

Bachelor's essay regulations 2023-2024

Article 1

Registration via MyUM in the module 'Bachelor's essay' that is linked to the bachelor's programme is required to be able to write a bachelor's essay. Registration for the bachelor's essay is possible once per academic year. The bachelor's essay track starts in course period 2.6 and ends on June 1st, of the following academic year.

Article 2

Registered students choose a theme from a list of suggested themes linked to the names of staff members. This list will be published on the student portal during course period 2.6. The moment as of which a topic can be chosen will also be announced on the student portal.

Article 3

Article 14 (Additional provisions regarding written work) of the Education and Examination Regulations for the bachelor's programmes contains the formal requirements for the bachelor's essay. The minimum and maximum word count mentioned in Article 14 applies to the main text, with the exclusion of footnotes, bibliography, etc.

Article 4

Students cannot participate in the bachelor's essay track if they did not obtain at least 60 ECTS in the concerned bachelor's programme. These ECTS have to be obtained at the date of registering.

Article 5

A staff member must have examination authority to provide a theme. The staff member who provided the theme shall supervise the bachelor essay. The supervisor and student are automatically linked in the Academic Paper Dossier (APD).

Article 6

Supervision starts as of the moment the research proposal is submitted but never before September 1st, 2023.

Article 7

1. The submission of documents for correction is done, in principle, via the Academic Paper Dossier. In any case, the final version of the bachelor's essay is submitted via the Academic Paper Dossier.
2. If the supervisor so requests, the student shall also make the documents available to the supervisor for correction by e-mail and/or in hard copy.

Article 8

1. The student may submit the final version of the bachelor's essay via the Academic Paper Dossier during the entire essay period. The deadline expires on June 1st, 2024 at 23:59. Students planning to start a master's program in February 2024 must submit their essays by December 15th, 2023 at 23:59.
2. The student prepares a research proposal on a self-selected research question within the chosen theme. The student submits this research proposal via the Academic Paper Dossier by September 30th, 2023 at 23:59. This proposal will be discussed in a meeting between the student and the supervisor before October 31st, 2023.
3. If no research proposal is submitted, the right to supervision lapses. Submitting a

research proposal for which too little effort has obviously been made is tantamount to not submitting it.

4. The student is entitled to at least three contact moments with their supervisor. In any case, this includes the discussion of the research proposal mentioned in the second paragraph, an interim discussion of a number of chapters and a discussion of the provisional version of the completed final product. The chapters and the provisional final version will be submitted via the Academic Paper Dossier, on dates to be determined by the supervisor (February/May). At the start of the supervision, agreements are made about the time frame within which the supervisor needs to give feedback.
3. In order to enrol in a master's programme in September 2024, the bachelor's essay must be submitted by June 1st, 2024 at the latest.

Article 9

1. The material submitted via the Academic Paper Dossier, including the final version of the bachelor's essay, is saved in a database for the purpose of plagiarism detection.
2. By submitting work for their degree program, the student gives permission, in the broadest sense of the word, for their work to be checked through a database used to track plagiarism by means of a plagiarism detection system of the faculty's choice.
3. This permission includes permission to add the work in question to the faculty's database and the databases of the plagiarism detection systems with which the faculty has concluded or will conclude a contract in the future, in view of future plagiarism control of other works.
4. Students are free to choose to not allow their work to be made public for purposes other than plagiarism tracking as referred to in paragraphs 2 and 3 of this article.

Article 10

1. The supervisor acts as first assessor and adds a second assessor to the Academic Paper Dossier.
2. The assessment will be made on the basis of the assessment form for the first assessor. This form is attached to these rules and is part of them.
3. The assessment of the second assessor is not disclosed to the student.
4. At the student's request the first assessor may send the student the assessment form.

Article 11

1. The second assessor must have examination authority. The second assessor assesses the essay in general terms; they use the assessment form for the second assessor for their assessment.
2. Where the assessments of the first and second assessors differ, they shall consult each other. If the assessments continue to differ significantly, the first assessor shall request the thesis coordinator of their department to engage a third assessor.
3. The first assessor, having heard the second assessor, shall enter the bachelor's essay's final grade in the Academic Paper Dossier at the latest within four weeks after the day on which the bachelor's essay was submitted. A bachelor's essay is assessed with a full or a half grade on a scale of 0-10. A 5,5 grade is a pass. In particular in the case of a final grade of 5,5 or 6, the first assessor gives further reasons for the grade given.
4. If the intended assessment results in a 9,5 or 10 grade, the first assessor shall request the thesis coordinator of their department to engage a third assessor.
5. The student will be notified of the grade via the Academic Paper Dossier.

6. The first assessor sends the assessment to the Exam Administration (Back Office) via a reply to all email.

Article 12

If a bachelor's essay is graded with a 5, the student has until July 15th, 2024 to remedy its shortcomings. The reworked version must be submitted no later than July 15th via the Academic Paper Dossier. If this version is graded a fail, the student must register for the next year's Bachelor Essay track.

If the final version submitted before June 1st is graded lower than 5, the student must register for the next year's bachelor's essay course.

If the student has not submitted a final version by June 1st at the latest, a no grade (NG) assessment will follow. The student must then register for next year's bachelor's essay course.

Article 13

This regulation supplements Article 14 of the Education and Examination Regulations for the bachelor's programmes.

Article 14

The Examination Board may, if necessary, after consultation with the study advisor, deviate from these regulations in cases of special hardship.

This regulation enters into force on June 1st, 2023 and expires on September 1st, 2024.

Thus determined by the Programme Director and the Examination Board.
