

BA Thesis Manual
Tilburg Philosophy Department
2023-2024

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1. Introduction and learning goals

The BA Thesis is an autonomously written philosophical investigation. The student must take the lead in executing the project. The supervisor only gives (constructive) advice.

Like all courses, the BA thesis has learning goals:

In the bachelor thesis, after completion of the thesis, the student is able to

- 1) to formulate a philosophically (and socially) relevant research project.
- 2) to find, analyze, and process the academic literature relevant to the research project.
- 3) to select, justify, and execute a proper argumentative strategy.
- 4) to draw correct conclusions from philosophical arguments and to identify and process possible objections to these conclusions.
- 5) to present the final findings of the research project in a clear, focused, and nuanced way.
- 6) to structure an academic text in a clear, focused and appropriate way.
- 7) to use language, lay-out and referencing on an academic level.

In a BA thesis, students are expected to show that they are able to represent philosophical theories (ideas) or the work of established philosophers and skillfully comment on it, in view of a properly formulated research question and a fitting and properly explicated methodological frame (i.e., way to go about). In order to be able to write a philosophy BA thesis, the student should see the thesis not as a *life achievement*, but rather as a large paper. It is just one more academic test, though of course, an important one. So, students are strongly advised to keep it feasible and limited.

The department will try to accommodate each student's personal research interest and the student's preferences for supervisor (given the availability constraints of the supervisor and their endorsement of the student's project). The BA thesis supervisor will supervise the student individually.

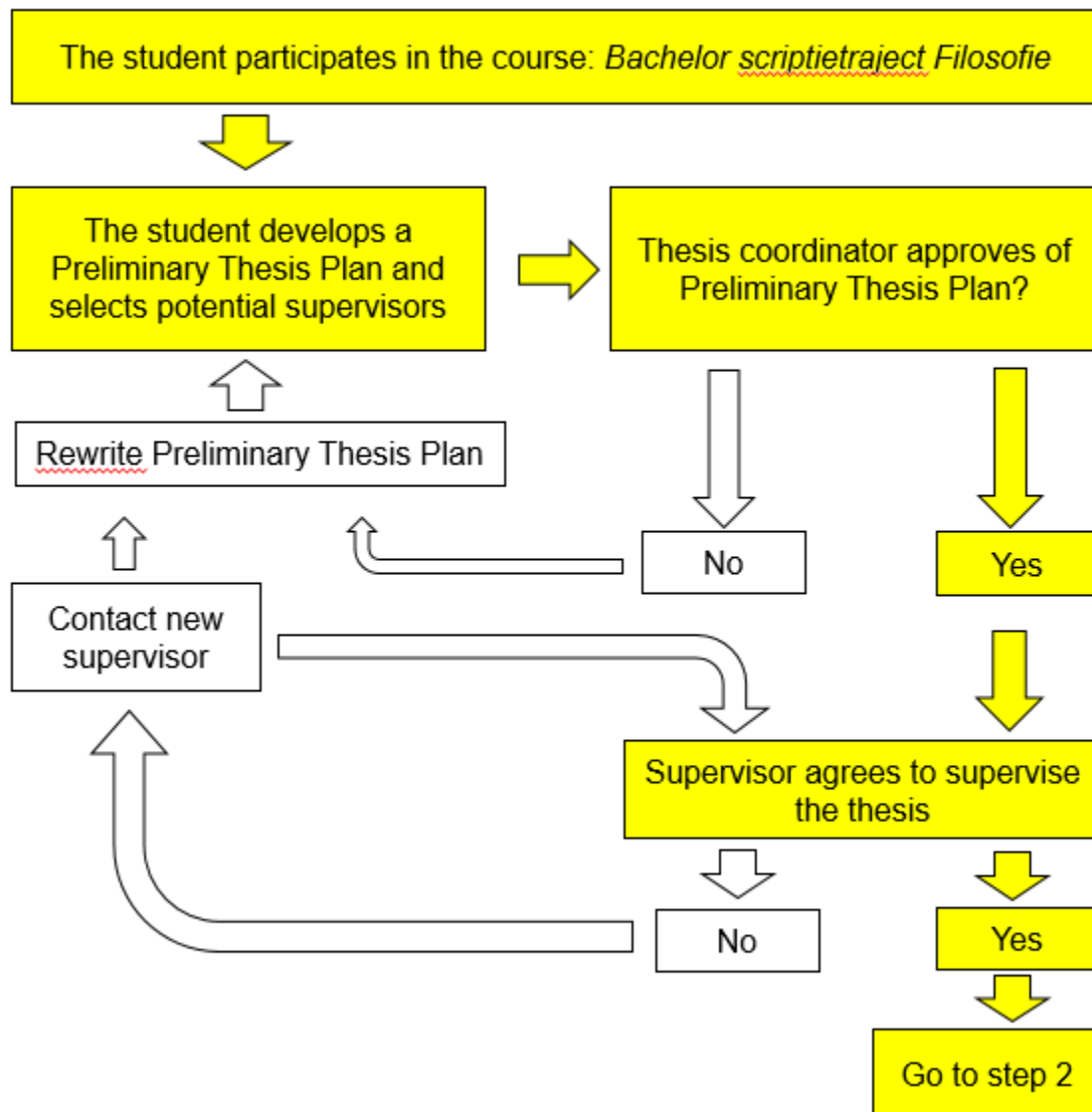
Students can only start working on the thesis (i.e., the 10 EC course) if they have obtained 120 EC of the program, including the BA thesis track course (710BSC-B-2).

Students typically do the main work (10 EC) on their thesis in the spring semester. In the fall semester before they write their thesis, they will do the preparatory course. During the spring semester, they will have regular meetings with their supervisor. Students can deviate from this, and write their thesis in fall. For those students, see appendix 1 and 2. In the rest of this document, we will assume students follow the regular schedule.

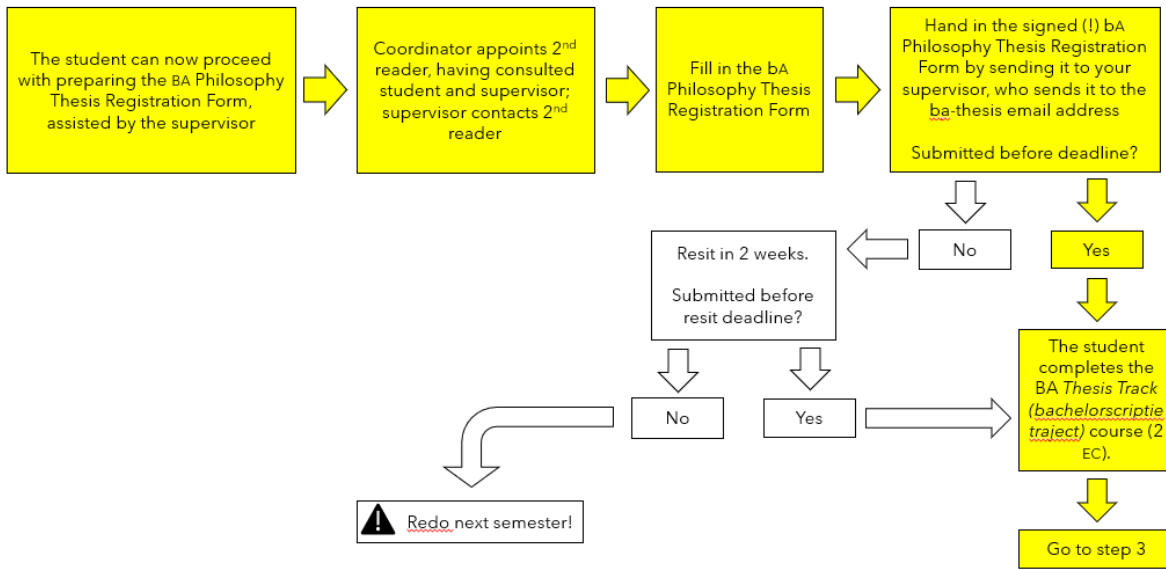
2. Flowchart of the BA thesis procedure

This BA thesis procedure was instated on September 1, 2018. In this procedure, strict deadlines were introduced, so a tight planning is needed. Below the procedure is presented in different steps using a flow chart. In this flow chart, the routes lead to a finished BA thesis. A description of the procedure can be found in sections 4 and 5 of this manual.

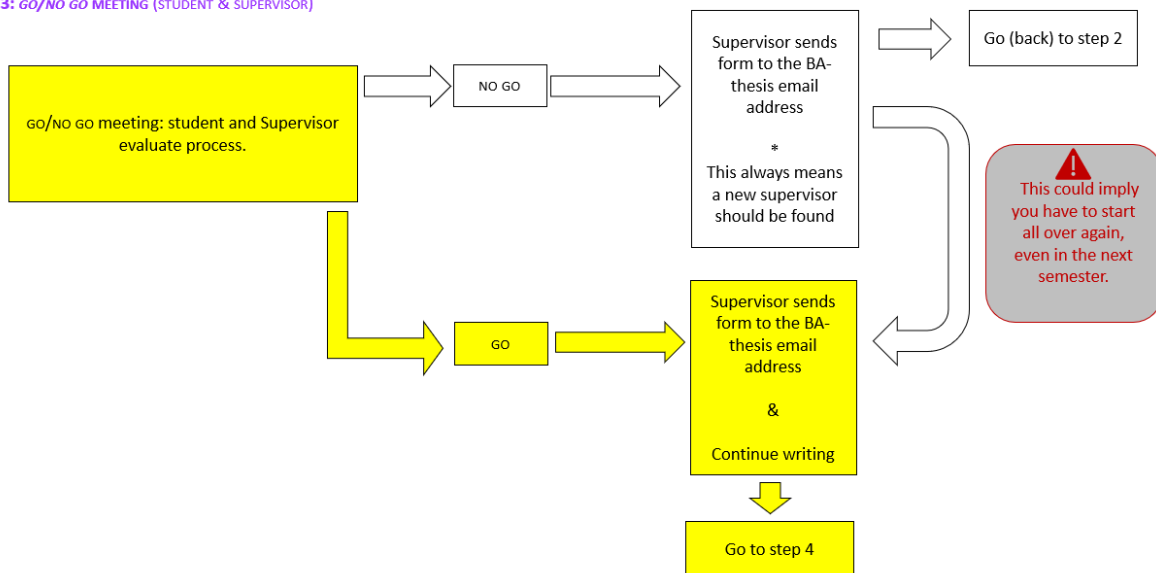
STEP 1: PRELIMINARY THESIS PLAN (STUDENT & THESIS COORDINATOR)



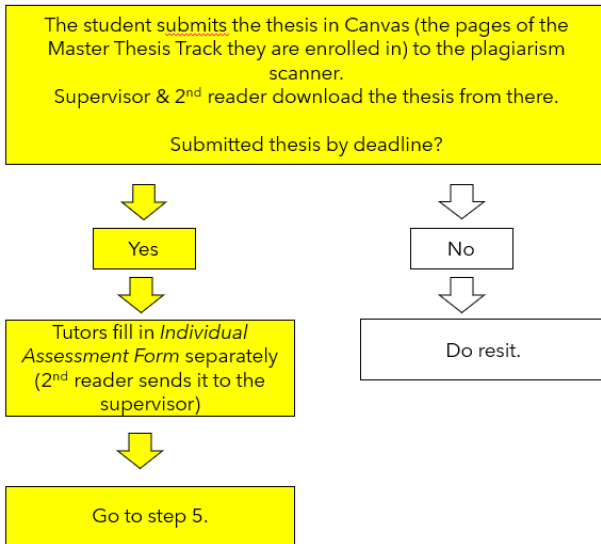
STEP 2: THE THESIS REGISTRATION FORM (STUDENT, SUPERVISOR & SECOND READER)



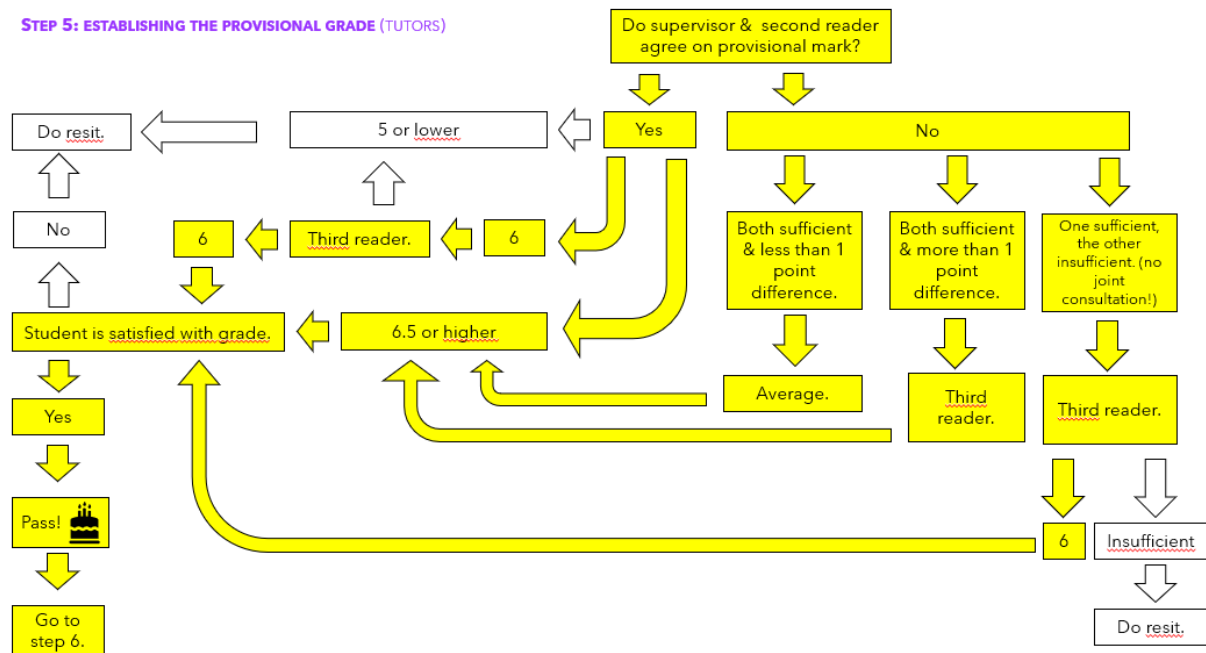
STEP 3: GO/NO GO MEETING (STUDENT & SUPERVISOR)



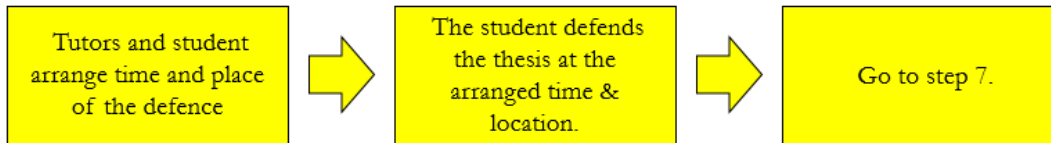
STEP 4: SUBMITTING THE THESIS (STUDENT) & INDIVIDUAL ASSESSMENTS TUTORS (SUPERVISOR & SECOND READER)



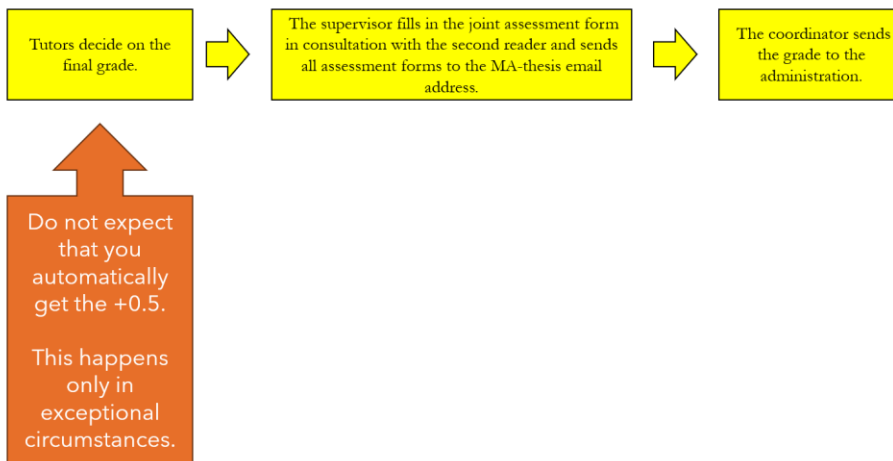
STEP 5: ESTABLISHING THE PROVISIONAL GRADE (TUTORS)



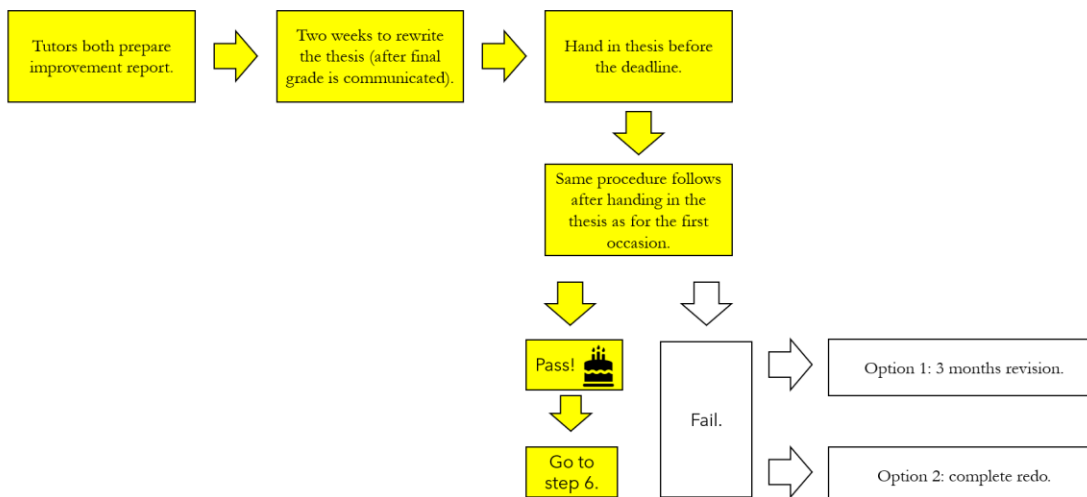
STEP 6: ARRANGING THE DEFENCE (STUDENT) & THE DEFENCE (STUDENT, TUTORS)



STEP 7: AFTER THE DEFENCE (TUTORS & COORDINATOR)



RESIT (THE RESIT IS NOT A COMPLETE REDO; TUTORS & STUDENT)



3. Thesis timeline

The timeline for writing a thesis takes up two entire semesters. For fulltime students who are on track (“nominaal studerend”) this means they start with the *Bachelor's Thesis Track* (*bachelorscriptietraject filosofie*, course code 710BSC-B-2) in their fifth semester.

In the student's 1st semester they do the required course: BA *Thesis Track* (*bachelorscriptietraject filosofie*).

- The course code is: 710BSC-B-2
- If the student succeeds in this course, this results in a signed *BA Philosophy Thesis Registration Form*.
- If successful, the student gets 2 EC for this course.
- If the student fails the course, the student has to take the resit next semester.

In the student's 2nd semester they do the required course: *Bachelor Thesis Philosophy* (*bachelorscriptie Filosofie*).

- The course code the BA thesis is: 701THE-B-10.
- The amount of EC awarded when successful is: 10 EC

Part-time students also have to take both courses (710BSC-B-2 and 701THE-B-10) in two consecutive semesters (though see appendix 1 and 2 for possible exceptions).

Timelines

Below you'll find the general timelines (with week numbers). See Canvas for the specific dates & times of the timeline for your thesis. Practicals can be scheduled slightly different if they conflict with other parts of the bachelor track. An A4 with the exact deadlines can be found on Canvas.

Timeline fall semester (the first semester of the academic year)

Week (day)	Activity
35	Practical 1
41	Practical 2
43	Practical 3
44 Monday	Fill out the supervisor preference form in this week (strict deadline)
45	Practical 4
47	Practical 5
2 (Friday)	Deadline submitting Thesis Registration Form (strict deadline).
4 (Friday)	Deadline submitting resit Thesis Registration Form (strict deadline).
8	Go / no go meeting & decision (talk in this week; strict deadline handing in of the form on Friday).
24 (Monday)	Submitting thesis. (Otherwise resit.)
25 (Thursday)	Deadline assessment, mark established.
26 (Monday)	(If needed: strict deadline assessment third reader). & Deadline assessment communicated to student.
28 (Monday)	Deadline submitting resit before 23:59 (reworked version; strict deadline).
34 (monday)	Deadline assessment resit, mark established.
34 (wednesday)	(If needed: strict deadline assessment resit third reader). & Deadline assessment resit communicated to student.
35	31-08: deadline defense (not a strict but preferred deadline)

4. The BA Thesis Track (Bachelorscriptietraject filosofie)

[1] The student participates in the course BA *Thesis Track (Bachelorscriptietraject filosofie)*, given by the thesis coordinator Willem van der Deijl-Kloeg. Full time students start in the fifth semester of their BA track.

[2] The *BA Thesis Track* is organized as a student self-help course under the guidance of the thesis coordinator. The course is a practical ('practicum'). Attendance is a strict requirement.

[3] During this course, the student works out a *Preliminary Thesis Plan*. The plan defines the subject. In the plan, the student must also formulate a (preliminary) research question and reflect on methodology (i.e., the how of the research and the core literature about it). They also formulate the reasons why it is important to answer this question, both in terms of philosophical and societal relevance.

[4] An appropriate supervisor is allocated to the student in light of the student's submitted preferences, supervisor availability, and subject fit. Supervisor allocation can always be discussed with the thesis coordinator and adjusted if needed. The student and supervisor will confirm the selected topic for the thesis together in a one-time meeting.

[5] The thesis coordinator assesses the Preliminary Thesis Plan in terms of formal criteria (the presence of a research question, method, literature, indication of relevance). After the thesis coordinator has approved of the Preliminary Thesis Plan, the Thesis Plan is sent to the supervisor for approval.

[6] The student can now proceed with preparing the BA Philosophy Thesis Registration Form: the student transforms/works out the Preliminary Thesis plan into the (final) Thesis Plan. (Finalizing the Thesis Plan results in filling in the BA Philosophy Thesis Registration Form.)

[7] The thesis coordinator appoints a second reader, after consultation with the student and the supervisor. The supervisor contacts the second reader.

[8] The BA Philosophy Thesis Registration Form is ready when it is approved of and signed by the student, the supervisor, and the second reader.

[9] The BA Philosophy Thesis Registration Form must be handed in by the student to the thesis coordinator.

[10] The deadline for submitting the BA Philosophy Thesis Registration Form is *Friday of calendar week 2*. The resit for submitting the BA Philosophy Thesis Registration Form is respectively *Friday of calendar week 4*. Progress that is made will be recorded in this database.

[11] By handing in the BA Philosophy Thesis Registration Form, the student completes the course BA Thesis Track (*bachelorscriptietraject Filosofie, 710BSC*).

5. Writing the BA Thesis – the procedure

Required course: Bachelor Thesis Philosophy (bachelorscriptietraject Filosofie, 710BSC)

[1] Students have to start writing their thesis in January.

[2] Go / no go meeting: In week 8, student and supervisor have a meeting and evaluate the process. The supervisor gives their honest opinion on the progress and the chances the student has on completing the task (on time). This decision is based on the following criteria:

- Did the student find, read, and analyze enough of the relevant literature?
- Did the student develop the thesis plan into a preliminary introduction and table of contents?
- Did the student start writing at least one of the chapters?
- Did the student comply with appointments made with the supervisor?

For the student this may be a wake-up call and a last chance to switch supervisor (while leaving intact as much as possible of the Thesis Plan). For the supervisor this is a formal point at which they can express concern. No-go implies that the student must find a new supervisor and must submit a new thesis registration form (deadlines attached to the nearest thesis registration deadline will apply). During the meeting, the supervisor and student jointly fill in the go/no go form, and send it to ba.thesis.phil@tilburguniversity.edu. In case of a no/go, the student and supervisor send a short joint report of this meeting to the BA thesis coordinator (Willem van der Deijl-Kloeg). Alternatively, the student can also send in a separate report.

This means: if the supervisor gives a no-go, the student *always has to find a new supervisor*. The new deadlines are *de facto* the deadlines of the next semester. Handing in a thesis before the new deadlines of course is possible. The student has to come up with a new plan (or a revised version of the original plan) and fill in a new Thesis Registration Form. The student can do this on their own or redo the first *Bachelor's Thesis Track* course. In any case, the deadlines apply for the total redo of the thesis, but of course the student is allowed to hand in the thesis at an earlier date. Hence, a no go possibly implies a delay, but not necessarily so. It is important to note, however, that handing in before a deadline does not automatically imply the tutors will be able to grade the thesis within fifteen working days, because they might have other duties.

[3] The student must submit the thesis on Monday of week 24. The student uploads the thesis in Canvas to the plagiarism scanner. The format has to be Microsoft Word – not a pdf or any other format. The student then sends an email to the supervisor and second reader. The supervisor and second reader download the thesis from Canvas. If the student does not submit by this deadline, they automatically enter the resit phase. Students are allowed to hand in their thesis at an earlier date of course. The student has to note a preference about whether the thesis should be made publicly available after passing. The default is that this will be the case, because it is research. There have to be good reasons (e.g. privacy of data used in the thesis) not to make it publicly available. (So, not liking that the thesis is made public, is no good reason.)

[4] The tutors each assess the thesis within eight working days. Each assesses the thesis separately by means of the Individual Tutor's BA Thesis Assessment Form (see Canvas). Each assessment is expressed in a mark.

If one assessor gives an insufficient grade and the other gives a sufficient grade: there is no discussion on a provisional grade. Instead, a third reader is appointed by the thesis coordinator. See 5b. (This implies that the mark will be a 6 at best.) The third reader has the final say. The deadline is Thursday of week 25 for the fall-version and week 50 for the spring version.

Otherwise: supervisor and second reader *discuss and agree* on a provisional mark. They do not communicate this mark with the student until at least ten days after the submission of the thesis, to allow time for a possible '6-procedure'.¹

The supervisor sends the forms to the BA-thesis email address, when the supervisor and the second reader have established the provisional grade. In this way the thesis coordinator can doublecheck whether a third reader is required. The provisional grade is put on Canvas by the supervisor. All provisional grades will be communicated at the same time to the students.

The type of grade tutors should (not) give

Lecturers should give a grade on their Individual Assessment Form as if this were the final grade. This means that the grade should be either a whole grade (like, 4 or 7) or a grade with a halve (like 4.5 or 7.5). Of course, 5.5 should not be given. So, grades like 6.3 or 4.7 should not be on the individual assessment form. Also, it should be just one grade: lecturers should not provide a range (like 7.5 to 8).

[5a] If *the provisional mark is minimally a 6.5*, and the student is satisfied with the mark, the supervisor, second reader and the student can pick a date for the defense, by mutual agreement. This date must not be later than August 31st (Continue with point 6-9).

[5b] If *the provisional mark is a 6*, the thesis coordinator must appoint a third reader whose sole task is to determine whether the thesis is either sufficient or insufficient. The third reader assesses the thesis independently (i.e. does not consult with the first or second readers, nor their assessment forms). The third reader has two working days to complete their task: the deadline for the third reader is Monday of week 26. On this date, the assessment is communicated to the student via Canvas. If the thesis is deemed sufficient, the mark is a 6. The student can now pick a date for the defense, by mutual agreement with the supervisor and the second reader. This date must not be later than August 31st. (Continue with point 6-9.) If the thesis is deemed insufficient, the mark is a 5 (continue with 10-12).

¹ When a student submits earlier, tutors may agree to (communicate the) grade earlier. The resit deadline for the student concerned must then be changed accordingly (to guarantee an equal timespan). Tutors inform the thesis coordinator about such an agreement.

[5c] If *the provisional mark is below 6*, or the student is not satisfied with the mark, the student will do the resit (continue with 10-12). NB: the student does not run a risk, because the highest mark will be the definitive one.

[5d] If, *after discussion*², the tutors cannot agree on the final mark, because of conflicting views on the quality of the thesis

- If both give a sufficient mark and the difference is less than, or equal to, one point, then they split the difference (TSHD rounding rules apply.) This means that the mark is always 6.5 or higher, so no '6-procedure' will apply. (Continue with point 6-9.)
- If both give a sufficient mark but the difference is greater than one point (and they cannot come to an agreement), a third reader is appointed by the thesis coordinator, who determines the mark. The third reader assesses the thesis without knowing the assessments of the other tutors, and without knowing the grades the tutors gave. After the third reader gives their assessment, the tutors and third reader look at all the individual assessments and decide on the grade. If there still is disagreement, then the third reader decides the grade (which cannot be lower than the lowest and not be higher than the highest grade given by the tutors).
- The highest possible mark is the mark given by either the supervisor or the second reader. The lowest possible mark is the mark given by the supervisor or the second reader. The third reader has two working days to complete their task. The student can now pick a date for the defense, by mutual agreement with the supervisor and the second reader. This date must not be later than August 31st (Continue with point 6-9).
- If either the supervisor or the second reader gives an insufficient mark, while the other gives a sufficient mark, see 5b. (This implies that the mark will be a 6 at best.) In case that the tutors disagree on whether the thesis is sufficient or insufficient, the third reader has the final say.

If the student has passed the course ([6]-[9]):

[6] Student and tutors arrange a date for the defense. The student is responsible for booking a room for the defense, by submitting an online form to the Student Desk (<https://www.tilburguniversity.edu/form/contact-form-student-desk>).

Alternatively, the supervisor sets up a Zoom-link, in case the defense will take place online.

The defense consists of five to ten minutes for the presentation, and at least 30 minutes of questions by the tutors. Usually, the defense starts with the supervisor welcoming everyone present, explaining what is going to happen, and then gives the floor to the student. The student's presentation usually is done with the help of a PowerPoint Presentation (on average 1 slide equals 1 minute). The student briefly

² Note that this is about the tutors not agreeing after discussion. It could be the case that the supervisor gives a 7 and the second reader an 8.5. After discussion the tutors might agree on e.g. a 7.5. Then there is no need for a third reader.

presents and explains the research question and then continues to tell the audience how this was answered. After the presentation the student gives the floor back to the supervisor. The supervisor then can give the floor to the second reader, so they can ask their questions, and after that asks their own questions (or the other way 'round). After the questions have been answered the student and audience (if present) leave the room, so the supervisor and second reader can deliberate on the grade (making the preliminary grade the final grade, or adding half a point to that). The supervisor calls the student and audience back in. Usually, some words of praise are spoken, the grade is announced, usually with a small justification for it.

Because both the supervisor and the second reader are present at the defense, there is no need to make a recording. The defense has to be done in the same language as the thesis was written in.

The supervisor and the second reader decide, after the defense, the final mark and tell the student about their marks and comments on the two individual Tutor's BA Thesis Assessment Forms. N.B.: The final mark can be at best 0.5 point higher than the previously agreed provisional point (the final mark cannot be lower). No other changes to this previously agreed point are allowed. Also note that the additional .5 can be allocated in exceptional circumstances – students should not expect the plus 0.5.

[7] After the defense, the supervisor fills in the joint BA Thesis Assessment Form in consultation with the second reader. If the supervisor and the second reader can agree on the final mark, but have principal disagreements on the reasons why the mark fits, the supervisor fills in the BA Joint Thesis Assessment Form and the second reader explains their deviating view in an appendix. If it applies: The motivation of an additional 0.5 point should be given in the Joint Assessment Form. The supervisor sends the Joint Assessment Form to ba.thesis.phil@tilburguniversity.edu. The coordinator sends all the final grades to the administration.

[8] If the student has passed all other courses as well, they can now officially apply for the degree certificate. In case the student wants to participate in the graduation ceremony, the deadline to do this is three weeks before the ceremony.

Doing the resit ([10]-[12])

[10] If the student is going to do the resit, the supervisor and second reader prepare a (written) improvement report, which is communicated to the student and the thesis coordinator by the supervisor by the end of the assessment week, or after the third reader has handed in her/his assessment. The student is now in the resit phase and has two weeks for improvement of the thesis. The deadline is Monday of week 28.

[11] The student uploads the thesis in Canvas to the plagiarism scanner. The format has to be Microsoft Word – not a pdf or any other format. The supervisor and second reader download the thesis from Canvas. If the thesis is resubmitted before the deadline, then the supervisor and the second reader assess the thesis separately by means of the Individual Tutor's BA Thesis Assessment Form. Each assessment is expressed in a mark. The grading procedure is the same as non-resit theses (see above). The deadline for the

resit assessment is eight days (plus four weeks summer holiday for the fall-version). The deadline for this assessment is Monday of week 34 (allowing for the summer holiday).

[12a] If *the provisional mark is minimally* a 6.5, and the student is satisfied with the mark, the supervisor, second reader and the student can pick a date for the defense, by mutual agreement. This date must not be later than August 31st (fall-version). (Continue with point 6-9.)

[12b] If *the provisional mark is a 6*, the thesis coordinator must appoint a third reader whose sole task is to determine whether the thesis is either sufficient or insufficient. The third reader assesses the thesis independently (i.e. does not consult with the first or second readers, nor their assessment forms). The third reader has two working days to complete their task: the deadline for the third reader is Wednesday of week 34 (fall-version) or Monday of week 4 (spring-version). On this date the assessment is communicated to the student via Canvas. If the thesis is deemed sufficient, the mark is a 6. The student can now pick a date for the defense, by mutual agreement with the supervisor and the second reader. This date must not be later than August 31st. (Continue with point 6-9.) If the thesis is deemed insufficient, the mark is a 5. (Continue with 10-12.)

[12c] If *the provisional mark is below 6*, the student fails the course (see below).

[12d] If, after discussion, the tutors cannot agree on the final mark, because of conflicting views on the quality of the thesis

- If both give a sufficient mark and the difference is less than, or equal to, one point, then they split the difference. (TSHD rounding rules apply.) This means that the mark is always 6.5 or higher, so no '6-procedure' will apply. (Continue with point 6-9.)
- If both give a sufficient mark but the difference is greater than one point (and they cannot come to an agreement), a third reader is appointed by the thesis coordinator, who determines the mark. The third reader assesses the thesis without knowing the assessments of the other tutors, and without knowing the grades the tutors gave. After the third reader gives their assessment, the tutors and third reader look at all the individual assessments and decide on the grade. If there still is disagreement, then the third reader decides the grade (which cannot be lower than the lowest and not be higher than the highest grade given by the tutors).

The highest possible mark is the mark given by either the supervisor or the second reader. The lowest possible mark is the mark given by the supervisor or the second reader. The third reader has two working days to complete their task. The student can now pick a date for the defense, by mutual agreement with the supervisor and the second reader. This date must not be later than August 30th. (Continue with point 6-9.)

Failing the course

When a student fails the course *Bachelor Thesis Philosophy (Bachelorscriptie Filosofie, 701THE-B-10)* after the *resit*, they fail the course.

The student now has the option of either taking the opportunity given to make use of [1] a 3-month extended revision period, or [2] do a complete redo of the thesis.

Option 1: the 3-month extended revision period

This period starts the first day after receiving the report on the insufficient thesis. (In cases where students did not hand in anything for the *resit*, the 3-month extension period starts at the deadline for providing students with the assessment of the *resit* of the thesis.) During this period, the student is given a final opportunity to rework the thesis. The student must make sure that they are registered at the university. The thesis can be submitted before the end of the semester, but will not be marked before the beginning of the new semester.

During the 3-month extended revision period, the student is given one opportunity to get feedback from the supervisor on an improved version of the paper. No later than 3 months after the start of this period, the student submits the improved thesis to both the supervisor and the second reader. For the rest of the procedure: see points 11-12.

Option 2: a complete redo

If the student chooses to do a complete redo of the course, then a new supervisor and second reader should be found and a new thesis topic. The student must renew their registration with the university to make use of this possibility. (The student is allowed, of course, to hand in the thesis prior to the deadlines. So a complete redo does not necessarily have to entail that the student graduates a year later than originally planned.)

The student is allowed to join the practicals of the course *BA Thesis Track (bachelorscriptietraject filosofie, 710BSC-B-2)*, but this is not compulsory. The 2 EC the student got for passing that course, will remain on the student's list of credits.

APPENDIX 1: Writing the thesis in one semester

Regular students can work on their theses in the fall semester and do the preparatory class in the spring semester. If a student **must redo the course**, or has run up against study delay, they can work on the thesis in fall. As the student no longer follows a regular program, we cannot organize and plan the student program as well as for regular students. However, the delayed student may be in an excellent position to realize this fitting working environment.

Generally speaking, there are no differences between working on the thesis in spring or in fall. There are some differences in terms of deadlines, however. Most of these are a consequence of fitting both the preparatory course Philosophy Ba Thesis Track (2 EC) and the course thesis Bachelor Thesis Philosophy (10 EC) into one semester. This will reduce the study delay of the student who has failed either the regular Philosophy Ba Thesis Track (2 EC) or the regular Bachelor Thesis Philosophy (10 EC).

710BSC – ‘Philosophy BA Thesis Track’:

- Starts in week 35. Deadline for submission of preliminary thesis plan: end of week 37, semester 1 (mid-September)
- Deadline for submission of Thesis Registration Form: end of week 41, semester 1 (mid-October).

701THE – ‘Bachelor Thesis Philosophy’:

- Deadline for submitting BA thesis: week 49 (Monday). The students will then have had 8 weeks (340 hours) to write the thesis.
- All other deadlines are the same for other students who write their thesis in fall. See appendix 2 for the specific deadlines.

APPENDIX 2: Writing a BA thesis in the fall semester

BA students may start the bachelor thesis trajectory in spring, and write thesis in fall. In this case, there will be no practicals, but the student will have to do the work by themselves. The student will have to register for the course *BA Thesis Track* (*bachelorscriptietraject filosofie*, semester 2). The deadlines will then be as follows.

Week (day)	Activity
13 Monday	Fill out the supervisor preference form in this week (strict deadline)
24 (Friday)	Deadline submitting Thesis Registration Form (strict deadline).
26 (Friday)	Deadline submitting resit Thesis Registration Form (strict deadline).
35	Go / no go meeting & decision (talk in this week; strict deadline handing in of the form on Friday).
49 (Monday)	Submitting thesis before 23:59. (Otherwise resit.)
50 (Thursday)	Deadline assessment, mark established.
51 (Monday)	(If needed: strict deadline assessment third reader). & Deadline assessment communicated to student.
2 (Monday)	Deadline submitting resit (reworked version; strict deadline).
3 (thursday)	Deadline assessment resit, mark established.
4 (monday)	(If needed: strict deadline assessment resit third reader). & Deadline assessment resit communicated to student.
5	31-01: deadline defense (not a strict but preferred deadline)

APPENDIX 3: Explication of terms used

Extended Revision Period

The extended revision period is a 3-month period after the resit. During this period, the student is given the opportunity to rework the thesis and gain a sufficient mark. The period starts the day after receiving the report from the supervisor in which the insufficient mark for the re-sit is explained. Theses submitted during this period will only be marked after the start of the new semester. Students have the right to one meeting with their thesis supervisor during this period.

Failing the course

When a student obtains an insufficient mark for the required course 701THE-B-10 *Bachelorscriptie Filosofie* after the resit, they fail the course. The student may decide to redo the course but they will also be given the opportunity to make use of a 3-month period, beginning the first day after receiving the report on the insufficient thesis, in which the student is given a final opportunity to rework the thesis. During this period, students are given 1 opportunity to get feedback from the supervisor on an improved version of the thesis. No later than 3 months after the start of this period, the student submits the improved thesis to both the supervisor and the second reader.

Individual Tutor's BA Thesis Assessment Form

The Individual Tutor's Thesis Assessment Form is a form filled in and signed by both the supervisor and the second reader, separately. It is a standardized form that includes all the relevant criteria for assessing the thesis. In terms of these criteria, is it identical to the Thesis Assessment Form. Procedurally it is a different form as the individual tutor's thesis form is filled in separately by both the supervisor and the second reader.

The Individual Tutor's Thesis Assessment Form is the basis for filling in the Joint Tutor's Thesis Assessment Form. This is done by the supervisor and the second reader together.

Joint Tutors' BA Thesis Assessment Form

The Joint Tutors' BA Thesis Assessment Form is a form filled in and signed by both the supervisor and the second reader, jointly. It is a standardized form that includes all the relevant criteria for assessing the thesis. In the Joint Tutors' BA Thesis Assessment Form, the final mark is determined on the basis of the assessment. The two individual tutors' thesis forms are the basis for filling in the thesis assessment form.

In terms of criteria, the thesis assessment form is identical to the individual BA Tutor's Thesis Form. Procedurally, it holds a different position as it determines the final mark and is filled in jointly by the supervisor and the second reader.

Redoing the course

'Redoing the course' is different from 'failing the course'. When a student must *redo* either the required course BA thesis track 710BSC-B-2 (*Bachelorscriptietraject filosofie*, 2 EC) or the required course 701THE-B-10 (*Bachelorscriptie Filosofie*, 10 EC), they cannot simply do it again. The provision is that the student is neither allowed to choose the same subject nor the same supervisor (also see 'failing the course'.) The student submits a new thesis registration form. Deadlines attached to the nearest thesis registration deadline will apply.

Preliminary Thesis Plan

The preliminary thesis plan is a preliminary outline of the thesis, worked out in the self-help preparatory course BA thesis track 710BSC-B-2 (*Bachelorscriptietraject filosofie*, 2 EC). It contains the subject, the (main) research question and the methodology (i.e., way to go about). It also contains an explication of the research question, both in terms of its philosophical and societal meaningfulness as well as a justification of the methodology.

The thesis coordinator assesses the Preliminary Thesis Plan in terms of formal criteria (the presence of a research question, method, literature, indication of relevance).

Second reader

The main task of the 'second reader' is to assess the quality of the completed thesis as an independent expert. Their voice has equal weight in terms of assessing the quality of the thesis. They give a full assessment of the thesis, by filling in the Individual Tutor's BA Thesis Assessment Form. Together with the supervisor, they she fill out the Joint Tutors' BA Thesis Assessment Form and on that basis, determines the final mark of the thesis.

The second reader also approves of and signs the Thesis Registration Form and by doing so, commits themselves to the project.

Supervisor

The supervisor supports the student in their autonomously executed philosophical investigation. In the preparatory course BA thesis track 710BSC-B-2 (*Bachelorscriptietraject filosofie*, 2 EC), they help the student to work out the Thesis Registration Plan on the basis of the Preliminary Thesis Plan. In the course BA thesis philosophy 701BSC-B-10 (*Bachelorscriptie Filosofie*) the supervisor is the principal

companion of the student. They advise the student without ever losing sight of the fact that the principal agent of the project is the student themselves.

The supervisor has circa 7 meetings with the student (leaving exceptions aside). The supervisor communicates to the student when the thesis is sufficient but gives the student the opportunity to work on the thesis until the deadline for submission; however, if the student is satisfied with a sufficient mark, the completed thesis can be submitted before the deadline.

The supervisor assesses the thesis by filling in the Individual Tutor's BA Assessment Form. Together with the second reader, they fill out the Joint Tutors' BA Thesis Assessment Form and on that basis, determines the final mark of the thesis.

Thesis coordinator (Willem van der Deijl-Kloeg)

The thesis coordinator guides the thesis projects of all BA students (in a given academic year). They are the tutor of the preparatory course BA thesis track 710BSC-B-2 (*bachelorscriptietraject filosofie*) and makes sure that each student knows the BA thesis procedure. The thesis coordinator examines and approves of the Preliminary Thesis Form. After consultation, they assign the supervisor, the second reader, and if necessary, the third reader. They are also responsible for the administrative completion of the thesis project.

The thesis coordinator is also the first person the supervisor must contact if they have any concerns that a student's BA thesis project may go awry. The thesis coordinator will assist the student and the supervisor to get the project back on track. This may involve replacing the supervisor. Students may also contact the Thesis Coordinator but they can also contact the confidential advisor of Tilburg School of Humanities and Digital Sciences.

Thesis Registration Form

The Thesis Registration Form is the final product of the preparatory course BA thesis track (*Bachelorscriptietraject filosofie*) and the basis for the project undertaken in the course BA thesis Philosophy (*Bachelorscriptie filosofie*). It contains (the improved and) final version of the preliminary thesis plan which includes more thorough treatment of the main issue and question, and indicates (most of) the literature to be used in the thesis. It also lays down details of the process of making the thesis, including information on how student and supervisor will interact. In that sense, the Thesis Registration Form is a contract, binding both student and tutor.

The Thesis Registration Form must be approved upon and signed by the student, the supervisor and the second reader. It must be emailed to ba.thesis.phil@tilburguniversity.edu.

Third reader

The third reader is called in when the supervisor and the second reader determine the final mark to be a 6. It is the task of the third reader to double-check whether the quality of the thesis is sufficient. The third reader only passes a sufficient / not sufficient judgement. The third reader reports to the thesis coordinator and also communicates their findings to the supervisor and the second reader. The third reader is appointed by the thesis coordinator, after consultation with the supervisor and the second reader.

The third reader is also called in when the supervisor and the second reader cannot agree upon a final mark for the thesis. In this case, the third reader's task is a little bit different, as they determine the mark, not (merely) verifies it.

Tutors

Name used for the combination of supervisor and the second reader.