

# Master's / Research Master's thesis: procedure and requirements

## A. Procedure for registration and defence

This document describes the registration procedure, assessment, and defence of the thesis. The web forms for registering and submitting a thesis are available on the faculty's intranet.

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1. At least one month before the intended submission date, the [thesis supervisor](#) requests the examination board to appoint a committee of examiners (CoE) [web form].
  2. The [examination board](#) appoints the CoE, consisting of the 1st examiner (also chairperson), the 2nd examiner, and the permanent examiner. Generally, the 1st examiner will be the thesis supervisor.
  3. The [thesis supervisor](#) checks the thesis for plagiarism. If plagiarism is suspected, this is reported to the examination board, and the procedure is suspended.
  4. If the supervisor considers the thesis ready to be defended, it is submitted by the [supervisor](#). [web form]
  5. Within 2 weeks after submission, all [examiners](#) complete the assessment form and submit their reports to the [permanent examiner](#).
  6. If the thesis is judged unsatisfactory by one or several of the examiners, the supervisor requests the student to revise the thesis so as to meet the examiners' objections. The procedure is then resumed from step 3.
  7. If the thesis is judged satisfactory by all examiners, the [1st examiner](#) informs the student, the [student](#) consults with the examiners to determine the date of the defence.
  8. The [permanent examiner](#) determines the final mark for the thesis by averaging the individual assessments.
  9. Once the mark has been determined, the defence takes place before the [1st](#) and at least one other examiner (normally the [2nd](#) examiner).
  10. The [examiners](#) present at the defence assess the defence.
  11. The [1st examiner](#) forwards the final assessment form to the student. The [permanent examiner](#) forwards all the forms and the thesis to STIP.
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## B. Formal requirements for the thesis

- PDF file, A4, margins of at least 3.5 cm all around.
- Common 12 point serif font such as Times, Palatino or Garamond.
- Written in good, clear and grammatically correct English.
- The title page must specify:
  - Title
  - Student's name
  - Student number
  - Supervisor's name
  - Date
  - Word count (references excluded)
  - The following text:

Thesis for obtaining a “Master of arts” degree in philosophy  
Radboud University Nijmegen
- Reverse of title page:

I hereby declare and assure that I, [name student], have drafted this thesis independently, that no other sources and/or means other than those mentioned have been used and that the passages of which the text content or meaning originates in other works - including electronic media - have been identified and the sources clearly stated. Place: ... date: ...
- The word count of the **master** thesis is 10.000-20.000 words.
- The **research master** thesis must contain an article with an abstract of at most 120 words and a research proposal.

Theses that fail to meet these requirements are not admitted to the defence.