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**ACASA thesis manual for the MA programs Archaeology and Classics and Ancient Civilizations**

A Thesis Manual is meant to complement and specify the general rules laid down in the Thesis Regulations of the Faculty. This manual contains information and guidelines that take into account the faculty regulations of both universities cooperating in the ACASA master programmes. It is meant for all ACASA students and supervisors of the MA Archaeology and the MA Classics and Ancient Civilizations irrespective of the institution (VU or UvA) at which the student has registered first.

Whenever reference is made to a CANVAS site in this thesis manual, the CANVAS “Community for ACASA MA students” site (hosted by the VU) is meant. All students of the ACASA MA-programmes are enrolled to this site. Most of the documents referred to below can be downloaded there.

A. Preparing for the MA-thesis

* Download and read the Faculty’s MA thesis regulations of the university of your first registration (documents for both institutions are available on CANVAS);
* Read the ACASA MA thesis manual (this document);
* Approach the intended thesis supervisor and check his/her availability; you can choose your supervisor from the staff of both universities, irrespective of the university at which you registered first;
* Prepare a work plan in consultation with the intended supervisor; for VU students, a prescribed format is available (see the attached sheet below), for UvA students no specific document is required, but see the thesis regulations under ‘planning and supervision’;
* Fill out the thesis agreement, which is to be signed for approval by both student and supervisor (obligatory for VU students only, but strongly recommended to all students).

B. Information and guidelines for the writing process:

* The learning objectives of the MA thesis are formulated in the UvA and VU study guides online (> MA thesis);
* The general criteria for a master thesis are formulated in the thesis regulations of VU and UvA;
* The size of the thesis should be between 17,000 words min. and 23,000 words max;
* The MA thesis is 18 ECTS;
* The precise criteria for assessment of your thesis are formulated in the assessment form;
* The minimal number of meetings between student and supervisor is 3, the maximum is 8;
* A standard title page and a signed statement of originality at the beginning of the thesis are required (see below).

C. Information and guidelines for supervision, submission and assessment:

* In principle, the maximum duration of the thesis process is 12 months;
* The deadline for submitting the **first completed version** of the thesis is **1 July**; the student consults with the supervisor and second assessor about the date of the assessment (staff members are not available for 4 weeks between 1 July and 14 August;
* The deadline for submitting the **final version** of the thesis is **15 August**;
* The student submits a digital copy of the thesis to the CANVAS site for the thesis at the institution of first inscription to check against plagiarism; the supervisor checks the result of the test;
* The maximum assessment period is 20 working days;
* The MA thesis is assessed by the supervisor and an independent second assessor;
* The supervisor and assessor will each fill out the standard assessment form (attached below);
* The final assessment is a written document, which, if so desired, can be explained orally;
* If the first version of the thesis is assessed as inadequate, there is an opportunity to resubmit a revised thesis (see thesis regulations). If the thesis is resubmitted after 1 July, there is no guarantee that the student is able to graduate in the running academic year;
* If the difference between the assessment of the supervisor and the second assessor is 1.0 mark (or more) in cases where the assessors fail to reach a unanimous assessment as well as in all cases where this makes the difference between a pass and a fail, the Examination Board will be informed and designate a third assessor. The final grade will be the average of the three separate assessments (the assessments by the supervisor and by the second and third assessor). Note: Only one of the assessments given may be a fail; i.e. if the average is a pass, but two out of three assessments are a fail, a pass cannot be awarded.
* If the difference between the assessment of the supervisor and the second assessor is 2.0 marks (or more), the Examination Board will be informed and appoint a third assessor. The final grade will be the average of the three separate assessments (the assessments of the supervisor, the second reader and the third assessor). NB: Only one of the assessments given may be a fail grade; i.e. if the average is a pass, but two out of three assessments are a fail, a pass cannot be awarded.
* If the assessors decide to fail the thesis, this result must be recorded. The student will then have to write a new thesis on another topic under the supervision of other lecturers.

 TD Nov 2020

**VU Thesis agreement**

Student ...........................................................................................

Program/track ............................................ student number ...................

Supervisor ...........................................................................................

Second Assessor ...........................................................................................

Description of subject ...........................................................................................

 ...........................................................................................

 ...........................................................................................

Language of the thesis ...........................................................................................

ECTS ......................

Hours for supervisor ......................

Start date ....................................... end date .................................

Submission date work plan ......................................................................................

Minimum number of meetings ……...…………………………………………………………………….

Maximum number of meetings ………………………………................................................

Agreements about submission of chapters etc. ........................................................

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Assessment period of supervisor …………………………………….......................................

Assessment period of second assessor .....................................................................

Additional agreements ..............................................................................................

Sign for agreement:

Place and date .........................................................................................

.................... .................... ....................

signature signature signature

student supervisor second assessor

**Send pdf of signed thesis agreement incl. work plan to the supervisor**

**Thesis work plan (attachment to thesis agreement)**

Name student ......................................................................................

Program/track .....................................................................................

student number .....................................................................................

Name supervisor ..….......................................................................…….

Second assessor ......................................................................................

Preliminary title ......................................................................................

Subject ......................................................................................

 ......................................................................................

Justification ......................................................................................

 ………….......................................................................

Thesis/research question ................................................................................

 ......................................................................................

 ......................................................................................

Approach / method ......................................................................................

 ......................................................................................

 ......................................................................................

Preliminary table of contents ..........................................................................

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Preliminary bibliography (attachment)

Time Schedule

• Start date ......................................................................................

• Orientation phase ......................................................................................

• Execution phase ......................................................................................

(submission dates chapters) .................................................................................

• Completion phase .................................................................................

• Envisaged submission date .................................................................................

• Envisaged graduation date .................................................................................

Remarks .............................................…................................

**Send pdf of signed thesis agreement incl. work plan to the supervisor**

**Assessment form ACASA MA thesis**

|  |  |
| --- | --- |
| **Programme**  |  |
| **Student number** |  |
| **Name student** |  |
| **Title of thesis** |  |
| **Supervisor** |  |
| **Second assessor** |  |
|  | Comments |
| **1. Set-up and framework**-quality and relevance of research question and set-up-justification of theoretical / historical framework and approach-critical treatment and evaluation of the field of research |  |
| **2. execution of research**-quality of (practical) execution of research-critical treatment and evaluation of relevant scholarly material / documentation-own contribution / originality / creativity-quality of theoretical framework, analysis and/or case studies |  |
| **3. Organisation**-logical order of argument, in particular substantiation of conclusions with regard to the research question(s)-clear and coherent structure (of the thesis as a whole, but also on the level of chapters, sections, paragraphs and sentences) -required length |  |
| **4. Language**-correct formulation (grammar, spelling, vocabulary, terminology, style) |  |
| **5. Presentation**-references and bibliographical data are consistent and correct-clear design / layout-relevance and effective use of tables / illustrations |  |
| **6. Independence**-dependence on supervision-processing feedback |  |
| **Mark** |  |
| **Concluding justification of mark** |  |
| **Date** | **Signature Supervisor:****Signature second assessor:** |

*The student must score a pass mark in all components in order to be awarded a final pass mark.*

**Faculty of Humanities**

**Cover sheet assessment forms**

**The joint assessment has to be sent together with the assessment forms of supervisor and second assessor to** **onderwijsbureau.fgw@vu.nl**

|  |
| --- |
| **Cover sheet assessment thesis (bachelor and master)** |
| Name student |  |
| Student number |  |
| Title thesis |  |
| Name supervisor |  |
| Mark supervisor |  |
| Name assessor 2 |  |
| Mark assessor 2 |  |
| Name course |  |
| Course code |  |
| Final mark |  |
| Date |  |

|  |
| --- |
| **Add the following attachments: (tick the box)** |
| ( ) Assessment form 1 |  |
| ( ) Assessment form 2 |  |
| ( ) Thesis contract |  |
| ( ) Thesis |  |

|  |
| --- |
| **Summary assessment** (only necessary if the difference between the marks of the supervisor and the 2nd assessor is one point or more). |
|  |

**Front cover**

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The front cover of the MA thesis needs to contain the following information:

* Title and subtitle
* Student’s full name
* University of registration and the student number of that University
* Department (ACASA) and Programme
* Supervisor
* Second reader
* Date of submission
* The logos of both universities
* Number of words (excluding table of contents, images and caption, long quotes, tables and overviews, bibliography and possible appendices)
* If you want, an illustration that is connected to the topic

**Statement of originality**

**Each thesis should contain the following statement after the title page and before the table of contents and should be signed by hand.**

*I hereby declare that this dissertation is an original piece of work, written by myself alone. Any information and ideas from other sources are acknowledged fully in the text and notes.*

*(place, date) (signature)*

*Ik verklaar hierbij dat deze scriptie een oorspronkelijk werkstuk is, dat uitsluitend door mij vervaardigd is. Als ik informatie en ideeën aan andere bronnen heb ontleend, heb ik hiervan expliciet melding gemaakt in de tekst en de noten.*

*(plaats, datum) (handtekening)*

*Dutch version:*