

## Faculty of Humanities

# Thesis regulations for Bachelor's programmes

These Bachelor's thesis regulations describe the main faculty rules regarding the thesis. In addition to these regulations, a separate guide is available for each programme describing the thesis phase. More information on the procedures can be found on [vu.nl](https://vu.nl). It also includes information on various aspects of the thesis process that may be useful to both students and teachers, such as an example of a work schedule.

When drafting the thesis regulations and guides, a deliberate choice was made to provide students and lecturers with the same information. This ensures that both parties are aware of each other's opportunities, responsibilities, rights and duties. The term 'student' in these regulations is gender inclusive, because this term has always been used in regulations and is seen as a technical term.

The thesis regulations were adopted by the Board of the Faculty of Humanities on 17 July 2017 and have been modified to some degree in January 2020 and January 2023.

## 1. What is the Bachelor's thesis?

Each Bachelor's programme concludes with a thesis, a programme component that includes supervision, but is largely completed autonomously. The Bachelor's thesis takes the form of an assignment and is written on the basis of a literature study and possibly archive and/or empirical research. The results of the research are presented in the Bachelor's thesis on the basis of a research problem, objectives and research questions.

The Bachelor's thesis is the final component in the Bachelor's programme. The student uses the knowledge and skills acquired over the three years of the Bachelor's programme. The student writes the thesis alone.

The thesis demonstrates that the student possesses knowledge, understanding and skills in relation to their specific field of study. This knowledge must be embedded in a wider cultural and/or societal context. The student also possesses theoretical and methodological insights into the field and the ability to apply these insights independently.

The study guide for the relevant degree programme lists the learning objectives of the Bachelor's thesis. These learning objectives are linked to the final attainment levels of the programme, as defined in the Teaching and Examination Regulations (which relate to the Dublin descriptors).

## 2. Getting started

Before the student starts writing their thesis, they must be registered for the relevant degree

programme's thesis course. For most degree programmes, certain entry requirements apply, including passing AcVa (Academic Skills) and obtaining a certain amount of credits. These are included in the Teaching and Examination Regulations.

At the beginning of the thesis project, the thesis agreement has to be completed and signed by the student, supervisor and second reader, if applicable for the degree programme in question.

Further information about the thesis project can be found in the thesis guide of the degree programme in question. The thesis guides can be found at [vu.nl](http://vu.nl).

### 3. Form

A thesis is written as a fully developed independent research report, according to the standard scientific structure that is common for the degree programme and the field. The number of words for the thesis depends on the degree programme and is described in the programme-specific thesis guide.

The title page of each thesis within the Faculty of Humanities must include the following information:

- title and, where relevant, secondary title of the thesis
- name of university, faculty and programme
- name of student
- student number
- name of supervisor
- name of second reader
- date and year of completion
- word count

### 4. Assessment and assessment form

The student hands in the final version of the thesis as a PDF via Canvas. The final submission date is stated in the faculty graduation procedure (also known as the 'summer regulations'; see paragraph 6.1). The course coordinator of the thesis module must ensure that all supervisors are added to the Canvas module for the thesis, and that an upload section is created to check theses for plagiarism.

The final version of the thesis is assessed by the supervisor, who also carries out a plagiarism check, and an independent second reader using an assessment form. The second reader is not involved in the supervision of the process of writing the thesis in any way. The degree programme also ensures that the same combination of supervisor and second reader will not be used regularly for other theses. The first supervisor is always an examiner approved by the Examination Board and affiliated with the department to which the programme belongs (or is in some way responsible for the programme or its design). The second reader is an examiner approved by the Examination Board. Please note: in the event that the second reader is affiliated with another faculty or university then this should also be submitted to the Examination Board of the Faculty of Humanities in order to appoint the second reader as examiner for the Faculty of Humanities. If desired, a programme may elect to appoint a second supervisor, for example from the field of professional practice, to provide substantive guidance. In such cases, the thesis must also be assessed by an independent assessor approved by the Examination Board, meaning that three persons will be involved in the thesis assessment.

The thesis is assessed based on the above-mentioned assessment form, which has been made known to the student in advance via [vu.nl](http://vu.nl) and/or Canvas and the study guide. Both the supervisor and the second reader complete an assessment form independent of each other. If the supervisor and the second reader agree on the final grade, the supervisor will complete the cover sheet of the assessment forms of the Faculty of Humanities (document can be found on [vu.nl](http://vu.nl)), and include a summary of the final assessment if the difference between the assessment of the supervisor and the second reader is 1.0 mark or more. The final assessment is determined through consultation between supervisor and second reader, and they can calculate an average score.<sup>1</sup>

The thesis supervisor forwards the final version of the thesis and the accompanying documents (assessment forms, thesis agreement, cover sheet) in digital form to the Education Office via [onderwijsbureau.fgw@vu.nl](mailto:onderwijsbureau.fgw@vu.nl). This also applies if the thesis has been graded as unsatisfactory. A thesis that has been graded with a pass mark cannot be retaken.

Several special circumstances can occur:

- Should the assessors believe that the version submitted via Canvas is insufficient, the student will have to submit a resit.
- The difference between the original assessments is between 1.0 and 2.0 points: please complete a summary of the final assessment on the assessment form.
- The assessors fail to reach a unanimous agreement: either because they do not agree on whether the thesis can be graded with a pass mark, or because there was a difference of 2.0 or more points in the original assessment, or they disagree for other reasons. In that case the supervisor will submit a request for a third reader to the Examination Board, which will designate a third assessor. The final grade will be the average of the three separate assessments. Please note: a maximum of one of the assessments given may be a fail grade; i.e., if the average is a pass, but two out of three assessments are a fail, a pass cannot be awarded.

In the event that a resubmitted thesis is again given a fail grade, the student will be required to start all over on a new thesis with a new topic and other assessors (supervisor, second reader).

A diagrammatical presentation of the various steps and options in the assessment process can be found below in Appendix 1.

In the event that a student experiences problems during the thesis process (mental, physical or other problems) and is at risk of running behind, they are advised to contact the academic advisor for recommendations on how to proceed. If, due to these issues, a student does not expect to finish their thesis on time for the assessment within the current academic year (in accordance with the faculty graduation procedure), the supervisor and the student will conclude an agreement in writing about a new submission date.

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<sup>1</sup> Please note: a mark of a 5.5 will be rounded up to a 6.0! See Teaching and Examination Regulations Section 3.6.2.

In the event that no final version of the thesis is submitted within the current academic year, and no additional agreements have been made in this regard as described above, then the module for that year will be concluded with a No Show (NS) in the system. This is done by the Education Office at the request of the thesis supervisor. The NS will have no influence on the “cum laude” classification. The student can reregister for the module in the new academic year. The student will then start working on a new thesis with a new supervisor.

The assessment forms currently used by the degree programmes within the Faculty of Humanities can be found on [vu.nl](http://vu.nl). Please carefully review this form before the start of the thesis process.

Further information on the cum laude classification can be found in the [Rules and Guidelines](#) of the Examination Board.

## 5 Fraud

A plagiarism check will be carried out after submission of the thesis. This check is carried out by the first supervisor or the thesis coordinator.

In case of suspicion of fraud, the lecturer in question will inform the Examination Board. The procedure and powers of the Examination Board in the event of academic misconduct can be found in the [Rules and Guidelines](#) of the Examination Board.

## 6 Disputes

If a student is unhappy about a certain situation, they should contact their supervisor at the earliest opportunity. If the meeting with the supervisor does not have the desired effect, the students may first contact the academic advisor or lodge a complaint using the [complaints form on vu.nl](#).

## 7 Conclusion

### *7.1. Graduation procedure*

Every year, the Education Office, in consultation with the Examination Board, draws up an overview of the graduation procedure (submission dates, publication of grade, graduation dates, degree awards ceremony), which can be consulted on [vu.nl](http://vu.nl).

### *7.2. Final assessment*

The supervisor will inform the student of the assessment. The degree programme determines whether this is done orally and/or in writing. The assessment forms form the basis of the information provided to the student. On request, the student can review the assessment form(s) and the completed cover sheet.

### *7.3. Archiving*

The lecturer will send the final version of the thesis in PDF format, together with the documents needed for the assessment of the thesis (assessment forms, thesis agreement, cover sheet) to the Education Office, where the documents will be digitally archived.

### *7.4. Copyright*

The copyright of the thesis rests, in principle, with the student. Should the thesis or a part thereof be

published, then the student is expected to state that it was written within degree programme X at VU Amsterdam under the supervision of Professor Y. The student and the supervisor should reach a clear agreement on this matter. Please note: the student is not the owner of data or works made available by the supervisor.

