

Philosophy master's thesis: procedure, requirements and assessment

A. Procedure for registration and defence

Please find below a description of the registration procedure, assessment and defence of the master's thesis, summarising in a clear overview the *Rules & Guidelines*. In the event of any doubt, the complete *Rules & Guidelines* apply.

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/.

1. At the latest *one* month before the intended submission date, the **thesis supervisor** will request the exam committee to appoint a committee of examiners (CvE) [web form]. The **student administration** will create a Turnitin assignment in the Blackboard environment, which will include the student's name.
2. The **exam committee** will appoint the committee of examiners (CvE): 1st examiner (also chairperson), a 2nd examiner and the permanent examiner. Generally, the 1st examiner and the thesis supervisor will be the same person. The **student administration** will inform the student.
3. The **student** will submit the thesis via Blackboard (see step 1).
4. The **thesis supervisor** will perform a plagiarism check via Turnitin. If plagiarism is suspected, this will be reported to the exam committee and the procedure will be suspended.
5. If, in the judgment of the thesis supervisor, the thesis is ready, the **supervisor** will submit the thesis. [web form] The **permanent examiner** will pass the thesis to the 2nd examiner.
6. The **permanent** and the **2nd** examiner will inform the 1st examiner within 2 weeks regarding their positive or negative assessment of the thesis.
7. If the thesis is judged unsatisfactory in the opinion of one or more of the examiners, the thesis supervisor will request the student to review his/her thesis to eliminate the examiners' objections. The process will restart again from step 3.
8. If the thesis is judged satisfactory in the opinion of all examiners, the **1st examiner** will immediately inform the student. The **student** in consultation with the examiners will determine the date of the defence and inform the student administration.
9. The **examiners** will jointly agree on a bandwidth within a margin of 1 point. The final marking for the thesis will fall within this bandwidth.
10. Each **examiner** will independently complete the assessment form and submit their assessments to the **permanent examiner**, who will determine the final mark for the thesis by averaging the individual assessments. If the mark does not fall within the agreed bandwidth, the procedure will be repeated from step 9.
11. After the mark has been determined, the defence will take place before the 1st and at least *one* other examiner (normally the 2nd examiner).
12. The **examiners** present at the defence will assess the defence and complete the final assessment form.
13. The **1st examiner** will send the final assessment form to the student and the other examiners. The **permanent examiner** will submit all the forms to the student administration.

B. Formal requirements

1. PDF file, A4, minimum margins of 3.5 cm all around.
2. Common 12 point font with serif, such as Times, Palatino or Garamond.
3. Volume: 10,000-20,000 words, excluding bibliography.
4. Written in good, clear and grammatically correct Dutch or English, and understandable for philosophers in general.
5. Consistent references and a separate bibliography, both drafted in accordance with an accepted system.
6. Quotation of source texts or recognised translations.
7. A précis of no more than 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. Rear 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.