

## **Procedure Master Thesis Psychology Assessment**

**Assessment procedure, use of assessment forms and submission of the thesis to the student repository.**

**Information for examiners, students, Psychology Office and Student Services Centre.**

### **A. Assessment procedure and the use of assessment forms A and B (and C, if applicable)**

- The first examiner, i.e., a staff member of the Institute of Psychology at Leiden University who is responsible for the supervision of the master thesis project, asks a colleague from the Institute of Psychology at Leiden University to serve as a second examiner. If possible, the second examiner is the same colleague who served as the second reader of the thesis proposal. The second examiner may be a PhD student, assistant professor (UD), associate professor (UHD) or full professor. At least one of the two examiners should have obtained a PhD.

- Students submit their full thesis in print and an electronic version to the first examiner, as well as an extra printed copy for the second examiner.

- If the first examiner considers the thesis unsatisfactory, he or she notifies the thesis coordinator of the master specialisation. A deadline will then be set for the student to submit a satisfactory thesis. The first examiner indicates in writing what has to be revised as a minimum in order for the thesis to be considered satisfactory.

#### Check for plagiarism

The first examiner uses the electronic version to check for plagiarism. Per September 2014, the Faculty of Social Sciences has installed Turnitin as the standard tool to check for plagiarism, which is a more user-friendly tool with a more extensive database than the former programme Ephorus. Information on the use of Turnitin can be found in the [manual](#) and on the website of [FSW: ICT&O](#) and on the Turnitin website. Examiners who are not yet familiar with Turnitin and who need help with the check on plagiarism can contact ICT & Education support [icto@fsw.leidenuniv.nl](mailto:icto@fsw.leidenuniv.nl). If the first examiner establishes plagiarism, he or she informs the student, presents the case to the Board of Examiners of Psychology ([examencommpsy@fsw.leidenuniv.nl](mailto:examencommpsy@fsw.leidenuniv.nl)) and awaits their decision.

- Upon a positive assessment, the first examiner fills in the assessment form A completely. This includes whether the full thesis has been checked for plagiarism and the number of the Committee Ethics Psychology application. The final grade should not yet be filled in, nor communicated to the student since it has yet to be determined after consultation of the second examiner and the external supervisor (if applicable).

- Once the first examiner has reviewed 'process' and 'content' and has deemed these two main assessment aspects as at least satisfactory, and the check has indicated no signs of plagiarism, the first examiner sends the printed copy of the thesis (with assessment form B) to the second examiner for an independent assessment. The first and second examiner agree on:

- the time-frame in which the second examiner will assess the thesis (2 weeks at the most)
- when the first and second examiner will meet to discuss the final grade.

- The second examiner assesses the thesis, fills in assessment form B completely and signs form B. While reading the thesis the second examiner may make additional notes for each assessment in terms of a U, S or G. His or her notes may be useful in the discussion about the final assessment and grade with the first examiner.

- In the case of an external supervisor, i.e., a scientist/practitioner not being employed by the Institute of Psychology at Leiden University, the first examiner may ask him or her for advice on the assessment of the process and the content of the master thesis. The external supervisor assesses the thesis project by means of assessment form C, fills in this form completely, signs form C and hands it over to the first examiner. The external supervisor also signs his or her part of the "Consent form for the publication of a thesis in the Student Repository", see below.

#### Satisfactory assessment:

- The first and second examiner will compare their assessments (forms A and B) during their discussion. The assessment of the process part of the thesis project - as filled in by the first examiner on Form A (and on Form C by the external supervisor, if applicable) - should be taken into account in the final grade. After their discussion the first examiner will determine the final grade. He or she completes the text box on the front page of form A: the final grade is filled in and form A is signed by the first and the second examiner.

- The first examiner passes the grade on to the student with an oral (or a written) explanation. The student has a right to inspect assessment forms A and B (and C, if applicable). The first examiner communicates to the student that it is imperative to fill in his or her own evaluation of the module Master Thesis and of the supervision received using the link <https://evasys.leidenuniv.nl/evasys/online.php?p=psyma03>. The student presents the examiner with the print of the "Thank you for your participation" screen that appears after submitting the evaluation survey. The examiner then hands in the original assessment forms A and B (and C, if applicable) (hard copies) at the Onderwijs Servicecentrum FSW (Student Services Centre FSW).

#### Unsatisfactory assessment:

- In case the first and second examiner agree that the thesis is unsatisfactory, the first and second examiner determine a revision procedure. The first examiner indicates in writing what has to be revised as a minimum in order for the final product to be considered satisfactory. The grade for a second attempt has a maximum of a 6. After the examiners have agreed that the revised thesis is satisfactory, the assessment forms A and B (and C, if applicable) are filled in completely and signed.

- If the final result after revision is still unsatisfactory, the first examiner consults the thesis coordinator of the master specialisation. It can be decided that the student has to start a new thesis project under the supervision of another staff member. If there are reasons to believe that a new attempt has little likelihood of success, the chair (Hoofdopleider) of the master specialisation decides on the measures to be taken.

#### **B. Consent form for publication**

Together with the original assessment forms A and B (and C, if applicable)(hard copies), the first examiner hands in the original "Consent form for publication" (hard copy) at the Onderwijs Servicecentrum FSW (Student Services Centre). Full embargo implies storage in the Student Repository but only accessible by staff for quality assessment purposes. In all cases, the title of the thesis, year of publication, first examiner and the author are made public in the Student Repository. Only if all three parties (i.e., the student, the first examiner and the external supervisor (if applicable)) agree, the full thesis is made publicly available.

#### **C. Submission to the Student Repository**

The first examiner sends the full thesis digitally to the Onderwijs Servicecentrum FSW (Student Services Centre) to upload the thesis in the Student Repository.

#### **D. Final check Student Services Centre**

Before finalizing the grade in uSis, the Onderwijs Servicecentrum FSW (Student Services Centre) checks that:

- the completed and signed assessment forms A, B and if applicable C are received
- the "Consent form for publication of the thesis in the Student Repository" is filled in and signed by all parties,
- a pdf of the Master Thesis has been received by the SSC.

If these conditions are met the SSC finalizes the uploading of the thesis in the Student Repository and administrates the result and credits in uSis. Only in this case the terms for graduation with regard to the master thesis are met.