



university of
 groningen

faculty of economics
 and business

Faculty of Economics and Business Academic Year 2019-2020



--Regulations Theses BSc, MSc and Pre-
MSc Research Papers

Colophon

This document is published by the Faculty of Economics and Business of the University of Groningen.

Editors	Evert Deelstra Peter Smid
Publication	September 2019

Table of contents

V Regulations Theses BSc, MSc and Pre-MSc Research papers	5
Section 1 Introduction	5
Section 2 Admission, time-path, registration	5
Section 3 Subject	5
Section 4 Form and structure	5
Section 5 Learning outcomes	6
Section 6 Supervision	6
Section 7 Involvement external parties in the research	6
Section 8 Administration and archiving	7
Section 9 Disputes	7
Section 10 Final provisions	7

V Regulations Theses BSc, MSc and Pre-MSc Research papers

Section 1 Introduction

1. These Regulations comprises general rules that apply to all theses of the bachelor and master degree programmes, and the research papers of the pre-MSc programmes of the Faculty of Economics and Business of the University of Groningen
2. These Regulations are supplemented, insofar as it concerns the authority and responsibility of the Board of Examiners, in Article 16 of the Rules and Regulations of the Board of Examiners.
3. These Regulations will be further detailed and complemented in a Manual on theses and an Assessment form for theses. The latter documents may vary per programme.
4. The Manual referred to in section 1.3 includes in any case further information about the requirements in respect of admission, the registration procedure, the topic, the form and structure and the learning outcomes of the thesis or research paper as well as information about supervision and the assessment procedure.
5. The form referred to in section 1.3 is a list of assessment aspects that are explicitly used in the determination of the final grade.
6. The documents referred to in section 1.3 are determined each academic year and made available at the start of the thesis or research paper.

Section 2 Admission, time-path, registration

1. Programmes can formulate entry requirements for final theses or research papers in terms of study phase and/or courses or units of the skills path.
2. Programmes set obligatory times for the start and rounding off of the thesis or research paper.
3. A student must register timely for a final thesis or research paper via Progress WWW.
4. In case a student, due to extraordinary circumstances, is unable to comply with the set date of rounding off then an extension can be granted by the Board of Examiners at the request of the student.
5. In case a student, due to extraordinary circumstances related to the nature of the final thesis or research paper, is unable to comply with the set date for rounding off then, at the request of the student, the programme director may grant an extension to the student.

Section 3 Subject

6. The Bachelor's thesis and the Pre-MSc Research paper, in principle, consist of a specific assignment, and can be combined with a period of preparation.
7. The subject of the Master's thesis fits in with the research of the research group with which the degree programme is linked in terms of substance. Within this framework, the subject, on the proposal of the student, will be determined in consultation with the thesis coordinator. If there is a difference of opinion, the relevant education coordinator or programme director will decide.

Section 4 Form and structure

1. A thesis or research paper can comprise one or more parts.
2. The thesis or research paper can take the form of theoretical research, e.g. a literature survey, empirical research, or research into a problem relating to an

- organization (final project). Degree programmes or profiles can prescribe one of these forms and/or set additional requirements in respect of these forms, if desired.
3. Programmes or profiles may set specific requirements relating, for example, to the title page, style, language, typography, summary, or the maximum or minimum number of pages. In the absence of such guidelines, agreements between the student and the supervisor must be made in advance.

Section 5 Learning outcomes

1. The intended learning outcomes of the thesis or research paper must correspond to the learning outcomes of the programme concerned.
2. The number of credits, expressed in ECTS credits for a thesis or research paper depends on the (degree) programme and is laid down in the relevant Teaching and Examination Regulations. If a programme allows for differences in credit load then this must be approved beforehand by the Board of Examiners by means of the approval of the bachelor or pre-MSc programme as stipulated in Article 10.2.1 of the Teaching and Examination Regulations Bachelor's degree programmes and Pre-master's programmes or the approval of the master programme as stipulated in Article 7.1.2 of the Teaching and Examination Regulations Master's degree programmes.
3. Writing a thesis or research paper is an individual accomplishment. Both in the setting up of the thesis or research paper and in relation to relational, methodological and content-related aspects, the student shows the ability to be able to function independently and professionally and the ability to keep to agreements.

Section 6 Supervision

1. The Faculty is responsible for the supervision and assessment of the final thesis or research paper. Programmes can set additional requirements in respect of the procedure to be followed for allocating a supervisor.
2. Prior to the scheduled start of a final thesis or research paper study load in EC and minimum and maximum number of pages must be set and a supervisor allocated.
3. Supervision of a thesis or research paper consists, at least, of an intake interview, a discussion of the problem definition and/or research approach, feedback on one or more interim reports and discussion of the final draft.
4. The supervising lecturer always gives feedback within 10 working days on drafts submitted per agreement.

Section 7 Involvement external parties in the research

1. For the research involvement of external parties may be necessary or desirable. This involvement can range from making information available to formulating a research assignment. If an external party attaches conditions to the use of the information or to the results of the research, the student must ensure that in spite of these conditions it is possible to satisfy the graduation requirements in the required manner. Draft contacts with external organizations must be submitted in advance to the Faculty for approval¹.
2. If a student in the context of his final project is on an internship with an external party, the student is obliged to conclude a final project contract via the Career Services Department of the Faculty Economics and Business.
3. Responsibility for the supervision of students rests exclusively with the Faculty. The Faculty supervises the research as a learning process and assesses the research

1 For each Master's thesis involving third parties a contract with the relevant organisation is obligatory.

process and the results in accordance with the applicable academic standards.

4. The University of Groningen in its capacity of university has covered its liability by means of a liability insurance¹ to cover its liability as a university and to cover the liability of its students during intern activities, with the exception of intern activities in the United States of America and Canada. Damage to persons, goods and financial loss is covered. In respect of the latter also loss as a result of 3rd flow of funds is covered, but not patent infringement. Excess and maxima apply. The excess for injury to persons is €15.000, to goods is €2.500 and financial loss is €2.500. The maximum per claim is is €2.500.000, however, for financial loss €250.000. The maximum per year is €5.000.000 and for financial loss €500.000.

Section 8 Administration and archiving

1. The student submits a digital version of the thesis or research paper to the university library.
2. The thesis or research paper will only be made available via the internal catalogue. The theses in the programme archive are to be kept for at least 7 years under the supervision of the Faculty Board for visitation and accreditation purposes.

Section 9 Disputes

1. In the event of a dispute between the student and the supervisor, the relevant programme coordinator or programme director shall mediate.
2. If a solution is not forthcoming, the Faculty Board shall take a decision.

Section 10 Final provisions

1. In case of divergences of interpretation or doubt between the Dutch language version and the English language version of these Regulations, the Dutch language version shall prevail.
2. In cases not covered by these Regulations, the Faculty Board shall decide.

1 This refers to insurance covering damage caused by the student. Other types of insurance must be taken care of by the student herself/himself.