**BACHELOR’S THESIS REGULATIONS[[1]](#footnote-1)**

**Article 1 General principles**

1. These regulations apply to the ‘thesis’ component of the following Bachelor’s programmes:

 a) Administration and Organization, b) Communication Science, c) Cultural Anthropology and
Development Sociology, d) Political Science and e) Sociology, of the Faculty of Social Sciences of Vrije Universiteit Amsterdam.

1. The Teaching and Examination Regulations of the programme contain the scope of the Bachelor’s thesis (number of ECTS) as well as the conditions pertaining to the Bachelor’s thesis.
2. For each specific Bachelor’s programme, the conditions the student must meet in producing the thesis can be found in the Bachelor’s thesis manual.
3. The student[[2]](#footnote-2) and the representatives of the programme involved in the Bachelor’s thesis will
adhere to the instructions and deadlines set out in these regulations and the Bachelor’s thesis manual of the relevant programme.
4. If the programme offers the student the possibility to graduate with two specializations, the student will write two theses that both fall under the final qualifications of the programme.
5. Assessment is carried out by two examiners.
6. The requirements for examiners are included in the Regulations on appointing examiners, which are appended to the Rules and Guidelines of the Examination Board. A thesis supervisor from
outside the Faculty of Social Sciences (FSS) cannot act as first or second examiner, unless the Examination Board gives its approval. A thesis supervisor from outside FSS is expected to have a social science degree or a comparable level based on competencies acquired elsewhere. The opinion of the external supervisor is taken into account in the final assessment of the thesis.

 **Article 2 Purpose and responsibilities**

1. The aim of the Bachelor’s thesis is to provide an individual assessment of the student’s academic skills within his/her own discipline. This involves working on a research question and a research set-up of limited complexity, conducting research (possibly in the form of a literature survey),
analysing data, integrating the results and independently reporting on the research.
2. The thesis supervisor is responsible for the supervision process. If the supervisor is also an
examiner, he/she also acts as the first examiner. The student may be supervised by a supervisor who is not an examiner.
3. The first and second examiners share equal responsibility for the final assessment of the
Bachelor’s thesis. The first examiner is responsible for the plagiarism check.

 **Article 3 Procedure for assigning thesis supervisor and for thesis supervision**

1. The Bachelor’s thesis manual details: a) how students make their choice of subject known, the period and deadline for registration and notification of the student about the assignment,
b) information relevant to the allocation of a thesis supervisor or registration for and placement in a thesis working group, c) the procedure for assigning a first and second examiner.
2. Supervision of the thesis process can be provided by a teacher from the programme, from FSS or by a supervisor from outside FSS. The initial meeting between the student and the thesis
supervisor covers at least the following:
3. the form of thesis supervision: individual and/or in thesis working groups;
4. the subject of the Bachelor’s thesis;
5. agreements on supervision;
6. agreements on the documents to be submitted during the semester;
7. agreements about the student’s obligations and the consequences if the student does not keep to these obligations;
8. the language in which the Bachelor’s thesis is written.
9. Incase a supervisor from outside FSS is involved, the first examiner is present during an initial meeting with the external supervisor and the student. During the thesis trajectory, the first
examiner will have regular contact with the student and the supervisor from outside FSW.

**Article 4 Co-production**

1. If the programme permits students write a thesis together, they must obtain permission from the thesis coordinator beforehand. In that case the students submit their thesis outlines to the thesis coordinator, accompanied by a written motivation from the thesis supervisor.
2. The rules for co-production are as follows:
3. if research is conducted, it must be joint research;
4. each of the students must make an independent, clearly defined and verifiable contribution;
5. the final product is in accordance with the guidelines in the study manual of the programme. This might be a joint thesis or separate theses. In case of a joint thesis, each student is
responsible for a specified part as well as for the whole;
6. the introduction indicates which part each of the students had in the production of the thesis;
7. the scope and/or depth of the thesis should be greater than of an individually written thesis, to ensure that the achievement of each student is equivalent to that required of an
individually written thesis;
8. each student receives a separate mark for the thesis on the basis of (2b), (2c) and (2d) of this article.

**Article 5 Assessment of the thesis**

1. The student is supervised by a thesis supervisor. The assessment of the thesis is executed by the first examiner (often also the thesis supervisor) and the second examiner.
2. The first and second examiner give their assessment independently and record it on an
assessment form as included in the programme’s Bachelor’s thesis manual.
3. The programme’s Bachelor’s thesis manual describes how the final grade of the Bachelor’s thesis is established. In cases where the thesis is one of the constituent assignments that
determine the final grade, the grade for the thesis component is rounded off to one decimal place.
4. If the thesis is graded as satisfactory the student is not given the opportunity to resubmit the
thesis based on article 3.5 section 1.b of the Teaching and Examination Regulations. If the thesis is graded as unsatisfactory at the first submission opportunity, the student will be given the
opportunity to resubmit the thesis.
5. Both the grades of the first and second assessor as well as the final grade are rounded off to a whole or half point. A grade of 5.5 may not be given. A grade may be rounded off to one
decimal place only in the situation mentioned in (3) of this article. The submission and grading deadlines are shown in the table in Appendix 1.
6. The second examiner gives the completed assessment form to the first examiner. The first
examiner determines the average final grade on the basis of the two marks. If the first
examiner is not the thesis supervisor, the first examiner forwards the assessment form, his/her own comments and those of the second examiner to the thesis supervisor and informs him/her of the final grade. The thesis supervisor informs the student of the assessment and ensures that the student receives the completed assessment forms.
7. The thesis supervisor delivers the two assessment forms to the Education Office, which then
archives the assessment forms. The Examination Board screens the assessment forms for
completeness.
8. The grade for the thesis is the average grade of the assessments of the first and second
examiner.
9. No averaging will take place if there is:

a) a difference of two or more points between the assessments of the first and the second
examiner;

b) an unsatisfactory assessment by one examiner and a satisfactory assessment by the other.

1. If a situation as described in (9) arises, the first examiner reports this to the Examination Board. The first examiner will submit to the Examination Board an uncommented copy of the thesis
provided by the student and a blank assessment form. The chairperson of the Examination Board appoints, if possible in consultation with the thesis coordinator, a third examiner within three
working days after the notification and sends him/her, via the administrative secretariat, the thesis and the blank assessment form.
2. The third examiner submits his/her grade for the thesis to the administrative secretariat of the
Examination Board as soon as possible, but in any case within five working days of receipt, by means of the completed assessment form. If the grade of the third examiner is lower than the
lowest of the two previous assessments, then the final grade given is the lower grade of the two previous assessments. If the grade of the third examiner is higher than the highest of the two
previous assessments, then the final grade given is the higher grade of the two previous
assessments. If the grade of the third examiner lies between the grades of the two previous
assessments, then the grade of the third examiner will be the final grade.
3. If, after a third assessment at the first submission opportunity, the thesis is given an
unsatisfactory final grade, the student is permitted to improve and resubmit the thesis. In
principle, the first and second assessor will remain the same, unless the thesis coordinator decides otherwise.
4. The administrative secretariat of the Examination Board informs the first and second
examiners of the final grade and attaches the third examiner’s assessment form. The first
examiner or thesis supervisor then informs the student of the third examiner’s comments and the final grade.
5. The administrative secretariat of the Examination Board submits the final grade and the
assessment form of the third examiner to the Education Office, which then ensures registration of the final grade and archiving of the assessment form.

**Article 6 Publication**

1. Copyright for the thesis resides with the student.
2. Publication of the thesis and publication of the results of the research of the thesis (for example if the thesis is published as an article) will only take place following consultation between the student and the thesis supervisor.
3. In the event of any dispute, the matter will be submitted to the Programme Director, who will
solicit advice from independent experts if necessary. The individuals involved may lodge an appeal against the Programme Director ‘s decision with the Faculty Board.
4. Theses that receive a pass mark are made publicly available by VU University Library (UBVU). To this end, the student provides the thesis in digital form for inclusion in the university library’s thesis database.
5. If a student carries out research within a particular organization for the purposes of his/her
thesis, no assurances of confidentiality may be given to the organization in question, because
scientific knowledge must be accessible, verifiable and cumulative. An acceptable alternative to confidentiality is the use of pseudonyms or other devices that render the work anonymous. If an organization does not consider the anonymization of the thesis to be sufficient, but the research carried out does serve a scientific or educational purpose, the student is to submit a substantiated application to the Examination Board of the study programme at the start of the thesis process, requesting that the thesis be included in the library under restrictions. The
student’s request must be supported in writing by the thesis supervisor. If the Examination Board approves this application, the thesis will remain ‘under restrictions’. This means that it will be
included in the VU University Library’s thesis database but will not be visible to third parties. In such cases, the student writes a summary of his or her thesis for the VU University Library’s
digital database.

**Article 7 Academic misconduct, plagiarism and disputes**

1. The student writes the thesis independently. The student is not allowed to engage other

parties to write (parts of) the text of the thesis. This is regarded as a form of academic
misconduct or plagiarism. If the student is suspected of academic misconduct or plagiarism, the thesis supervisor and/or thesis coordinator are obliged to report this to the Examination Board. This is in accordance with the relevant articles of the rules and guidelines of the Faculty of Social Sciences Examination Board.

1. If disputes arise between student and thesis supervisor, the thesis coordinator acts as a
mediator. If the thesis coordinator is the thesis supervisor, the Programme Director acts as a mediator. If the Programme Director is the thesis coordinator or the thesis supervisor, the
Portfolio Holder Education acts as a mediator. If necessary, the thesis coordinator,
Programme Director or Portfolio Holder Education will assign another supervisor to the student.
2. If the dispute is not resolved to the student’s satisfaction after mediation by the thesis
coordinator, he or she may file a complaint with the Examination Board if it concerns
assessment and with the Programme Director if it concerns supervision. If the student
disagrees with the Examination Board’s decision, he or she can lodge an appeal with the
Examination Appeals Board. If the student disagrees with the decision of the Programme
Director, he or she can lodge an appeal with the Faculty Board.

**Article 8 Assessment of the thesis in relation to graduation**

1. Students who submit their thesis no later than the last Friday of period 6 at 5.00 PM will
receive their grade no later than the date shown in the table in Appendix 1.
2. The second opportunity for submission is described in the programme’s thesis manual.
Students will then receive the assessment no later than the date stated in the table in
Appendix 1.
3. If the thesis is graded with a pass on the first or second submission and the student has
fulfilled all other obligations, he/she can proceed to graduate in the same academic year.
4. If, after the second submission, the thesis is not graded as a pass or if the thesis has not been submitted owing to special circumstances and the student wishes to continue the
programme, he/she will need to register for the programme again and notify the thesis
coordinator. The thesis coordinator determines whether the student will receive supervision outside the regular thesis process; whether a different thesis subject must be chosen; and whether a different thesis supervisor will be assigned.
5. The student who obtains a pass for his or her thesis and complies with all other obligations will receive a graduation notice by email within two weeks after the registration of his/her final result. The student can use the link in the email to indicate that he/she wishes to
graduate or the student may request a graduation postponement.
6. Students who fail to submit the thesis at the first opportunity only retain the opportunity to
resubmit in accordance with the standard procedure. In special circumstances, a student may submit a request to the Examination Board for a submission opportunity outside the standard submission opportunities in the current academic year.

**Article 9 Evaluation**

1. When grades are registered, the student will be asked to fill in a digital evaluation of the
Bachelor’s thesis process.

Adopted by the Faculty Board of the Faculty of Social Sciences in November 2021, after
consultation with the Bachelor’s Programme Committees, the Examination Board and the Joint Assembly.

These Regulations take effect on 15 November 2021.

 **APPENDIX 1 TABLE OF DEADLINES FOR SUBMISSION AND GRADING 2021-2025, 1st and 2nd submission**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **year** | **student** | **examiners** | **Education Office** | **student** | **examiners** | **Education Office** |
| **2022** | Fri 1 July, 5.00 PM | Fri 15 July, 8.00 AM | Mon 18 July | see programme manual | Mon 22 August, 8.00 AM | Tue 23 August |
| **2023** | Fri 30 June, 5.00 PM | Fri 14 July, 8.00 AM | Mon 17 July | see programme manual | Mon 21 August, 8.00 AM | Tue 22 August |
| **2024** | Fri 28 June, 5.00 PM | Fri 12 July, 8.00 AM | Mon 15 July | see programme manual | Thu 22 August, 8.00 AM | Fri 23 August |
| **2025** | Fri 27 June, 5.00 PM | Fri 11 July, 8.00 AM | Mon 14 July | see programme manual | Thu 21 August, 8.00 AM | Fri 22 August |

1. In these regulations, Bachelor’s thesis also refers to the Bachelor’s project. [↑](#footnote-ref-1)
2. Instead of student he/she/they can also be read [↑](#footnote-ref-2)