

## Philosophy master's thesis: procedure, requirements and assessment

### A. Procedure for registration and defence

This document specifies the registration procedure, assessment, and defence of the master's thesis. The web forms for registering and submitting a thesis are available on the faculty's intranet: [www.radboudnet.nl/ftr/info-onderwijs/masterscriptie-filosofie/indienen/](http://www.radboudnet.nl/ftr/info-onderwijs/masterscriptie-filosofie/indienen/).

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]. The **student administration** will create a Turnitin assignment on Blackboard which includes the student's name.
2. The **examination board** appoints the committee of examiners (CoE), consisting of the 1st examiner (also chairperson), the 2nd examiner, and the permanent examiner. Generally, the 1st examiner will be the thesis supervisor. The **student administration** informs the student about the CoE.
3. The **student** submits the thesis via Blackboard (see step 1).
4. The **thesis supervisor** checks the thesis with Turnitin. If plagiarism is suspected, this is reported to the examination board, and the procedure is suspended.
5. When the thesis supervisor considers that the thesis is ready to be defended, the **supervisor** submits the thesis. [web form] The **permanent examiner** forwards the thesis to the 2nd examiner.
6. Within 2 weeks after submission, the **permanent** and the **2nd** examiner inform the 1st examiner about their assessment of the thesis.
7. 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 then restarts from step 3.
8. 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, and informs the student administration about the agreed date.
9. The **examiners** jointly agree on a bandwidth of 1 point. The mark at the defence must fall within this bandwidth.
10. Each **examiner** completes the assessment form and submit their assessments to the **permanent examiner**, who determines the final mark for the thesis by averaging the individual assessments. If the mark does not fall within the agreed bandwidth, the procedure repeats from step 9.
11. Once the mark has been determined, the defence takes place before the 1st and at least one other examiner (normally the 2nd examiner).
12. The **examiners** present at the defence assess the defence and complete the final assessment form.
13. The **1st examiner** forwards the final assessment form to the student and the other examiners. The **permanent examiner** forwards all the forms to the student administration.

## B. Formal requirements

1. PDF file, A4, margins of 3.5 cm all around.
2. Common 12 point serif font, such as Times, Palatino or Garamond.
3. Word limit: 10,000-20,000 words, excluding bibliography.
4. Written in good, clear and grammatically correct Dutch or English, and understandable to any reader with an academic degree in philosophy.
5. Consistent references and a separate bibliography, both in accordance with an accepted system.
6. Quotation of source texts or recognised translations.
7. A précis of at most 120 words.
8. The title page must specify:
  - a. Title
  - b. Student's name
  - c. Student number
  - d. Supervisor's name
  - e. Number of words (excluding bibliography)
  - f. Date
  - g. The following text:

Thesis for obtaining a "Master of arts" degree in philosophy  
Radboud University Nijmegen
9. Back 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: ...
10. No plagiarism.

## C. Assessment criteria and weighting

1. Overall structure (30% of the thesis mark)
  - a. The question is clearly expressed, well defined and relevant.
  - b. The conclusion clearly follows from the argument and closely connects with the question.
2. Content, distance and own voice (30% of the thesis mark)
  - a. The thesis is the result of independent research.
  - b. The author has a clear, recognisable own voice.
  - c. The use of source texts and translations is relevant and to the point.
  - d. References are functional, relevant and adequate.
3. Style and argumentation (30% of the thesis mark)
  - a. The thesis has been set out in arguments, which among other things is clearly evident in the composition.
  - b. The arguments are concise, clear and convincing.
  - c. The text's perspective is clear at all times (summary, paraphrasing, criticism, refutation, quote, example, etc).
4. The thesis is evidently original (10% of the thesis mark)
5. Defence
  - a. Student is able to express himself/herself well and clearly,
  - b. Presents and reacts to the point,
  - c. With pertinent arguments and incisive criticism.

The final mark is determined as follows: 90% for the thesis and 10% for the defence.