



Supervisor guidelines on the writing of the MA thesis Euroculture Consortium 2023-2025

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1. Introduction

You have agreed to be one of the two thesis supervisors for a Euroculture student. Thank you very much for your willingness to do so. This guide is intended to familiarize you with the thesis culture and procedures of the Erasmus Mundus Master of Excellence Programme Euroculture: Society, Politics and Culture in a Global Context. Euroculture students have received a **student** version of this guide.

The Euroculture MA thesis is an important stage in a student's intellectual development. The purpose of the thesis is to give evidence of a student's abilities in collecting and evaluating information, critically analysing theories in the chosen area of inquiry, and constructing, testing and defending an argument. The thesis should also demonstrate a student's ability to present research results concisely and in a scholarly form, and show furthermore that the student is capable of original and independent work.

Within the context of the MA programme Euroculture, the MA thesis should be a written account of research based on a clearly defined problem located within a contemporary European context (20th or 21st century). It should deal with a topic related to the field of Euroculture, such as European culture, history, politics, foreign relations, literature and the arts, European law, history of religion in Europe or European institutions. The thesis should have an interdisciplinary character, and may (but does not have to) be an expansion of the student's IP paper.

The MA thesis should be an original piece of work of the student's own hand, reporting on their independent research. The thesis should not simply reproduce what others have written, but be a piece of research, which shows the student's own academic ability to comprehend and interpret a variety of sources and data critically. In other words, the thesis must contain an evidently personal contribution to a clearly defined topic and problem.

2. Study credits, language and length

The MA thesis is assigned 30 ECTS credits: 5 ECTS are given for the initial research and preparation. This part of the thesis work is to be handed in as a "thesis proposal/portfolio" to both supervisors and first and second semester university coordinator by 2 December 2024.

The remaining 25 ECTS credits are awarded after successful completion of the writing and editing process and earning a passing grade for the final thesis. The final thesis should be submitted before or on 2 June 2025. 1 August is a 2nd deadline for students not meeting the 2 June deadline and for those not obtaining a pass on the thesis handed in per 2 June.

The MA thesis should be written in proper, academic English, consistently using one variant (e.g., UK, US or Canadian) only. The thesis should count between 20.000 and 30.000 words - including footnotes but excluding bibliography, title page, abstract, declaration, and other annexes (if applicable). The spacing between the lines should be set at 1,5. Students should mention the number of words on the abstract page of their thesis. In the case of deviation of the prescribed number of words a student should motivate the deviation (explain why the thesis counts less or more words) and next the deviation should be approved by both supervisors.

3. Supervision

Successful completion of the MA Programme Euroculture will result in a joint degree (where possible) from the two universities which the student attended. Both the first and second semester university will have appointed a supervisor by October/November 2024. This means that every student will be appointed a supervisor from the first and second semester university respectively. It is the student's responsibility to establish contact between the two supervisors.

Both supervisors have an **equal share and responsibility** in the supervision process. At both universities the thesis will have to be assessed because a *Joint* or *Double diploma* will be awarded.

It is the student's responsibility to stay in touch with both supervisors during the process of thesis writing and inform you and your colleague about the progress of his/her thesis. Both supervisors should keep in contact with each other during the supervision period. All e-mail correspondence between student and supervisors in general, and all comments and feedback given by one of the supervisors on work in progress, are to be sent to all three parties (as a "cc" to the other supervisor, for example). Please respect supervisors' office/working hours when setting meetings.

4. Choice of topic

It is the student's responsibility to decide on a thesis topic according to their expertise and field of interest. During the third semester, the student is expected to establish contact with you and present their work in progress concerning the preliminary thesis topic. This thesis topic should be worked out and presented as a thesis portfolio/proposal.

5. Proposal/Portfolio (due 2 December 2024)

During the autumn-winter semester in 2024, each student will undertake independent, extensive (initial) research for their thesis and the results thereof should be presented by the student in the form of the "thesis proposal/portfolio" containing the following elements (ca 5-10 pages in length):

Below is the description of the portfolio received by the students:

The portfolio should contain:

- (Working) Title and (functional) sub-title of the thesis
- Introduction section: Introduce the topic, background to and rationale of the thesis topic.
 - Introduce, describe and contextualize the thesis topic, discuss the background to your topic, describe the problem you want to investigate and narrow the problem down to a case that you want to work with. Motivate why the proposed research is relevant to be carried out (rationale and societal impact of the proposed research; this is the "why" part of your research proposal).
- The research question(s) or problem statement
 - Describe the problem/topic that you are going to investigate, and focus it by means of formulating a clear research question that you want to answer by means of the proposed research (this is the "what" part of your research proposal)
- Statement about European dimension of your thesis (significance of the research)

- Explain why this thesis is suited to be examined as a Euroculture thesis. This statement should also make clear/explain/motivate the European dimension of your topic. This part could be seen as a further focus of the rationale and significance of the thesis.
- Contextualisation of the research (literature review)
 - Relate the proposed research project to existing scholarship on the problem/phenomenon. Discuss existing scholarship on the topic/question and explain how your research will relate to this existing scholarship. Include an annotated bibliography of key publications (at least 10 annotations that clearly indicate the relevance of the publication to your research project), and provide an overview of at least 15 other sources that bear relevance to your research. The annotations and additional references should come from a range of sources; including book-length publications, articles from peer reviewed academic journals, and chapters from edited volumes. The references and bibliography should be in a consistent reference format (e.g., the Chicago Style). Note: Referencing methods are dealt with in Eurocompetence I.
- Proposed methodology:
 - Identify and motivate the proposed theoretical assumptions and conceptual framework and that you will use in your research. Describe which sources or data you will use (your case study) and demarcate this corpus carefully and clearly. It should also be explained how the data/sources will be collected and why these sources/data will be used. Explain which methods of analysis and interpretation you will use in relation to the sources and data. State the questions you will pose to your data/sources. Consider which resources are necessary to undertake the proposed research. Would you have adequate access to these resources? Provide sufficient background information to enable your supervisors to assess the methodology and methods proposed (this is the “how” part of your research, describing how your research plan should be executed). In case you will be working with participants or if your work might have an impact on vulnerable communities in any way, you should fill out the form on “Good research practice when using participants” (included in the Research Ethics Guidelines) and include this in your portfolio.
- Proposed framework of the study (sections and chapters)
 - Structure the outcome of the proposed research project into sections and provisional chapters and explain briefly what you expect the main content of each chapter to be, based on the results of your literature review and methodology section.
- Research ethics (if applicable).
 - Explain and discuss any particular ethical concerns related to your research project (apart from the research ethical issues discussed above under ‘methodology’)
- Timetable to meet **2 June** deadline.
 - Include a realistic timetable for finishing different stages (or chapters) of your thesis. In consultation with your supervisors, deadlines may be set for these stages. The deadline for submitting the final thesis is 2 June (4th semester). There is a 2nd deadline on 1 August (see below). Please consider that your supervisors will take some weeks of vacation during June/July, which would mean that there is no supervision possible during those weeks.
- List of references and annotated bibliography.
 - Do not forget to include a list of references to works you have referred to in your proposal. Also include an annotated bibliography of key publications (at least 10 annotations that clearly indicate the relevance of the publication to your research project), and provide an overview of at least 15 other sources that bear relevance to your research. The annotations and additional references should come from a range of sources, including book-length publications, articles from peer-reviewed academic journals, and chapters from edited volumes. The references and bibliography should be in a consistent reference

format (e.g., the Chicago Style). Note: Referencing methods are dealt with in Eurocompetence I.

The thesis portfolio has a workload of five (5) ECTS and is due 2 December 2024. The portfolio is to be submitted through email to **both supervisors** and the **coordinators of both first and second semester universities**.

Both supervisors should approve this thesis portfolio with a “pass” mention in order to earn 5 ECTS for it. Each supervisor is to inform the student, the co-supervisor and the two coordinators of the student’s first and second semester university of their assessment of the thesis proposal/portfolio within 10 working days. Please use the assessment form for Thesis Portfolio in Annex Five.

If both supervisors agree that the proposal/portfolio does not merit a “pass” mention yet, the student has until 31 January to rewrite and/or adjust the portfolio. Then it needs to be resubmitted to both supervisors, who have to indicate their assessment of the revised version to the student and the coordinators before 15 February. Please note that the portfolio needs to be assessed with a “pass” mention, and this pass mention needs to be registered by the coordinators at both universities in order for the student to earn 5 ECTS credits for the thesis portfolio.

NOTE: It is the responsibility of the student to ensure that both supervisors have all the relevant email addresses.

- See Annex Four for the format of the Portfolio.
- See Annex Five for the Assessment Form of the Portfolio.

6. Consortium Deadline

The official deadline for the thesis as set by the consortium is: by 2 June (4th semester) The thesis assessments should be submitted by both supervisors **by 15 June at the latest to both the student and the coordinators at the first and second semester universities**.

Students should use the spring-summer semester (2025) until the end of May 2025 to submit work in progress and ask for your comments. Students should make clear arrangements with both supervisors and take your availability and holiday absence into consideration with regard to submitting work in progress for feedback and the final assessment

Thesis defences are required at the universities of Deusto, Strasbourg, Olomouc and Krakow. For many students a defence will be scheduled at the end of June/start of July 2025.

In case where a thesis submitted per 2 June is assessed as “fail” by both supervisors, a student may submit a revised version of the thesis by 1 August without incurring additional costs.

Not meeting the 2 June consortium deadline:

All students need to submit a thesis per 2 June in order to comply with the consortium deadline. Should a student fail to submit a thesis in June, the deadline of 1 August may be used. In case the student is unable to submit by 1 August or hands in a (revised) thesis of insufficient quality, they need to re-register at the first and second semester university for the next semester and will have to pay extension fees in most cases.

DEADLINES SUMMARIZED

MA Thesis Portfolio:	02/12/2024
Final version of the MA thesis:	02/06/2025
Second deadline (see above):	01/08/2025

7. Basic structure and formal contents

A thesis serves the primary purpose of training students in the process of scholarly research and writing under the direction of members of the faculty. The Euroculture Consortium have established formal standards that a thesis must meet before it receives final approval as a graduate requirement.

Any thesis submitted within the MA Programme Euroculture, should contain the following:

Title page showing: title; subtitle, name of author, student number, day, month and year of submitting the thesis; name and academic title of the first and second supervisor, and the names of the first and second semester university. See Annex Two for a template of the title page.

Declaration: Indicating that the thesis submitted is the student's own work. Furthermore, the declaration should also state that the student has been informed of the completion and assessment rules of the MA Programme Euroculture. This declaration should be signed and dated. See Annex Three for the format of this statement.

Table of contents (ToC): An outline of the content of the thesis (chapter headings and subsequent paragraph headings and sub-headings), with correct page numbers.

Preface: Optional.

Summary/abstract: Briefly summarizing the topic, main questions and outcomes of the thesis, 5 keywords, and number of words (excl. bibliography, but incl. footnotes)

Introduction: To include: problem statement/research question of the thesis; brief historical background to the programme; (legal) question(s) that is (are) raised by the problem and that student will try to answer. Indication of the importance and relevance of the topic chosen and explanation of the way in which topic has been approached, methods of research, sources of research and the order of chapters in which the topic will be addressed. The exclusion of certain topics from the research should be explained any other relevant information for the reader should be provided.

Main text:

- Chapters (which include their own introductions and conclusions)
- Sections
- Subsections

Conclusions: Summarizing the research and presenting the conclusions. This section explains the answers to the questions posed in the introduction. Further, additional questions for future research could be formulated here.

Bibliography: list of consulted authors, documents (treaties, legislation, reports, resolutions, etc.), cases, and decisions.

Appendices (if applicable).

List of abbreviations/acronyms: (often also placed after the ToC) Names of institutions, magazines, States, etc., should always be written in full the first time with the abbreviation or acronym in [square] brackets, and afterwards you provide only the abbreviation or acronym. Such a list is only necessary if many different acronyms/abbreviations are used in the thesis, and not when using commonly known abbreviations, such as UK, USA, EU, etc.

Notes: Notes should be placed at the bottom of the page in the form of footnotes. It is the student's responsibility to check if a specific referencing system is required according to the regulations of either the first and second semester university. If no explicit requirements exist the student may select an appropriate referencing system and apply it consistently throughout the text.

The following issues should be kept in mind:

Presentation: The style should be clear, relatively formal and always precise; wordiness and the use of pretentious diction should be avoided. Also, to be avoided is gender-biased language and derogatory or patronizing terms.

Size and format of the MA thesis:

The length of a Euroculture MA thesis should be between 20.000 and 30.000 words - including footnotes but excluding the title page, the declaration sheet, the table of contents, the abstract, the preface, the bibliography, and further annexes (if applicable). The formal requirements for the thesis are as follows:

Paper size: A4

Printing: single-side

Line-spacing: 1,5 lines for the body text, single line (1) for the footnotes, single line (1) for long quotes, which are to be indented.

Letter size: point 12 for the body text, point 10 for the footnotes

Letter type: Times New Roman

Margins: 2,5 cm at top and bottom; 3 cm for left and right margin

Page numbering: lower right-hand side of each page.

Chapters should each start on a new page.

Italics: only for foreign words, book/journal titles, emphasis. **No quotations in italics!**

Boldface: Only for thesis title, and chapter headings.

Language

The MA thesis must be *consistently* written in proper, academic English (US, UK or Canadian version). It does not matter which variety of academic English is chosen, as long as it is used consistently throughout the document.

Submission

Students ought to use the following code to name the document (For the university codes, see par.4):

Surname_thesis_1st semester university_2nd semester university.pdf

Example:

Doe_Thesis_ST_UP

8. Assessment and grading

Both supervisors will do the final assessment of the MA thesis. The result is to be expressed as two equivalent national grades. A Euroculture "ECTS Grade Conversion Table" will be sent to you by email, and can be requested from the Euroculture coordinator at your university at any time. The final grade will be decided on in mutual agreement between the two supervisors. If no agreement can be obtained, the average of the two results will be the final result of the MA thesis. In the case where supervisors are in disagreement whether the thesis merits a passing grade (one gives a passing grade the other a fail), the thesis will have to be submitted to a third party at a third institution. If that is the case, please contact the directors of studies of Euroculture. The decision of this third party will be decisive. If the student fails the thesis and should need to revise for a next deadline, then the original two supervisors should assess the revised thesis again.

The most important criteria for assessment are: the overall contents of the MA thesis, the degree to which the student has provided his/her own (new) insights on the subject matter, the organisation and presentation of the work and the extent to which the student has been able to work independently. However, a thesis should not receive a passing grade if the supervisors judge the use of English language, the scholarly presentation or the use of sources unacceptable or below standard. In the case of detected plagiarism, the thesis will not be passed either and appropriate steps will be taken. For more information on plagiarism, see point 9, below.

Length of the thesis as set by the Euroculture consortium: 20.000-30.000 words including footnotes, excluding bibliography and annexes, and other formal elements such as the declaration sheet or title page (see below). In the case of deviation of the prescribed number of words a student should motivate the deviation (explain why he or she used less or more words), and the deviation should be approved by both supervisors.

The supervisors will write a small report on his/her assessment of the thesis by using the Thesis Assessment Form (see Annex One). This report should be signed and sent to the student and the coordinators of the first and second semester university.

Please use the following naming convention when sending in your assessment sheet:

Surname Student_Portfolio Assessment_Surname Supervisor_University 1_University 2.docx/.pdf

Surname Student_Thesis Assessment_Surname Supervisor_University 1_University 2.docx/.pdf

Examples:

Doe_Portfolio Assessment_Deere_GÖ_GR

Doe_Thesis Assessment_Deere_UP_DE

9. Academic integrity and research ethics

The Euroculture Consortium is committed to academic integrity and ethical research practices (as described, for example, in the European Code of Conduct for Research Integrity). The student has the duty to maintain academic and research integrity when designing, implementing and disseminating their research.

Amongst other practices, academic integrity implies:

- Succeeding to adequately research existing research before beginning new research;
- Obtaining informed consent where needed (see section on research ethics below);
- Fabricating data or cases;
- Refrain from wilfully misinterpret or distort data or results of another research;
- Admit, where applicable, that some data are incomplete or addressing problematic/outlier research results;
- Not plagiarizing (see section on plagiarism below);

Academic integrity also implies that the student reflects on the relationship that they build with research participants (if they are part of the research process) and their supervisors throughout the research process.

PLAGIARISM

Plagiarism – presenting someone else’s work as your own – is a very serious form of academic misconduct and can be defined as follows:

- a) The submission of material written by another person but represented as your own work, whether that material is paraphrased or copied in verbatim or near verbatim form;
- b) Editorial revision by another person of the student’s work that results in substantive changes in content or major alteration of writing style;
- c) Improper, inaccurate or false acknowledgment of sources in essays or papers.

In short, plagiarism is defined as the using of ideas or the copying or paraphrasing from another person’s work without documenting the source in the conventional manner.

In dealing with plagiarism, it is important to distinguish between:

- a) submitting someone else's text as one's own, or presenting text in such a manner that it is no longer possible to detect what is one's own ideas or words and those borrowed from another source;
- b) careless and inadequate referencing of someone else's ideas and words.

For a more elaborate and very useful discussion of how to guard against unintentional plagiarism, read section 7.9 in Kate Turabian's *Manual for Writers of Research Papers, Theses and Dissertations* (7th or 8th edition).

If a case of plagiarism and/or the misuse of sources is suspected or detected, please refer the case to the appropriate Board of Examiners. All cases of suspected plagiarism will be treated seriously, and in cases where plagiarism has been established, the partner university and supervisor there will be informed. The measures to be taken will conform to the plagiarism policy of the network: such sanctions could range from having to rewrite a section, failing the thesis, or being expelled from the programme. The involved supervisors will decide on the relevant sanction per individual case.

In order to avoid plagiarism or the misuse of sources, the student should be very careful to document their sources, even when only writing down data or ideas rather than actual quotations. Remember, in academic assignments writing is assumed to be the original words and thoughts of the author, unless otherwise specified.

SELF-PLAGIARISM

Please note that work submitted should always be original. It is not allowed to submit essentially the same paper or essay for credits in different courses. Like all plagiarism, self-plagiarism occurs when the author attempts to deceive the reader. This happens when no indication is given that the work is being recycled or when an effort is made to disguise the original text. Some people argue that self-plagiarism is impossible by definition because plagiarism is theft and people cannot steal from their own work. Academics often develop different aspects of an argument in several papers that require the repetition of certain key passages. This is not self-plagiarism if the complete work develops new insights. It is self-plagiarism if the argument, examples, evidence, and conclusion remain the same in two works that only differ in their appearance.

(For more information see <https://people.ucalgary.ca/~nurelweb/academic/plag.html> from which parts of this passage has been taken)

IMPORTANT

Please note that both supervisors should check the thesis for plagiarism after the student has submitted it. For this purpose, the student is required to upload the final version of their thesis to the thesis course on the electronic learning environment, Brightspace. The student will receive instructions on how to do this.

RESEARCH ETHICS

If the student's research will involve participants, they should discuss the "Research Ethics Guidelines" with both supervisors, and ensure that they comply with the local regulations concerning requesting approval of their research proposal if involving participants in the research process. The "Research Ethics Guidelines" is available on the Brightspace Thesis site. The student should also complete the form on "Good research practice when using participants" (included in the Research Ethics Guidelines) and discuss its content with both supervisors BEFORE they submit their Thesis Portfolio.

10. Submitting the thesis

When both supervisors have approved the thesis, it may be submitted for final assessment it is the student's responsibility not only to submit a digital version of the thesis, but also to submit the correct amount of paper copies as required/requested per first and second semester university. Furthermore, the student is

required to upload an electronic version of the thesis to the Euroculture electronic learning environment, Brightspace, and to send the final, digital version to the coordinators at both universities.

Please indicate to the student beforehand whether you, as supervisor, would like to receive a paper copy or electronic copy (and in which format, e.g., pdf format/word doc.) of the thesis, or both.

11. Thesis assessment form

Both supervisors are requested to explain and motive their assessment (each supervisor fills out a separate form). For this purpose, an assessment form is included to these guidelines (see Annex One). Once a grade has been agreed on and signed, this form should be sent to the student, the other supervisor, and the first and second semester university coordinators.

12. Coordinators and Directors of Studies of the Consortium universities

Deusto:

Coordinator: Maite Sagasti (maite.sagasti@deusto.es)

Director of Studies: Vincent Druliolle (vincent.druliolle@deusto.es)

Göttingen:

Assistant Coordinator: Vivian Hube and Saskia Lachmann (eurocult@uni-goettingen.de)

Coordinator: Marc-Arwed Rutke (Marc-Arwed.Rutke@sowi.unigoettingen.de)

Director of Studies: Simon Fink (simon.fink@sowi.uni-goettingen.de)

Groningen:

Coordinators: Marloes van der Weij (m.van.der.weij@rug.nl) and Jelmer Herms (euroculture@rug.nl)

Director of Studies: Margriet van der Waal (m.c.van.der.waal@rug.nl)

Krakow:

Coordinator: Agnieszka Zajackowska (agnieszka.zajackowska@uj.edu.pl)

Director of Studies: Zdzislaw Mach (usmach@cyf-kr.edu.pl)

Olomouc:

Coordinators: Tereza Lyčková (tereza.lyckova01@upol.cz) and Hana Ferencová (hana.ferencova@upol.cz)

Director of Studies: Jitka Kohoutova (jitka.kohoutova@upol.cz)

Strasbourg:

Coordinator: Valentin Haumesser (v.haumesser@unistra.fr)

Director of Studies: Daniel Meyer (daniel.meyer@unistra.fr)

Udine:

Coordinator: Emma Gustafson (euroculture@uniud.it)

Director of Studies: Claudio Cressati (claudio.cressati@uniud.it)

Uppsala:

Coordinator: Cameron Ross (cameron.ross@teol.uu.se)

Director of Studies: Tobias Andersson (tobias.andersson@teol.uu.se)

Annex One: Master Thesis Assessment Form 2023-2025



Student name:

Supervisor name:

Thesis title:

First-semester university:

Second-semester university:

I have **manually** checked this thesis for plagiarism, including the automated Plagiarism Scanner report. The reported overlapping texts have been checked and any overlaps have been clarified/can be explained (e.g., being direct quotations or stock phrases). In no cases was plagiarism found.

The length of the thesis falls within the limits set for a Euroculture MA thesis. In the case where the length of the thesis falls outside of this limit, the student has requested AND received permission to do so from both supervisors. The student and supervisors have informed both Directors of Studies of any such extension in advance of submission.

The thesis contains all of the required elements. This includes a title page, declaration, table of contents, bibliography, and appendices if applicable.

NOTE: In case the examiner cannot tick any of these boxes, the thesis should be referred back to the student for revision. In case of plagiarism detection, the relevant Board of Examiners should be contacted.

In this report, please consider the following, by answering the following questions. Please **add a short explanation** instead of simply answering 'yes', 'no' or 'partly':

1) Content: Problem statement, method and theory:

a) Is the topic of the thesis clearly presented and motivated?

b) Are the aims and objectives of the thesis clearly identified and explained?

c) Is there a well-formulated problem statement and is it of sufficient complexity for an MA level? Please explain briefly.

d) Has the student convincingly explained the relevance of the research?

e) Has a suitable methodology and theoretical frame been taken to solve the stated problems?

f) In case where empirical research has been conducted: is there a suitable research design and has the research been conducted adequately?

If participants have been part of the research process, have adequate means be taken to ensure an ethical research process? (e.g., collecting informed consent from participants).

Where applicable and/or required: has an official ethics committee approved the proposed research project?

g) Does the conclusion provide convincing answers/proof to the initial questions/hypotheses?

h) Does the research constitute a contribution to knowledge in this field or domain?

2) Structure:

a) Is the thesis coherently structured in chapters and sections?

b) Are concepts clearly introduced and explained, and critically and consistently applied?

3) Sources (primary and secondary):

a) Has (enough) relevant (primary and secondary) literature been adequately interpreted and integrated into the thesis?

b) Is the bibliography/list of references complete and accurate?

4) Style:

- a) Is the use of language (English) acceptable and of the required standard (i.e., no spelling mistakes and typos, range of vocabulary, grammar)?

- b) Are references in the text given in a coherent and consistent manner (either intext or as footnotes)?

5) Format:

How is the thesis presented (i.e., consistency in lay-out, choice of fonts, headings, tables and graphs)?

6) Quality of writing process:

- a) To what degree has the student been able to work independently?

- b) Have recommended revisions been executed to a satisfying degree?

- c) Any other relevant comments (e.g., on planning and commitment of the student).

7) Possible questions for thesis defence (if a defence is required)

(National) grade:

Suggested converted grade:

Date and place:

Signature:

Annex Two: Title page



**Master of Arts Thesis
Euroculture**

University of _____ (First semester)

University of _____ (Second semester)

Month and Year when submitted

**Title of Master Thesis
Subtitle (if applicable)**

Submitted by:

First name and Surname student

Student number first university:

Student number second university:

Contact details (telephone/email)

Supervised by:

Name of supervisor first university:

Name of supervisor second university:

Place, date

Signature

Annex Three: Declaration sheet



MA Programme Euroculture Declaration

I, (first name and surname) hereby declare that this thesis, entitled "(title)", submitted as partial requirement for the MA Programme Euroculture, is my own original work and expressed in my own words. Any use made within this text of works of other authors in any form (e.g., ideas, figures, texts, tables, etc.) are properly acknowledged in the text as well as in the bibliography.

I declare that the written (printed and bound) and the electronic copy of the submitted MA thesis are identical.

I hereby also acknowledge that I was informed about the regulations pertaining to the assessment of the MA thesis Euroculture and about the general completion rules for the Master of Arts Programme Euroculture.

In case the research process involved participants (especially participants from vulnerable communities and populations), please ensure that the following boxes can be ticked before submitting the thesis, or tick the third box, if not applicable to your project:

I declare that I have obtained the required permission from the relevant ethics committees of the two universities supervising my thesis concerning my research proposal in order to proceed with proposed research involving participants;

I declare that I have obtained informed consent from these participants and that the consent forms are stored lawfully and in accordance with the rules of the two universities supervising my thesis.

The two items above do not apply to this project.

Signed

Date

Annex Four: Portfolio Title Page



**Portfolio Master of Arts Thesis
Euroculture**

University of _____ (First semester)

University of _____ (Second semester)

**Provisional Title of Master Thesis
Subtitle (if applicable)**

Submitted by:

First name and surname student:

Student number first university:

Student number second university:

Contact details (telephone/email):

Name of supervisor first semester university:

Name of supervisor second semester university:

Place, date

Annex Five: Portfolio Assessment Sheet



Euroculture Thesis Portfolio Assessment Form

Student name:

Proposed title:

First-semester University:

Second-semester University:

Supervisor name:

1) Has the student presented an introduction and motivation to the topic of the thesis?

Yes/No

Comments:

--

2) Is the research question focused and researchable?

Yes/No

Comments:

--

3) Is a coherent and relevant theoretical/conceptual framework proposed?

Yes/No

Comments:

--

4) Are the research methods identified and motivated?

Yes/No

Comments:

5) Has a corpus of data (primary and secondary) been identified and is collection of this data feasible?

Yes/No

Comments:

6) Is the proposal's work plan feasible?

Yes/No

Comments:

7) Does the preliminary bibliography suffice and is it annotated?

Yes/No

Comments:

8) Is the portfolio presented neatly and in academic English?

Yes/No

Comments:

First assessment: Pass/Revise

Name:

Signature:

Date and place:

After the first assessment (**regardless** of whether the portfolio requires further revision) please inform the Euroculture Secretariat (euroculture@rug.nl), the degree-awarding university coordinators, the student, **and** the co-supervisor by email.

If a **revision** is necessary, please outline the main areas of improvement below:

After revision, please outline below how the above-mentioned areas of improvement were addressed.

Second assessment: Pass/Revise

Name:

Signature:

Date and place:

After the second assessment (**regardless** of whether requires further revision), please inform the Euroculture Secretariat (euroculture@rug.nl), the degree-awarding university coordinators, the student, **and** the co-supervisor by email of the assessment.