



FREQUENTLY ASKED QUESTIONS About LUC Capstone

What is a Capstone?

Capstone is an independent research project that you are to complete in the last semester of your study at LUC.

What is the difference between the supervisor and the reader?

The supervisor is your mentor. She will advise you on topic selection, provide feedback on early drafts, proposal and grade your final Capstone. The reader is a second pair of eyes in grading your final Capstone and **does not** fulfill any mentor role in the process.

Am I responsible for selecting my supervisor?

Yes, you are responsible to find LUC faculty that would be willing to supervise your project based on how qualified the person is to help you with your specific topic and based on her availability. The earlier you approach potential supervisors, the higher chance you have to find your preferred supervisor.

Can a researcher outside of the LUC supervise my Capstone?

Yes, but in very exceptional circumstances. The Capstone coordinator must formally approve your external supervisor before you submit a supervisor form.

Is it required to submit the supervisor form?

Yes, without a supervisor form you will not be able to receive any grades or feedback on your Capstone.

What type of Capstones can I write at LUC?

The supervisor determines whether you can write an original research Capstone or a critical literature review Capstone.

Am I responsible for selecting my reader?

No, the Capstone coordinator appoints the reader.

Will the name of the reader be officially released?

The reader remains anonymous during the grading process to maintain independence and impartiality. You will find out who the reader is once the grades are submitted.

Do I have to enroll into the Capstone course?

No. You will be enrolled automatically if you have at least 120ECs at the beginning of your fifth semester.

What if I don't have 120ECs but still want to pursue my Capstone in my fifth semester?

You must discuss your situation with the Study Advisor and she must send a recommendation to the Capstone coordinator to enroll you in the Capstone course in your third year.

What if I have 120ECs at the beginning of the fifth semester but wish to graduate later?

You have two options. You can pursue your Capstone early anyway. Or you must present an approved Extended Study Plan by the Study Advisor and pursue Capstone next year.

What if I fail my Proposal?

You receive a failing grade on your transcript for your Capstone.

What If I fail my Capstone?

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Can I rewrite my Capstone?

Yes, but a failing grade will remain on your transcript and your supervisor may not be available to guide you through the rewrite process.

Can I withdraw from the Capstone course?

Yes, but you must first write an official letter to the Board of Examiners (BoE) detailing extenuating circumstances and receive BoE approval.

Can I request an extension on the Capstone deadlines?

Yes. You must present documentation about your extenuating circumstances to your supervisor. The supervisor and the Capstone coordinator jointly decide on your request for an extension.

How do I inform my supervisor about extenuating circumstances?

You need to contact your supervisor about extenuating circumstances by email, citing well-documented extenuating circumstances.

Do I have to submit my nomination for the Thesis of Merit?

No. If you received A or A+ you will be automatically considered for the Thesis of Merit.

How should I officially submit my Capstone?

You must to upload a digital copy in Turnitin on Blackboard;

I am on exchange this semester; do I still have to follow the same timeline for a Capstone?

Yes, all deadlines for the year you wish to graduate in equally apply to you.

I already have a supervisor; do I need to send in the supervisor form?

Yes, you need to submit official supervisor form to the Capstone administrator.

I did not finish my Capstone last year; do I need to submit a new supervisor form this year?

Yes, you need to re-enroll in the new Capstone course and resubmit the supervisor form.

I failed my Capstone; do I need to submit a new supervisor form?

Yes, you must submit a new supervisor form.

I submitted a proposal, but failed my Capstone; do I need to resubmit my proposal when I start a new Capstone course?

If you passed your proposal, and you wish to write on the same topic, then you do not need to resubmit your proposal. You must, however, notify the Capstone administrator (capstone@luc.leidenuniv.nl) that you wish to use the same proposal on record.

If you failed your proposal (and/or the proposal rewrite) you must submit a new proposal.

Can I write a Capstone outside my major?

No, your Capstone must be within your major.

I am writing an interdisciplinary Capstone thesis and I am concerned that it may not meet the requirements for a Capstone in my major; how can I find out that I am on the right track?

If your supervisor is an instructor in your major, then you should discuss this issue with him or her. If your supervisor is an instructor outside your major, you should contact your major convener to obtain guidance on how to match your Capstone thesis to the major requirements.

I am not sure which guidelines to use for content and formatting of my Capstone, whom can I ask?

The primary point of contact for all these questions is your supervisor. She or he determines formatting, content, including word count, in your Capstone thesis based on major conventions and the Capstone Handbook. These guidelines vary by major.

I am collecting data using human subjects; do I need an ethics clearance?

Yes, in consultation with your supervisor, you should submit an Ethics Work Plan to the LUC Ethics Advisory Board.

I am planning to collect data in a country other than the Netherlands. Do I need an official LUC permission?

No, but if you plan to collect data on human subjects (abroad or in the Netherlands), you must submit an Ethics Work Plan to the LUC Ethics Advisory Board. If you are going abroad, you need to find out what the rules are for conducting research in the country where you intend to collect the data. In the Ethics Work Plan, you should describe what you will do in order to make sure that you can conduct your research in a legal and official manner there. In light of the EAB's advice, you should take the final decision on whether to go abroad to collect the data in consultation with your supervisor.

I spoke to my friend and it seems to me that she receives more attention from his supervisor than I do. Is there a problem with my supervisor?

Unlikely. Supervisor styles vary greatly. Some are simply more involved and some are less. It is important to set a mutual understanding of the expectations between the supervisor and the student in the beginning of the Capstone process. The supervisor is required to hold at minimum 4 meetings with the supervisee throughout the entire Capstone process. If you have concerns about your supervisor, you should contact the Capstone coordinator.

Where can I find all the necessary forms and deadlines for the Capstone?

All relevant forms and deadlines are available on Blackboard.