

### U.S.E. thesis regulations Academic Masters 2021-2022

1. All theses must be written and finished within semester 2.
2. All theses will be checked on plagiarism.
3. In agreement with the second supervisor, the thesis supervisor will determine the final grade and fill in the Thesis Evaluation Form, which is then presented to you.
4. The supervisor grades the thesis *within 10 working days* from receiving the material, and makes sure the results are processed administratively.
5. In case of special personal circumstances, the Board of Examiners may grant a postponement of the deadline, following consultation with the MSc coordinator.
6. When you have stopped working on your thesis during semester 2 for other reasons than special personal circumstances, or do not hand in your thesis on time, or when you received an insufficient grade, you will have to start again in the next academic year (at the kick-off event in November), with a new thesis subject and new supervisor, unless the requirements mentioned under 10 apply.
7. For your *research proposal* no retake is possible.
8. For your *master thesis*, a retake is possible. Conditions:
  - Your unrounded final score (10%\*proposal + 90%\*thesis) is less than 5.5, but *at least 4.0*.
  - Your supervisor will provide you with feedback/guidance of what to improve, but only once. Afterwards no additional feedback or guidance can be claimed from the supervisor (holiday season).
  - You can resubmit your master thesis only *once*.
  - The deadline to hand in your revised thesis is **August 10**, after which the grade will be handed in by the supervisor at the latest by **August 19**.
  - The rounded final grade for the thesis cannot be higher than a 6; this is only to be fair to students finishing in shorter time.
9. If your unrounded final grade *is less than 4.0*, *no retake* is possible. You will have to subscribe again, and start with a new topic and supervisor in November 2021. Thus, you will then develop a new thesis in period 3 and 4 of the academic year 2022/23.
10. If you do not succeed in finishing your thesis in semester 2, including the retake, you can consult the study advisor and submit a request to redo the thesis with a new topic and supervisor in period 1+2 of the next academic year if you think the following requirements apply:
  - You have worked on the thesis in the regular period, but did not receive a passing grade.
  - You have put in *enough effort*. The thesis evaluation form, including the written feedback by your supervisor, serves as the basis for this and your thesis grade is *at least 4*.
  - You have *finished all other courses* of your master programme.The request needs to be made ultimately on **September 15** (or when this is a Saturday or Sunday, the Friday before September 15). The study advisor will contact the Board of Examiners (BoE). The BoE takes the final decision.
11. In addition to the cum laude classification in art. 6.2 of the Education and Examination Regulations: if you do an external research in combination with your thesis and this prevents you to graduate in one year, and as a consequence you do not qualify for a cum laude graduation, the Board of Examiners may apply a special (leniency) regulation.