

IPKM Advanced Master's Thesis and Assignment Procedure and Regulations

Article 1

1. Prescribed assignments are written with due observance of the 'Assignment Instructions for IPKM students'. They have to be uploaded in the electronic learning system (student portal) at the prescribed time. 2. Assignments that are not uploaded before the prescribed time are regarded as not submitted, unless exceptional circumstances apply. Not submitted assignments will be graded 0.
3. On group assignments, a maximum of three students can work together. The following conditions apply to group assignments:
 - a. Every person has to individually upload the assignment in student portal. The assignment clearly indicates with whom he or she has collaborated and who is responsible for which part, either the group together for the entire assignment or individual persons for different parts of the assignment.
 - b. The examiner of the assignment will grade the assignment according to the way students indicate on the assignment. If students choose to be graded individually in the group assignment, the grading will be done in the following way:
 - 50% of the student's grade consists of the overall grade for the entire assignment;
 - 50% of the student's grade consists of his individual part in the assignment.
4. The examiner of an assignment takes into consideration for the purpose of grading that assignments are preparatory in nature and should assist the student(s) to participate and learn in class.
5. The examiner of an assignment assesses the assignment based on the following factors:
 - a. the quality of the collective or individual written work submitted;
 - b. the individual oral contribution in class;
 - c. the learning curve displayed by the individual student.

Article 2

From the start of the academic year until February, instructions will be given on how to write the thesis. Among other things the following issues will be dealt with:

- how to make a thesis outline and how to structure legal texts;
- how to use footnotes and referencing;
- how to use legal English; and
- how to identify a research problem, formulate a specific research question and choose adequate research methods.

Article 3

In the period 2, students choose their thesis topic, if necessary with the help of staff members. The topics shall be closely related to the specific subject matter of the IPKM programme the student is enrolled in. For LL.M theses this means that the emphasis will predominantly be on, but not necessarily confined to, comparative IP litigation and knowledge management. For M.Sc. theses this means that the emphasis will predominantly be on, but not necessarily confined to, patent drafting, prosecution and knowledge management.

Article 4

In period 3, the student submits an outline of the thesis via the Academic Paper Dossier. Shortly thereafter students will orally present their outline to a forum of peers and supervisors. After the presentation, the team of staff determines whether the thesis topic fits the respective track, who the supervisor of the thesis will be and which member of staff will act as second assessor. The exact timeline will be published at the beginning of the academic year.

Article 5

After the outline presentation, the student further refines the topic (and language) for the master's thesis in consultation with the supervisor. Approximately three weeks after the outline presentation, the student submits his re-worked outline to the supervisor. The student then registers in the digital Academic Paper Dossier, and the supervisor accepts supervision of the student through the Academic Paper Dossier.

The student submits all further documents for correction, including the final version of the thesis, via the Academic Paper Dossier.

Article 6

In June, a first final draft of the thesis must be submitted via the Academic Paper Dossier. Shortly thereafter, students will orally defend their draft thesis in front of a forum consisting of the supervisor and two other staff members, among whom at least one member of the Board of Examiners and one member who will act as second assessor. A preliminary assessment by means of the assessment form for master's thesis is awarded afterwards, i.e.

- pass on condition of major revision only,
- pass with medium revision;
- pass with minor revision.

The exact timeline will be published at the beginning of the academic year.

Article 7

1. The final version of the thesis must be submitted via the Academic Paper Dossier by 31 August, midnight, at the latest.

2. The final version of the master's thesis may only be submitted after the oral defense of the draft thesis has taken place in June. The student is entitled to receive feedback by his/her supervisor on submitted draft versions, the final feedback being that of the oral defense.

3. By submitting the final version of the master's thesis via the Academic Paper Dossier, the student gives permission for it to be saved in a database used to track plagiarism.

Article 8

The master's thesis will be evaluated by a first assessor, being the supervisor, and a second assessor according to the rules specified in Article 9. The Assessment Form used for the preliminary assessment of the oral defense and the final assessment of the final version of the thesis by the first and second assessor is available on Academic Paper Dossier. The first assessor's preliminary mark is not made public.

Article 9

- a) The second assessor assesses the essay on certain main issues (the introduction contains a clear problem statement and research question, the structure of the essay, the legal relevance, profundity and level of innovation of the essay).
- b) In the event of diverging assessments of the first and second assessor, they consult and in case of significant disagreement which cannot be solved, the first assessor requests the programme director to appoint a third assessor.
- c) After receiving the second assessor's assessment, the first assessor decides on the definitive mark and enters this into the Academic Paper Dossier within four weeks of the day on which the thesis was submitted. The master's thesis will be graded with a whole or a half mark on a 0-10 scale, in which 6 is the lowest passing mark. A 5,5 mark for a thesis will not be rounded up to a 6 and is therefore insufficient.
- d) The student receives a notification via the Academic Paper Dossier when his grade has been announced.
- e) The first assessor sends the assessment to the exam administrators (Back Office) in a reply-to-all email.

Article 10

If the master's thesis is given a 'fail' mark that is below 5, the student has the opportunity to submit a new thesis on a topic that differs from the topic of the earlier thesis that was assessed as unsatisfactory. The conditions stated in Article 7 of the IPKM Master's Thesis Regulations shall apply with regard to this resubmission. A new thesis can be submitted until 6 months after the date of notification of the 'fail' mark to the student.

Article 11

Contrary to Article 10, if a master's thesis is given a 'fail' mark that is not below 5, the student has the opportunity to revise the thesis within 25 working days from the date on which the student has been notified of his 'fail' mark. The student submits the revised thesis no later than 31 October, with due observance of the comments and corrections of the first and second assessor. The first assessor re-assesses the revised master's thesis in consultation with the second assessor. The mark for a revised master thesis submitted after the 31 August deadline cannot be higher than a 6,5. The conditions stated in Article 7 shall apply with regard to this option to rewrite the thesis.

Article 12

If the revised master's thesis is given a 'fail' mark under Article 10, the student has the opportunity to submit a new thesis on a topic that differs from the topic of the earlier thesis that was assessed as unsatisfactory. The conditions

stated in Article 7 shall apply with regard to this resubmission. A new thesis can be submitted until 6 months after the date of notification of the 'fail' mark of the revised thesis to the student. There is no possibility to revise the new thesis. Article 12 is equally applicable if the thesis was not submitted prior to the deadline of 31 August, midnight.