

Master's Thesis Regulations

(pursuant to Article 4.14 of the Master's Programme Teaching and Examination Regulations (*Onderwijs- en examenregeling van de masteropleidingen*))

Article 1 – Scope

1. - These regulations are applicable to all students who start writing their Master's thesis to complete a programme of studies in Tax Law, Business Law, International and European Law, International Business Law, Social Law and Social policy, Law and Technology, Public Administration, International Business Taxation Law, Victimology and Criminal Justice or the Research Master in Law after 31 August 2004 and for students in the master Law whose research proposal was approved before 1 October 2014.
2. - The date on which the student registers in the electronic thesis file will be considered the starting date.

Article 2 – Aims

With the Master's thesis, the student must show that he possesses the academic skills to use the knowledge acquired in the course of the studies to independently

- formulate a scientific question in the field of study;
- set up a study to answer this question in an academically responsible way;
- collect, order, analyse, correlate, and evaluate the data relevant to this study;
- substantiate the answer found and, where necessary, to contribute to defensible solutions;
- present the design, execution, and results of the study clearly, systematically, and verifiably in writing.

In addition, the student must be able to present his thesis before an audience of non-lawyers or non-public administration specialists, as the case may be, and to defend it before the examiners.

Article 3 – Research Lab

The Research Lab is part of the thesis phase of the programmes of Law, and Public Administration.

Article 4 – Study load

The study load for the Master's thesis is 504 hours (18 ECTS) in all Master's programmes, with the exception of International Business Law and Public Administration where the study load for the Master's thesis is 420 hours (15 ECTS). The study load for the thesis for the Research master in Law is 672 hours (24 ECTS).

Article 5 – Thesis file

1. - The student must register in the electronic thesis file.¹
2. - The thesis file has the following functions:
 - supporting student supervision
 - monitoring thesis progress
 - stimulating thesis quality
 - recording definitive version.

Article 6 – Thesis coordinator, thesis supervisor, and second evaluator

1. - Each programme and each track in the master Law has a thesis coordinator.
2. - The thesis coordinator of the programme appoints at least one thesis supervisor and one second evaluator per student.
3. It is the task of the thesis supervisor to supervise the student as regards the content of the thesis research and the writing of the thesis; he also acts as a corrector and as an evaluator.
4. - The second evaluator conducts a marginal assessment of the final version.

¹ <<https://scriptie.rechten.uvt.nl/files/doc.asp?lang=en>>

Article 7 – Supervision

1. - The student has a minimum of three meetings with the supervisor. In these meetings, the following subjects will be discussed: the choice of subject, the formulation of the research question, the outline of the thesis, and a discussion of the draft text.
2. - The number of meetings can be increased within reasonable limits
3. - On the basis of the approved thesis proposal, arrangements are made concerning
 - the schedule;
 - frequency of further supervision;
 - the possibility to submit and discuss drafts of parts of the thesis.
4. - If more than one department is involved in the thesis, joint consultation will take place at the initiative of the thesis supervisor(s) on the distribution of tasks between the supervisors.

Article 8 – Supervision problems

- 1.- In the event that problems occur during the supervision process which cannot be resolved by the student and the thesis supervisor together, the student and/or the thesis supervisor can apply to the thesis coordinator a request to solve the problem.
2. - If mediation by the thesis coordinator does not lead to a solution, the student and/or the thesis supervisor can apply to the thesis ombudsman (*scriptievertrouwenspersoon*) appointed by Tilburg Law School.

Article 9 – Size and presentation of the thesis

1. - In principle, the size of the thesis is approximately 16,000 words (\pm 40 pages A4) of text, excluding footnotes, bibliography, and any appendices.
- 2.- The size of the thesis for the Public Governance programme is approximately 24,000 words (\pm 60 pages A4) of text, excluding footnotes, bibliography, and any appendices.
3. - The thesis can be submitted in different forms, e.g., an article in a journal, an explanatory memorandum to a bill, case advice. Each form has its own requirements as to size, although these will always be in proportion to the norm of 16,000 words (24,000 in the case of the Public Governance programme) and to the study load described in Article 4.
4. - Research conducted in the framework of the Master's thesis may include practical research.

Article 10 – Combined thesis

Should a student want to write one thesis to complete different programmes or different specialisations, then the combined thesis has to meet all the requirements of the separate programmes or specialisations. With regard to the form and size of the combined thesis, the requirements referred to in Article 9 apply cumulatively to a maximum of 32,000 words (approximately 80 pages A4) of text, excluding footnotes, bibliography, and any appendices.

Article 11 – Academic fraud

1. - The thesis supervisor will report plagiarism or academic fraud in the conduct of research to the Examination Board.
2. - The definitions of plagiarism and fraud as set out in the Rules and Regulations are applicable.²
3. - The final version of the thesis is checked for plagiarism through the electronic thesis file prior to the assessment.
4. - The MTO/ bachelor thesis or any other final thesis, may not be used for the Master's thesis. Students need to upload their previously written MTO/ bachelor thesis or any other final thesis to the electronic thesis file.

Article 12 – Citation and references

² Article 7 paragraphs 5 and 6 Rules and Regulations.

Citation, references in footnotes, and the layout of the bibliography of a law thesis should in principle follow the *Oscola system*³. The *APA style*.⁴ Should be followed when writing a thesis for Public Governance.

Article 13 – Submitting the final version

1. - The student decides when the final version is finished. From that moment on, he cannot make any changes to the thesis until assessment has taken place.
2. - The final version must be submitted both electronically and in hard copy to the thesis supervisor. It must be accompanied by a *verklaring van eigen werk* (“Statement of Integrity”). The thesis supervisor determines the number of copies to be submitted.
3. - The student must submit the definite final version of the thesis for plagiarism control to the digital thesis file at least 3 weeks before the intended graduation date.

Article 14 – The first, preliminary, assessment

1. - Preliminary to the assessment of the Master’s thesis, the following aspects will be assessed:
 - *language/style* (points of attention include: formulation, grammar, spelling, punctuation, stylistic conventions relating to the type of text)
 - *structure* (points of attention include: consistency at text, section, and paragraph levels)
 - *format* (points of attention include: lay-out, footnotes, bibliography).
2. - Only after all the aspects referred to under 1 have been assessed as sufficient, will the preliminary assessment of the Master’s thesis be determined. The thesis will be marked as sufficient if the criteria and guidelines listed in Article 17, paragraphs 1 and 2 have been met.

Article 15 – Second assessment

After the preliminary thesis mark is determined, the second evaluator marginally tests whether the preliminary thesis mark reflects the quality of the thesis.

Article 16 – Revision

In the event the preliminary thesis mark is insufficient, the student will be given the assessment form so that it is clear what aspects need to be improved. After been given the assessment form the student has two weeks to revise the thesis, which, if properly revised, can then be assessed as sufficient.

Article 17 – The final thesis mark

1. - The final thesis mark will be determined by grading the following six categories as either insufficient, sufficient, good, or very good.
 - *Research question/Statement of the problem* (points of attention include: the relevance of the legal question/public administration problem, the information on the issue, the place of the question in the theoretical framework, the aim of the study, and the extent to which the question is multidisciplinary or international);
 - *Research* (points of attention include: the relevance, the up-to-datedness and comprehensiveness of the collected material);
 - *Use of the research material* (points of attention include: the quality of the description, the analysis, and the evaluation of the collected material);
 - *Argumentation* (points of attention include: the quality of the arguments and of the conclusion);
 - *Creativity and originality* (points of attention include: the originality of the subject, the level of creativity in the interpretation of the material and in the argumentation);

³ See the ‘Oxford law’ site of the University of Oxford: <<http://www.law.ox.ac.uk/index.shtml>> about the faculty > publications > oscola (<http://www.law.ox.ac.uk/publications/oscola.php>).

⁴ The American Psychological Association developed this style. For more information, see “APA” on the Citation Styles website of the Tilburg University library: <<http://www.tilburguniversity.edu/intranet/publish/citingsources/styles/>>. The use of OSCOLA (Oxford Standard for Citation Of Legal Authorities) is also recommended.

- *Critical ability* (points of attention include: the way in which the research material is used and the extent to which the student has chosen his own position);
2. - In calculating the preliminary thesis mark, the following guidelines apply.
 - 6** will be given
 - if all categories are 'sufficient' or if one category is 'good' and the other ones 'sufficient';
 - if the independence aspect is 'poor' because the student has insufficiently shown his ability to independently realise the aims referred to in Article 2;
 - 7** if at least two categories are assessed as 'good';
 - 8** if all categories are assessed as 'good' or if every 'sufficient' is compensated by a 'very good';
 - 9** if at least two categories are assessed as 'very good' and all other categories as 'good';
 - 10** if all categories are assessed as 'very good'.
 3. - The level of the sufficient mark for the Master's thesis will also be determined by the presentation of the thesis subject for non-specialists (*leken-praatje*) and the defence of the thesis.

Article 18 – Appeal

An appeal to the final thesis mark can be lodged within six weeks with the University's Examination Appeals Board

Article 19 – Evaluation

After the final Master's Examination, the student will be asked to evaluate the thesis phase on the basis of a questionnaire.

Article 20 – Copyright

1. - The copyright of a final or Master's thesis is vested in the student.
2. - The student gives his permission to incorporate his thesis in the thesis database of the university, unless he has indicated his objection through the thesis file.
- 3.- By submitting their thesis, students give permission, in the broadest sense of the word, to be checked for plagiarism by a plagiarism detection system chosen by the institution referred to in Article 11 paragraph 3.
4. - This includes a consent for the inclusion of the thesis in the repository of Tilburg University and the databases of plagiarism detection systems with which Tilburg University and / or other educational institution in the Netherlands has or will concluded a contract. This for future plagiarism controls.
5. - The student is still free to choose that his or her work is not made public for another purpose than the plagiarism check as referred to in Article 11.

Adopted by the Examination Board of Tilburg Law School on 9 June 2004. Amended on 21 April 2008, 8 June 2009.

Common Assessment Framework for the Master's thesis

Form		
Use of language/style	<ul style="list-style-type: none"> - formulation - grammar - spelling - punctuation - stylistic conventions relating to type of text 	
Structure	<ul style="list-style-type: none"> - ordering, structure, inner consistency at text, section, and paragraph levels - logical structure of the argument 	
Format	<ul style="list-style-type: none"> - text lay-out - footnotes - bibliography 	

Assessment of the Master's thesis takes place only after Form is considered to be sufficient on all three points. In calculating the mark, Form will not be taken into account separately.

Content		
Research question/ Statement of the problem	<ul style="list-style-type: none"> - relevance of the legal question / public administration problem - information on the issue - placement in theoretical framework - research aim - multidisciplinary 	
Research	<ul style="list-style-type: none"> - collected material is relevant, up-to-date, and comprehensive 	
Use of research material	<ul style="list-style-type: none"> - description - analysis - evaluation 	
Argumentation	<ul style="list-style-type: none"> - quality of arguments - quality of conclusion 	

Attitude		
Creativity/originality	<ul style="list-style-type: none"> - subject - interpretation - argumentation 	
Critical ability	<ul style="list-style-type: none"> - use of research material - own position 	

Independence (only by thesis supervisor)	
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Graduation	
oral presentation	
defence	

Final thesis mark	
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