FACULTY OF ARTS – RADBOUD UNIVERSITY NIJMEGEN

THESIS AGREEMENT

The general goal of the Research Master thesis HLCS is to demonstrate your ability to conduct independent scientific research within your discipline. This means you can offer an original interpretation of the selected subject matter and apply this to discipline-specific knowledge and debates. The thesis will reveal your ability to design and execute scholarly research under a reasonable extent of supervision and report on the results in a professional academic form. Typical for a research master thesis is the insight it demonstrates into the specific nature of one or more disciplinary traditions and theories, the opening up of new horizons of knowledge and the presentation of creative insights and solutions.

Learning objectives: You are capable of designing and executing original research in the historical / cultural / literary humanities on a professional level. This includes that you are able:

1. to define a relevant topic, embedded in current scholarly debates, and to design an original research question, founded in relevant theories;
2. to collect the primary material and professional literature systematically and completely;
3. to develop a methodologically sound argument;
4. to report in a clear, well-organised and convincing manner, in accordance with high academic standards;
5. to provide a substantial contribution to knowledge in the field and to scholarly discourse in the humanities.

Method of instruction: The master’s thesis will be executed according to the research proposal and under individual supervision.

The thesis is supervised by a staff member of one of the departments involved in the HLCS Research master programme possessing the appropriate expertise in the field addressed in the thesis. Formally, the supervisor and second assessor are appointed by the Board of Examiners. Students must fill out the form to request the Board of Examiners to appoint a supervisor.

The thesis is assessed per aspect, listed in the assessment matrix. The matrix is meant to function as a guideline. Each aspect has a series of detailed criteria. In specific cases, some criteria might not be applicable (to be decided by the thesis supervisor). Each aspect is allocated a score on a scale from 1 to 10. The weight attached to the various aspects and criteria depends on the field of study and the subject of the thesis. The supervisor has to notify the student of the grading method that will be applied at the start of the supervision process. The final grade / mark is jointly determined by the supervisor and the second assessor.

The Board of Examiners of the Research Masters HLCS, represented by its nominated thesis supervisor:

* This agreement can also be used for ‘research reports’, i.e. for academic reports based on an internship rather than a research study.
and the student:
  name:
  student number:
  address, post code, town/city:
  tel.:
  second address/ tel. (if applicable):
  year of enrolment:

have agreed the following:

1. The thesis will be supervised by
   name(s):
   programme:
   tel.:

2. The second thesis assessor is:
   name:
   department:
   tel.:

3. The total workload amounts to 25 ects.

4. The thesis contains a maximum of 30.000 words, including footnotes and essential appendices, but excluding bibliography, captions of figures etc. Line spacing of 1.5 and a left margin of 4 cm is required.

5. The student and supervisor will draw up a work plan as part of this agreement (see Appendix). This agreement needs to be signed by the supervisor and second assessor. Only in special circumstances may the agreed work plan be deviated from.

6. The supervisor guarantees that there will be at least four consultations with the student during the period set out in the work plan.

7. After each consultation with the supervisor the student will compile a short report and submit this to the supervisor.

8. The student will submit a complete work schedule within a time frame of 2 weeks after entering into this agreement.
9 The supervisor will determine the degree of confidentiality of the information gathered, if necessary in liaison with third parties. The student will not divulge any information that has come to his/her attention in the course of the thesis process and of which he/she knows or can reasonably be expected to know that it is of a confidential nature.

10 If the thesis research is conducted on behalf of or in partnership with third parties, a separate agreement shall be entered into (in accordance with the programme coordinator).

11 Any publication by the student or the supervisor based on the thesis shall occur in mutual consultation and with the consent of both parties. If the study was commissioned by third parties, the agreements made in that context shall apply. The publication must state that the research was conducted in the context of a degree programme.

12 The student hereby declares that he/she has taken cognisance of the faculty’s Student Manual ‘Plagiarism - what is it, what are the sanctions, and how can it be avoided?’, as well as the article on fraud and plagiarism of the Education and Examination Regulations of the Research Master programme.

13 The student declares that he/she will only submit texts written in his/her own words and that if he/she has based information or ideas on other sources, he/she will properly acknowledge these sources in the text and bibliography and will indicate quotations in accordance with the guidelines set by academic usage.

14 The student declares that he/she will not submit any texts that he/she has already submitted as part of the assessment for another assignment within this or another programme.

15 The student is prepared to present his/her thesis research orally in a master thesis workshop, to be held in June of the last semester.

Drawn up and signed in triplicate,

place: date:

student: supervisor: second assessor:

This agreement must be accompanied by an Appendix (work plan).
One copy of this agreement with the work plan goes to the student, one to the supervisor, one to the second assessor and one to the programme administration.
Appendix

The Appendix has to contain the following items:

1. Work title and summary of the thesis subject (issue, research question, method and anticipated end result):

2. The language in which the thesis will be written (if other than English):

3. Estimated time in which the thesis will be finalized:

4. Required resources (literature, equipment):

5. Location of these resources:

6. Location(s) where the research will be conducted (also provide the address if outside Nijmegen):

7. During the work process the student and supervisor will have at least four meetings:

   Meeting 1 – planned in week ......:
   - determine problem/hypothesis/objective;
   - determine methodology
   - determine work plan / preliminary scheme

   Meeting 2 – planned in week ......:
   - progress report;
   - discuss encountered problems;
   - discuss chapter one

   Meeting 3 – planned in week ....:.
   - progress report;
   - discuss encountered problems
   - discuss chapters and/or complete thesis

   Meeting 4 – planned in week ......:
   - final judgment
   - evaluation of thesis and process

Location: date: student:
Declaration of authenticity
Research Master HLCS

Instructor:
Course:
Title of the document:
Date of submission:

The work presented here is the responsibility of the undersigned. The undersigned hereby declares not to have committed plagiarism and not to have cooperated with others unlawfully.

Signature:

Student name:
Student number:
**Master thesis Researchmaster HLCS RU**

**Assessment matrix**

Name student  
Number student  
Title thesis  
Supervisor  
Second assessor  
Date assessment

### A. Content

<table>
<thead>
<tr>
<th>Aspect</th>
<th>Criteria</th>
<th>Remarks</th>
<th>Grading</th>
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</table>
| 1 Subject and problem definition | a. The subject matter is clearly defined and delineated.  
   b. The central research question is clearly formulated.  
   c. The central research question is original.  
   d. Possible sub questions are clearly defined and adequately related to the main question.  
   e. The central research question is based on relevant disciplinary and / or interdisciplinary concepts and theories, and legitimized by up-to-date academic or social developments.  
   f. The central research question is embedded in a critical discussion of the current state of research and the scholarly debate regarding the subject.  
   g. The central research question leads to relevant hypotheses in a systematic and valid way. | | |
| 2 Methodology | a. The research method is justified in relation to the subject and research question, clearly described, valid, reliable and repeatable.  
   b. Research terms are clearly defined and made operational in a consistent way.  
   c. The research method is explicitly related to the relevant theories in a critical reflection.  
   d. Relevant and up-to-date qualitative and / or quantitative research methods are employed. | | |
| 3 Collection of research material | Primary material / research data and relevant professional literature have been collected according to adequate heuristic methods and are complete. | | |
| 4 Analysis | a. The analysis and interpretation of the data is accurate, reliable, comprehensive, profound and verifiable.  
   b. The analysis has a logical structure. | | |
| 5 Conclusions | a. Conclusions are well-founded in the data and the analysis.  
   b. Conclusions take into account presuppositions, basic principles and the limitations/opportunities of the selected methodology.  
   c. Conclusions refer back to the relevant theories.  
   d. The main question is answered; hypotheses are accepted or rejected.  
   e. Conclusions are critically considered regarding their theoretical / practical implications. They are logically and realistically connected to recommendations for further research and / or societal impact. | | |
| 6 Innovativeness, added value and originality | a. The thesis reflects the scholarly virtues of originality, focus and concision.  
   b. Existing theories and methods are critically reconsidered and new knowledge and insights are provided in a way that opens new perspectives of scholarship.  
   c. The thesis brings up creative solutions. | | |

### B. Reporting

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<th>Aspect</th>
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<th>Remarks</th>
<th>Grading</th>
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| 1 Structure | a. The structure of chapters and other sections is coherent, adequate in relation to the central question and the research method and has a logical order, with one issue leading to the next.  
   b. The thesis has an introduction with a clear account and justification | | |
of the topic, research question, method, theoretical context, state of research and structure.

c. The thesis has an effective summary.

d. The chapters and sections are provided with suitable titles.

### 2 References

| a. References comply with the applicable academic standards of correctness and consistency. |
| b. The bibliography, list of illustrations etc. are correct and complete. |

### 3 Reasoning and language

| a. The argument is adequately structured, coherent and convincing. |
| b. There is a consistent distinction between central and side issues. |
| c. The length is proportional to the content and does not exceed the prescribed maximum of 30,000 words. |
| d. The text is clearly, fluently and carefully written, in correct spelling and in a consistent style. |

### 4 Form and presentation

| a. The typographical design supports the content. |
| b. The thesis is attractive in wording and layout. |
| c. The thesis is provided with relevant and effective illustrations, tables, graphics, diagrams, appendices, etc. |

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## C. Process

<table>
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<th>Aspect</th>
<th>Criteria</th>
<th>Remarks</th>
<th>Grading</th>
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<tbody>
<tr>
<td>1 Degree of independence</td>
<td>a. During the research and writing process, the student has displayed effort, motivation and enthusiasm.</td>
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<td></td>
<td>b. The student has shown the ability to identify, formulate and analyse relevant problems independently.</td>
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<td>c. The student did not need more support from his or her supervisors than usual and advisable.</td>
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<td>d. The student made effective use of feedback.</td>
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<td></td>
<td>e. The student has collected, analysed and interpreted all information him/herself and has expressed the account of it in his/her own words.</td>
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<td>f. The thesis does not repeat texts previously produced for assignments by the student.</td>
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<td>2 Progress</td>
<td>a. The student was able to realize an effective work planning.</td>
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<td>b. The student complied with deadlines and agreements.</td>
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<td>c. The meetings with the supervisor were well prepared well and well in advance.</td>
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<td>d. The student has written the thesis within the set time period.</td>
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**Final grade:**