretary of the Board of Examiners and/or by the study supervisor on request.

#### **Article 9. Fraud, plagiarism, copyright**

1. Fraud is regarded to mean any action or negligence carried out by a student aimed at completely or partially hindering a correct assessment of the student's knowledge, understanding and skills, and which may include the following:
  - a. complete or partial copying of texts or statements by other authors, including fellow students, without using quotation marks and supplying a precise listing of his sources (plagiarism);
  - b. commissioning or asking others to write some or all of the tekst;
  - c. manipulating or fabricating research data;
  - d. using unauthorised study material or other information during an exam;
  - e. using own written material without any reference (self-plagiarism).
2. If the reader discovers a case of fraud or suspicion of fraud, he must report this to the Board of Examiners, whilst at the same time notifying the other reader. For further information on the disciplinary sanctions that can be imposed by the Board of Examiners, please consult Article 6.5 of the Rules and Regulations of the Board of Examiners.
3. The copyright of the thesis belongs to the student.