

LAW & POLITICS OF INTERNATIONAL SECURITY

Instructions for the final thesis

2021/2022

Course Code: R_MthLPIS

Level: 600

Credit points: 18

Coordinator: Wolfgang Wagner (w.m.wagner@vu.nl)

Course Objective

The purpose of the thesis is to conduct independent academic research in the area of international security. Students will demonstrate the analytical skills to apply acquired knowledge and insights to concrete problems in the area of international security and to critically assess (interdisciplinary) research, legal developments and political developments in the area of international security. The latter includes the ability to demonstrate a critical attitude regarding existing theories and knowledge and to draw conclusions from legal texts, empirical data and research findings. Students will also demonstrate the communicative skills necessary to present and discuss their knowledge, research findings and methodology.

Course Content

Every student will have a supervisor assigned to him/her. The supervisor will guide the student through the various stages of writing a thesis, such as defining a research question, reviewing the relevant literature, developing and carrying out a research design.

Teaching Methods

Students will receive guidance and feedback from their supervisors in a mix of small group thesis seminars and individual meetings.

Method of Assessment

Written thesis

Instructions

The final thesis is the crown of every Master program, and it certainly is for the LLM Law and Politics of International Security. The LPIS thesis is an independent piece of scholarly research on a topic in international security with an interdisciplinary outlook. Many students see writing a thesis as the most interesting and most challenging part of the programme. Within the LPIS programme the supervision is organized in thesis seminars, so that writing a thesis becomes a shared intellectual journey, and indeed fun too!

This instruction sheet provides you with practical information about the thesis seminars, the faculty rules, as well as the timeline and some general guidelines for writing an LPIS thesis.

Supervision

Students will receive guidance and feedback from their supervisors in a mix of small group thesis seminars and individual meetings until the first deadline in mid-June. Students develop their individual project (with their own research question, framework, methodology, case studies etc) within the overall thesis seminar theme.

Feedback and supervision will take place in the context of the seminars meetings as well as in individual meetings between supervisor and students. As a rule of thumb, there are between 4 and 6 meetings, first discussing preliminary ideas, then the thesis proposal (this can coincide with the poster sessions, see below); and then discussing individual chapters. The specific organization of the seminars will be determined by the supervisor.

Thesis Coordinator

The thesis coordinator will compose the groups for the different seminars. He will also designate a second reader, who will approve the thesis proposal and grade your thesis together with your supervisor.

The thesis coordinator can answer general questions about the overall process, whereas your thesis supervisor will be your contact for your thesis. Please contact the thesis coordinator if you experience any problems with your thesis supervisor. If you do not agree with the solution proposed, you can contact the Secretary of the Examination Board.

Plan de Campagne

- In period 1 students enrol in the thesis seminar site on Canvas.
- In period 2, there is a thesis market, during which students can discuss their preliminary ideas with different supervisors. The thesis market in 2021-22 will be on 17 December, 13.00-15.00 in HG-10A20
- A week after the thesis market, students submit a topic statement that indicates what issue of international security they want to write about and how they want to approach it.
- The thesis coordinator composes the peer groups for each of the seminars after the thesis market.
- In February there are cross-seminar poster sessions in which students present their thesis proposal and get feedback from their colleagues and other supervisors.
- Based on the feedback at the poster sessions you revise and finish your outline and submit it for approval by your supervisor.
- From March to mid-June there are regular seminar meetings to discuss each other's chapters.

- Furthermore, there are voluntary monthly ‘writing retreats’* to help you develop a writing routine.

Supervision is organized in such a way that if you invest the appropriate amount of time (12,5 weeks full times), participate actively and submit your work in time –and don’t run into unforeseen obstacles while doing your research– your thesis should be ready for submission by the deadline in June.

The August deadline is the resit option in case of a failing grade and in case of a ‘no show’ in June. If your thesis passed in June, you cannot resubmit a revised version in August.

Workload

The final thesis is 18 EC which already indicates that you are expected to invest a lot of work in it: One EC corresponds to 28 study hours, and therefore the thesis corresponds to 12,5 weeks full time work (40 hours a week)!

Timeline and deadlines

17 December, 13:00 - 15:00	Thesis market (A)
22 December	Deadline to submit statement of topic to Canvas (B)
January	Composition of the peer groups within the thesis seminars
February	Poster Sessions (C)
25 February	Deadline to submit your final thesis outline for formal approval (D)
March to mid-June	Approx. 4-5 thesis seminar meetings to discuss work-in-progress
20 June, 17.00	Deadline thesis (E)
5 August, 17.00	Deadline resubmission theses that did not pass

(A) Preparing for the thesis market

At the thesis market you can discuss your initial research ideas with different potential supervisors. A good way to choose a topic is to review the literature and the debates in the courses thus far. Another possibility is to consult literature published by the teaching staff in this program. The thesis supervisors might also have some specific literature suggestions for their thesis seminar. Newspapers might be another good point for inspiration. Basically, if you disagree with something

*Aka as ‘shut up and write’ sessions. International experience shows that it helps students and academics in general to achieve a lot more if they commit themselves to a full day of undistracted writing with a clear goal in mind. The purpose of a writing retreat is to create a focused writing routine. Ideally, you will experience something what academics call ‘the flow’ or ‘the zone’ which is ultimate concentration and productivity. This implies to minimize distractions; therefore you need to be disconnected from the internet during the writing retreats. Dates and venues will be posted on Canvas.

that you read (or hear), you have a good starting point for a topic.

Whichever way you go about it, your thesis topic has to fulfill two criteria in order to fit the LPIS profile:

- 1) The topic has to revolve around international security. As you know from the courses we teach, international security is not limited to interstate conflict and the military. However, although the program endorses a broad understanding of security, there are limits to what counts as “international security”. The decisive criterion as to whether a topic counts as “international security” or not, however, is not the topic as such but the way it is approached. If the envisioned thesis requires some of the mandatory readings of the core courses, you have an indication that you are on the right track. If the envisioned thesis could be written without any of the mandatory literature used in the core courses, your topic is probably not close enough to the program’s remit.
- 2) The approach must be interdisciplinary in the sense that it includes elements from the disciplines of international law and international relations. If the thesis you envision could also be submitted in a regular law or political science program, then you have an indication that the interdisciplinary element is not yet strong enough.

Since a few years, final theses are also accessible electronically via the VU library, so you have a look to see what an LPIS thesis looks like (unfortunately the new search engine apparently has made it a bit more difficult to find them, but the librarians can offer assistance).

(B) Topic Statement

Your topic statement should include: (1) a brief statement of the topic; (2) a statement of your personal interest in the topic, as well as (3) its broader significance or relevance; (4) a provisional or draft thesis question arising out of the topic; (5) a provisional indication of how you want to approach the topic (e.g. which methods you want to use) and (6) an indication of which supervisors could supervise your thesis.

Following submission of your choice of topic, you will be assigned to a supervisor. Whereas we will try and compose groups of students interested in similar topics and questions, this is not a necessity to make the thesis seminar a success. Peer review is a helpful tool even if you do not have in-depth knowledge of a particular topic. After the groups are composed, it is no longer possible to change to another seminar group. You *can*, however, still change the topic of your research and your research question.

(C) Poster sessions

Early February, all students will present their thesis during poster sessions with the other thesis seminars. These presentations are mandatory. The idea is that you share your preliminary ideas with your fellow students and other supervisors, and receive feedback from people outside your thesis seminar.

How does it work? For a poster presentation you should prepare your proposal in 6-8 slides (e.g. in PowerPoint). Together the slides should present the outline of the thesis as a whole. So one slide could present the background and problem, one the research question and sub-questions, etc. *You bring them in hardcopy printouts to the meeting* (1 slide=1 A4). At the meeting you get a table to

'present' your poster, and are asked to discuss and explain your 'posters' to your peers in one-to-one conversations. During this peer review you will discuss your posters with each other, raising and answering questions about substance, research focus, method, data collection, literature, etcetera. Your poster should point to these aspects of the thesis, but provide only short statements or summaries. As a rule of thumb there should be no more than 70-80 words per slide. Hence your poster should address all the important elements of a research proposal, but need not answer all questions – that will be for you to do in person.

NB: There is a chance that due to covid, the poster sessions have to be done online.

(D) Thesis proposal

A thesis proposal gives an overview of the background of your thesis, the relevance of its question and how you plan to go about (which steps you will take to answer your research question). In other words, it is a road map for your thesis research. More specifically, it should include:

- 1) the context and significance of your thesis topic;
- 2) the problem(s) to be considered;
- 3) discussion of some key literature that relates to this problem (the so-called 'state of the art')
- 4) the central research question, and possible sub-questions;
- 5) a statement of your methodology, or how you plan to research and resolve your questions, including a provisional list of literature by author and/or title; and
- 6) a time plan that indicates that you blocked sufficient time (18 EC translate into 12,5 weeks full time!) and how you distribute it over the necessary steps of your thesis.

Your final proposal needs to be approved by both the supervisor to make sure it fits the parameters of an LPIS thesis.

(E) Completing & submitting your thesis

Page limit and layout: The length of your thesis is between 18,000 and 25,000 words, excluding footnotes, bibliography, table of contents, title page and abstract. Deviation from this norm is only possible if the nature of the thesis requires so. Please consult with your supervisor in advance if you think this applies to your thesis.

You are expected to use a common letter type (such as Times New Roman 11-12 pt, Arial 10-11 pt, or equivalent) and line spacing of 1.5. Please allow wide margins, leaving sufficient space for the thesis supervisor and second reviewer to make comments.

Referencing: You may use either the 'Author-Date' system that is most common in Political Science, or use full references in footnotes as is most common in Law. You could also use 'Author-Date' for academic sources, but stick to footnotes for legal/policy sources. The most important thing is that your references are

- (i) comprehensive, i.e. they should include all information required for someone to find the source. If you quote from a text, you need to provide the page number(s) so everyone can find the quote.
- (ii) consistent in terms of its format (if you use author-date for your academic sources, you do that for all);

- (iii) consistent in what the references look like (if you use initials and surname, you do that consistently in all references; if you use italics for book titles, you do so in all your citations; if you want to use APA or the Bluebook, do so throughout). This means that you cannot just copy citations from the internet without reformatting them into the style you use. If you are uncertain about which style to use, you can take literature used for any of your courses as an example and copy their mode of referencing. Whatever format you use, you should include a full bibliography. It is common to separate primary legal sources from academic sources (see any legal textbook for an example).

Plagiarism & Urkund: Obviously, you are not permitted to use or copy all or part of another person's work or to paraphrase such work without proper acknowledgement of the source(s). You should always exercise the utmost care when dealing with other people's work in the process of writing your thesis. This means including a reference to the source (in case of paraphrasing), or to identify a literal quote (with quotation marks in the text, and page number in the reference). Failing to indicate your sources and presenting the input as your own is considered plagiarism, which is an academic crime.

When coming across suspicious texts, your thesis supervisor is obliged to notify the Examination Board, which will investigate the case and determine the sanctions. A detailed description of what is meant by fraud and plagiarism, as well as the procedures applying in the event of violations, can be found in the Teaching and Examination Regulations. A link to them can be found on the [study guide page](#) for this program. If you have any questions about this, please ask your supervisor for further explanation.

Your final thesis will be checked for plagiarism by means of the Urkund module in Canvas. The 'Master thesis' module, where you can upload the final version of your thesis after registering for the course, is listed for each programme or specialization in Canvas. Please note: You can only upload your thesis once and so you should make sure you upload the correct version.

Submission: The deadline for submitting your thesis is **20 June 2021 at 17.00**. You need to submit it: (i) via Urkund module in Canvas for the plagiarism check. You should also send (ii) hardcopies to both your supervisor and second reader. Please consult them for details. Finally, please also send (iii) an electronic copy to your supervisor.

In case of a failing grade, you can resubmit your thesis on **5 August 2021 before 17.00**. Please note, however, that there is no thesis supervision in July and August.

Assessment: Following the faculty regulations, the thesis will be read and graded by your supervisor and a second reader within twenty working days. The final assessment of your thesis will be conducted jointly by the supervisor and the second reviewer. If the assessors cannot reach agreement on your grade, the decision will be taken by the Examination Board, which may appoint a third reviewer.

Your thesis will be assessed on the basis of ten criteria:

- research question
- method
- structure

- argumentation
- use of sources
- creativity
- use of language
- presentation and style
- academic level
- independence

While these are all important criteria, they obviously do not carry the same weight (e.g. having a perfect presentation cannot make up for a lack of methods). For further details on these criteria, please see the grading scheme in Annex 1. One way to work towards a good final thesis is to imagine yourself having to grade your thesis on the basis of these criteria and guidelines. If you have any questions about these criteria, please consult your supervisor.

Usually, the thesis supervisor will inform you of the grade by email and forward the assessment form. If you wish, you can also arrange a concluding interview to discuss the assessment.

Final steps for graduation

After you have received your grade, you must also upload your thesis to the University's digital 'Theses Online' database. Here you will be asked to provide details such as the name(s) of your supervisor(s), title of the thesis, and an abstract of the contents. You can then upload your thesis as a pdf file, which must not be larger than 5 MB. More detailed information can be found in the Theses Online manual (see Annex 2).

Please note that your final grade will not be processed until you have submitted your thesis to Theses Online. After that you can (must!) apply for graduation to obtain your degree certificate. The study secretariat will provide guidance in this process and can answer any questions you may have. For all questions about (how to apply for) graduation please consult the Education Office of the Faculty of Law: oa.law@vu.nl or onderwijsadministratie.rechten@vu.nl

Annex 1 Grading Guidelines

The LPIS thesis will be read and graded by your supervisor and a second reader within twenty working days. Your thesis will be assessed on the basis of ten criteria:

- **Research question:** The research question should be clear and relevant. It has to address an issue of international security from an interdisciplinary perspective. The research question should not be too broad so an answer can be given in the thesis.
- **Method:** The choice of method follows from the research question and the general approach to the topic. Simply put, the method should enable you to find an answer to your research question. The choice of method should be justified and the limits coming with this choice should be critically reflected upon.
- **Structure:** The thesis should have a clear structure. This includes a title page, a table of contents, several chapters, a conclusion and a bibliography. The thesis should be carefully divided into chapters, subchapters, and paragraphs. Walk the reader through your text. Introduce each chapter by explicating the goals and structure of this chapter. Ending a chapter with a brief conclusion, summarizing the main points of the chapter might also be helpful.
- **Argumentation:** With a view to the interdisciplinary nature of the program, it is important that the thesis includes both legal and social scientific arguments. The closer the two are combined, the better. Moreover, for a master thesis you need to show not only that you understand and ‘master’ the literature but that you can participate in the conversation and have developed your own stance in the debate. Of course, all arguments brought forward must be factually correct.
- **Use of sources:** The thesis should make use of all relevant sources. This includes the relevant primary documents as well as the relevant scholarly literature.
- **Creativity:** The thesis must do more than summarize and review existing research. Creativity can of course be demonstrated in various ways including by making a new theoretical argument, expanding the scope of existing theoretical arguments, applying them to new cases, or re-interpreting existing cases.
- **Use of language:** The thesis should be written in good English.
- **Presentation and style:** The thesis should be well written and should be as accessible to the reader as possible. The wording should be precise and nuanced. References and bibliography should follow a standard format and should be consistent.
- **Academic level:** Arguments should be precise and capture the complexity of the issue under consideration. Moreover, arguments should be balanced. It should always be clear how you have come to the conclusions you draw. Critical reflection is a key element.
- **Independence:** The final thesis is a piece of independent scholarship. This means you need to show you can cope professionally with feedback. Basic decisions about the choice of topic, the theoretical framework and the methods should be discussed with the supervisor. It is also possible to ask your supervisor to comment on the full draft of the thesis. However, supervisors are not expected to read chapters or full versions more than once.

While these are all important criteria, they obviously do not carry the same weight (e.g. having a perfect presentation cannot make up for a lack of methods). One way to work towards a good final thesis is to imagine yourself having to grade your thesis on the basis of these criteria and guidelines. If you have any questions about these criteria, please consult your supervisor.

	Excellent (9-10)	Good (8-8,5)	Ample satisfactory (7-7,5)	Satisfactory (5,5-6,5)	Insufficient (<5,5)
Research question	Absolutely clear and of high relevance to academic debates and society; topic is at the core of the LPIS program	Clear and of relevance to academic debates and society; topic is clearly in the area of the LPIS program	Fairly clear; relevance to academic debate and society limited and/or topic not at the core of the LPIS program	Vague and/or broad and therefore difficult to answer in the form posed; not at the core of the program but rather at the fringes	Too imprecise and/or too broad; impossible to answer in the form posed; of little relevance to academic debates and society; too far removed from the area of the LPIS program
Method	Fully appropriate for the topic and research question; sound justification for the choice of method and case selection; good reflection of the method's limits	Appropriate but choice of method and case selection not well justified; some reflection on method's limits	Appropriate but little justification and/or critical reflection	Acceptable but little to no justification and/or critical reflection	Unclear how chosen method allows an answer to the research question; no justification of the choice of method; no reflection on the limits of the method
Structure	Absolutely clear; carefully divided into chapters, subchapters, and paragraphs; very good management of reader's expectations by way of introductions and conclusions	With few exceptions clear and with reasonable division into chapters, subchapters, and paragraphs; good management of reader's expectations by way of introductions and conclusions	Clear overall structure but limited structure below the level of chapters; limited management of reader's expectations by way of introductions and conclusions	Clear overall structure but little structure below the level of chapters; little management of reader's expectations by way of introductions and conclusions	Chaotic; essential parts (e.g. table of contents; conclusion; bibliography) missing; little to none management of reader's expectations by way of introductions and conclusions
Argumentation	Highly nuanced and precise. Excellent combination of	Very nuanced and precise argumentation. Good combination of	Overall nuanced and precise argumentation; legal and	Arguments lack nuance and precision; combination of legal and	Arguments often imprecise and/or are monodisciplinary; arguments

	Excellent (9-10)	Good (8-8,5)	Ample satisfactory (7-7,5)	Satisfactory (5,5-6,5)	Insufficient (<5,5)
	legal and social scientific arguments.	legal and social scientific arguments;	social scientific arguments combined; minor factual errors.	social scientific arguments is imbalanced; non-trivial factual errors	from either legal or social science missing; factual errors
Use of sources	Comprehensive selection of literature and, where appropriate, primary sources; Sources always used where necessary and appropriate	Good selection of literature and, where appropriate, primary sources included; with few exceptions sources used where necessary and appropriate	Fair selection of literature and, where appropriate, primary sources; sources mostly used where necessary and appropriate	Some pertinent sources and/or titles missing from the selection of literature; References to source not always included where necessary and appropriate	Many pertinent sources and/or titles missing; many cases where source should have been given but has not been given
Creativity	Advancement of a new theoretical argument or interdisciplinary perspective at the core of the thesis	Advancement of a new theoretical argument or interdisciplinary perspective at the fringes of the thesis	Application of familiar theories and methods to a new (type of) case	Little more than a summary of existing research within social and/or legal scholarship	Just a summary of existing research; own contribution not discernible
Use of language	Excellent command of English that allows the formulation of complex and nuanced argument and is a pleasure to read	Good command of English that allows the formulation of the main argument and is good to read; almost no typos	Fair command of English, which all in all allows the formulation of the main argument and is fair to read; some typos	Sufficient command of English that by and large allows the formulation of the main argument, although occasionally the level of English limits the complexity of the argument that can be conveyed; occasional typos	Insufficient command of English that severely limits the complexity of the argument being conveyed; numerous typos
Presentation and style	A pleasure to read;	Good to read; professional	Mostly but not always	Fair to read; use of jargon	Difficult to understand; too

	Excellent (9-10)	Good (8-8,5)	Ample satisfactory (7-7,5)	Satisfactory (5,5-6,5)	Insufficient (<5,5)
	professional language without jargon; careful layout	language; careful layout	good to read; professional language and careful layout	that hinders understanding; layout bit chaotic	much jargon without a clear understanding; layout very chaotic
Academic level	arguments are always highly precise and fully capture the complexity of the issue under discussion; conclusions are balanced and follow from arguments made; excellent critical reflection	arguments are generally precise and capture the complexity of the issue under discussion; conclusions are balanced and follow from arguments made; limits of research design are critically reflected	With some exceptions, arguments are precise and capture the complexity of the issue under discussion; conclusions are mostly balanced and follow from arguments made; some, although not all limits of research design are critically reflected	Arguments often lack precision and fall short of capturing the complexity of the issue under discussion; conclusions are plausible but not well balanced; little critical reflection	Arguments mostly lack precision and fall short of capturing the complexity of the argument under discussion; conclusions do not follow from the previous chapters of the thesis; little or no critical reflection.
Independence	Arguments generally based on student's own ideas; supervisor asked to endorse main decisions of research design but not details in implementing it. Student handled feedback professionally	Main arguments based on student's own ideas; supervisor asked to endorse main decisions of research design and some details in implementing it. Student copied feedback without problems	Arguments developed in discussion with supervisor; Supervisor asked to endorse main decisions of research design and many details in implementing it. Student had difficulties in incorporating feedback	Student had difficulties developing an argument and required a lot of help, but ultimately succeeded; feedback was taken up selectively and incompletely	Student has few if any ideas of his/her own and is incapable of writing a thesis without constant and detailed guidance from the supervisor. Student did not use feedback to improve the text

Theses database – VU University Library

From 1 January 2011, Law Faculty graduates' theses will be stored in the VU University Library's theses database. In principle, all theses by the University's graduates are stored in this database (from a certain date; from 2011 in the case of Law). Theses can be found and read via a search function using search terms such as title, subject, keywords, programme, etc.

Like academic articles and dissertations, theses are considered academic works and, as such, are publicly available for other researchers. Inclusion in the theses database is, therefore, mandatory. Exceptions can be made for theses containing confidential information, which will not be made public. The thesis supervisor's permission is required in such cases. The embargoed thesis will still be stored in the database, but only the abstract will be available to other parties. Theses in the University Library's database can be accessed via

http://www.ubvu.vu.nl/pub/index_oclc.cfm?SearchObjectId=8&objectid=109

The final grade for your thesis will not be processed until your thesis has been submitted electronically. When inputting the thesis grade, the Study Secretariat will check whether your thesis has been uploaded electronically. You should therefore upload your thesis to the database as soon as your final grade is known and your final assessment interview has taken place. This will avoid any delay when requesting your degree certificate.

Upload your thesis (Quick Guide):

1. Convert your thesis into a pdf file (in Word you can do this via the print option). Note that the file must not be larger than 5 MB.
2. Go to <https://www.ubvu.vu.nl/vunetid/> and use your VU-NET-ID to log in.
3. Select '**ADD A THESIS**'; an input screen is displayed. If you are enrolled in more than one Faculty, first select the appropriate Faculty.
4. Enter the relevant information, such as your name, student number, programme, thesis title, supervisor's name etc. and add the pdf file of your thesis as an annex (see below for a more detailed explanation).
5. To save the information select '**SUBMIT**'.
6. The Study Secretariat will check the information entered and add any details required. The thesis can then be added to the University Library's database.
7. The procedure for changing data is the same as for adding data:
 - Use your VU-NET-ID to log in and view the data entered earlier.
 - Select '**EDIT**' to modify your data.
Please note that modifications are only possible *before* your thesis has been stored in the University Library's theses database. Once your thesis has been stored, it can only be viewed: modifications are no longer possible.

Explanation of the different fields

'**ADD A THESIS**' will display an input screen with various fields. Your name, student number and Faculty have already been entered. '**CHANGE LANGUAGE**' or '**TAALWISSEL**' in the upper

right-hand corner of the screen can be used to switch between Dutch and English.

AUTHOR: Your name and student number have already been entered. If the thesis has been written by two or more authors, use the plus sign (+) under 'AUTHOR' to add more names. Please note that a thesis can only be entered once; the second author cannot upload the same thesis again.

DATE OF THESIS: This field is used to enter the month and year of your thesis submission. The current month and year will be displayed automatically, but can be changed if you want.

TITLE: Enter the title of your thesis here. If the title is in English, please observe the correct convention for capital letters.

SUBTITLE: To be filled in if your thesis has a subtitle.

FACULTY: Here you can see the Faculty you are enrolled in, or the Faculty you have selected under 'ADD A THESIS'.

PROGRAMME: Select the applicable Bachelor's or Master's programme. The list of options will disappear if you click outside the frame and only your choice will remain visible. If you want to select two or more programmes for your thesis, use Ctrl + left mouse click.

SPECIALIZATION: In this field you can indicate the specialization within the programme. If you graduate in two specializations, both should be indicated, separated by a comma (e.g. Constitutional and Administrative Law, Private Law).

SUPERVISORS: Enter the name of your first thesis supervisor and your second thesis supervisor or reviewer. The names can be selected using the pull-down menu.

If the name of your supervisor is not listed, select the dash (-) in the pull-down menu and enter your supervisor's surname, initials, title and department. Note that the department is *not* the same as your specialization.

SUMMARY: Enter a brief abstract of the contents of your thesis. You could use the summary of your thesis for this purpose. Providing an abstract is compulsory, even if your thesis is embargoed.

UPLOAD FILE: Provide the URL of the pdf file location, or use 'browse'.

KEYWORDS: Enter several keywords by which your thesis subject can be found. Enter no more than three or four recognizable keywords such as 'unlawful act' or 'personal injury' or common abbreviations such as 'ECHR'. If the thesis is in English, add English keywords as well. Suggestions for keywords can be found in the Keywords Index of a thesis manual. Keywords must be separated by a comma, or by 'ENTER'. Please note that the program will also identify each individual word of your title as a keyword, and so do not enter these words again!

ADD REMARKS: This space can be used to add comments that cannot be entered in the other fields. These comments will not be published; they are meant for the Study Secretariat. If your

thesis is not to be made public because of confidential information, this should be specified here.

SUBMIT/CANCEL: Save your data by selecting 'SUBMIT' or select 'CANCEL' to erase all data and return to the previous screen.