



Faculty of Humanities
European Studies

Regulations for the European Studies Bachelor's thesis track: Research Seminar & Bachelor's thesis

Adopted and approved by the Board of Examiners of the College of Humanities, University of Amsterdam on 17 December 2018.

Appendix:

- Assessment form Bachelor's thesis European Studies

BA-Thesis coordinator European Studies

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General

1. The student concludes the bachelor's degree in European Studies by undertaking a graduation project consisting of a research seminar, which is part of the major (6 EC), and the bachelor's thesis European Studies (12 EC).
2. The bachelor's thesis European Studies is represents a demonstration of academic competence for the bachelor's program in European Studies. It takes the form of a standalone piece of work proving a student's ability to systematically investigate a research topic in the field of European Studies; to develop scientifically sound conclusions; and to report on them in writing.
3. The subject of the thesis is determined in the research seminar and in consultation with the examiner who acts as thesis supervisor.
4. As part of the completion of the research seminar, the student submits a thesis proposal to the lecturer of the research seminar and to the intended supervisor. The thesis proposal is assessed by the research seminar tutor with a pass or a fail (AVV / NAV). If the research seminar tutor does not act as the thesis supervisor, he asks for advice about the thesis proposal from the intended thesis supervisor.
5. These regulations form a coherent whole with and take precedence over the course manuals for the research seminar and the bachelor's thesis.
6. The entry requirements for the course of the research seminar and bachelor's thesis European Studies consist of:
 - a. First year European Studies (60 EC) completed, and;
 - b. All previous major courses (30 EC) completed.
7. In the second semester of each year, the BA thesis coordinator organizes an information session about the graduation trajectory for second-year students.

Requirements bachelor thesis

8. The study load of the bachelor's thesis is 12 EC. The extended thesis written as part of the Honours Programme of the Faculty of Humanities has a study load of 18 EC.
9. The thesis should be of 9,000 words, excluding references and bibliography. The size of the extended thesis within the framework of the honors program is 12,000 words.
10. The thesis proposal written for the research seminar consists of 1,500 words maximum, including references to at least ten primary or secondary sources.
11. A thesis must contain at least the following elements:
 - a. a research question;
 - b. an explanation of the research method followed;
 - c. a critical review of the most important publications and sources relevant to the research question;
 - d. a report of the research conducted in a scientifically accountable manner;
 - e. a substantiated conclusion with regard to the research question;
 - f. careful elaboration of one's own position, related to other positions, based on sound arguments;
 - g. references and bibliographical data according to the Chicago Manual of Style or in a manner that meets the requirements set in the field: in consultation with the supervisor, a different style can be chosen, provided that it is applied consistently;
 - h. a summary of maximum two hundred words in which the most important findings from the thesis are described briefly and clearly.
12. The thesis is written in correct and intelligible Dutch or English depending on the language of instruction in the programme of studies. Writing a thesis in a language other than Dutch or English is only possible after approval by the supervisor and the Examination Board based on arguments relating to the content of the thesis.



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Supervision

13. The supervision trajectory starts with the research seminar, where a thesis proposal is drafted and where the student becomes acquainted with available thesis supervisors.

14. In week 5 of the research seminar, a student should obtain written confirmation from a proposed thesis supervisor in which the latter confirms their willingness to supervise the student. If a lecturer does not have the time or the expertise to supervise the student, the student will look for another supervisor, possibly with the help of the lecturer of the research seminar or the BA thesis supervisor.

15. The supervision of the bachelor's thesis takes place within the framework of a thesis group in block 5 and 6 of the second semester. The thesis group is led by the supervisor and works according to a predetermined supervision plan. Supervision can take the form of group meetings. In block 6 mainly individual supervision will take place. Students enrolled in the honors program of the Faculty of Humanities make individual appointments with the thesis supervisor.

16. The thesis supervisor will be a currently active staff member of the European Studies programme at the Faculty of Humanities at the University of Amsterdam. In the case of a bachelor's thesis supervised by a lecturer (from the University of Amsterdam) not affiliated with the European Studies degree programme, with permission from the Examination Board, the responsible official examiner, appointed by the Examination Committee upon approval, will assess the thesis in consultation with the thesis supervisor. If the designated examiner and the thesis supervisor fail to reach agreement during their consultation, the examiner decides.

17. Students will be assigned to the thesis group of their supervisor by week 8 of block 4 at the latest.

18. No supervision takes place during the summer period (1 July to 1 September).

Assessment

19. The examiner assesses the final version of the thesis on the basis of an assessment form. This form will be completed and made available to the student after completion of the thesis.

20. A blank copy of the form will be made available to students in advance so that they can take note of the assessment criteria (see appendix to these regulations).

21. Each thesis that is provisionally assessed with a grade lower than a 6.5 or higher than 8.5 will be presented to the BA thesis coordinator for second reading. The final grade will be determined in consultation.

22. No later than 15 working days after submission of the final version of the thesis, the supervisor will register the result of the thesis in the Examination Administration.

23. The UvA's Fraud and Plagiarism Regulations apply to the thesis. These regulations are included in Part A of the Teaching and Examination Regulations for the Bachelor's programs of the Faculty of Humanities.

Submission and resit

24. Submission date: the latest submission date for the final version of the thesis is 1 July of each academic year. On this date both a fully developed paper and digital version must be handed to the examiner. If this date falls on the weekend or recognized day off, the next working day will be the new submission date.

25. Re-submission: if the final version submitted before 1 July cannot be assessed with a sufficient mark, there is the possibility of resubmission, but only in the form of an improved version of the thesis only under the following conditions:

a. The examiner specifies the criteria for improving the thesis.

b. The examiner set a deadline for resubmitting the revised thesis. The student is given the opportunity to submit a new version of the thesis for assessment at the earliest two weeks after



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publication of the insufficient result. The final submission date of the resit can never be later than 15 August of each academic year.

c. The examiner reserves the right to assess the thesis with an unsatisfactory mark when the conditions for improvement have not been met or are insufficiently met.

d. The student can no longer rely on supervision during the resubmission period.

26. *Completing the thesis in the following academic year*: if the final version submitted before 1 July is not passed with a satisfactory mark, the student can request the supervisor to complete the thesis in the next academic year. The decision to grant such a request is at the discretion of the supervisor.

The degree of supervision of this resit is determined by the supervisor: students can no longer claim an intensive supervision program. The final submission date for the thesis is subsequently 1 February of the next academic year.

27. *New supervision track*: If the conditions for the bachelor's thesis are also not met on 1 February of the next academic year, there will be no further opportunity for resubmission. The student is required to choose a new supervisor and a new research topic that is clearly different from the previous topic and re-enroll in block 4 for supervision in a research seminar.

Submission form

28. The final version of the thesis is handed in on paper and electronically to the thesis supervisor, so that it can be digitally checked for fraud and plagiarism.

29. After the thesis has been approved and assessed, the student delivers a digital copy to the education administration to be submitted to the library. See subject 'Submitting theses' from the A-Z list on the student page of European Studies at student.uva.nl.

Complaints procedure

30. In case of problems or complaints regarding the thesis track, the student first contacts the BA thesis coordinator of European Studies program.

31. The student can lodge a complaint with the Examination Board of the College of Humanities against the assessment of his BA thesis. An appeal against the decision of the Examination Board can then be made to the Examination Appeals Board.

Other

32. The student is individually responsible for applying for the BA degree certificate. The application for the degree certificate will take place according to the instructions of the programme administration.

33. Each academic year in October, degrees will be awarded during a collective graduation ceremony. The graduation event is ceremonial in nature.



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Assessment Form Bachelor Thesis European Studies

Name:			
Student number:			
Thesis Title:			
Thesis Supervisor:		Signature:	
Date:		Grade:	
If the thesis has been assessed as <i>insufficient</i> , the following resit options will be offered:	<ul style="list-style-type: none"> ○ The student is allowed to resubmit a revised version of the thesis. The following elements should be corrected (to be noted below or in a separate appendix). The deadline for re-submission is:.... (not later than August 15 of the same year) ○ The student has permission to complete the thesis in the first semester of the next academic year. The deadline for submission is February 1 of the next academic year. ○ The student is not allowed to resubmit his/her thesis. 		
If the thesis has been assessed with a mark below 6,5 or higher than 8,5, the mark will be reviewed and signed off by the BA thesis coordinator, as a second reader.	Name and signature:		
Assessment criterion	Assessment and explanation		
1. Research Question - Definition of research topic - Clear and well-developed academic research question - Demarcation of research question - Motivation and relevance of research question - Breakdown into main and sub- questions	Insufficient – Weak –Sufficient – Good – Excellent		
2. Relation to Academic Literature - Accurate review of relevant academic literature, concepts, theories and studies in relation to the topic and research question - Relating the above to coherent theoretical and/or historiographical framework - Relation between research question and	Insufficient – Weak –Sufficient – Good – Excellent		



academic literature	
3. Research Design and Execution <ul style="list-style-type: none">- Justification of research methods- Choice and justification of research materials- Operationalisation of research question- Execution of the research	Insufficient – Weak –Sufficient – Good – Excellent
4. Composition and Structure of the Argument <ul style="list-style-type: none">- Structure of the argument- Weighing of arguments- Breadth and depth of analysis	Insufficient – Weak –Sufficient – Good – Excellent
5. Conclusion <ul style="list-style-type: none">- Relation between argument and conclusion- Conclusion provides an adequate answer to research question- Engagement with academic literature- Reflection on broader implications of conclusion	Insufficient – Weak –Sufficient – Good – Excellent
6. Execution <ul style="list-style-type: none">- Size- Clear layout and title page- Division into chapters and sections- Clear, academic style of writing- Correct use of language- Correct referencing- Reference list / Bibliography (and annexes)	Insufficient – Weak –Sufficient – Good – Excellent
Additional Comments	