



FREQUENTLY ASKED QUESTIONS About LUC Capstone

What is a Capstone?

Capstone is an independent research project that you are to complete in the last semester of your study at LUC.

What is the difference between the supervisor and the reader?

The supervisor is your mentor. She will advise you on topic selection, provide feedback on early drafts, proposal and grade your final Capstone. The reader is a second pair of eyes in grading your final Capstone and **does not** fulfill any mentor role in the process.

Am I responsible for selecting my supervisor?

Yes, you are responsible to find LUC faculty that would be willing to supervise your project based on how qualified the person is to help you with your specific topic and based on her availability. The earlier you approach potential supervisors, the higher chance you have to find your preferred supervisor.

Can a researcher outside of the LUC supervise my Capstone?

Yes, but the Capstone coordinator must approve your external supervisor before you submit your supervisor form your Capstone.

Is it required to submit the supervisor form?

Yes, without a supervisor form you will not be able to receive any grades or feedback on your Capstone.

Am I responsible for selecting my reader?

No, the Capstone coordinator appoints the reader.

Will the name of the reader be officially released?

The reader remains anonymous during the grading process to maintain independence and impartiality. You will find out who the reader is once the grades are submitted. Neither the supervisor nor the Capstone coordinator will reveal the name of the reader before the grades are submitted.

Do I have to enroll into the Capstone course?

No. You will be enrolled automatically if you have at least 120ECs at the beginning of your fifth semester.

What if I don't have 120ECs but still want to pursue my Capstone in the third year?

You must discuss your situation with the Study Advisor and she must send a recommendation to the Capstone coordinator to enroll you in the Capstone course in your third year.

What if I have 120ECs at the beginning of the fifth semester but wish to graduate later?

You have two options. You can pursue your Capstone early anyway. Or you must present an approved Extended Study Plan by the Study Advisor and pursue the Capstone next year.

What if I fail my Proposal?

You receive a failing grade on your transcript for your Capstone.

What If I fail my Capstone?

You receive a failing grade on your transcript for your Capstone.

Can I rewrite my Capstone?

Yes, but a failing grade will remain on your transcript and your supervisor may not be available to guide you through the rewrite process.

Can I withdraw from the Capstone course?

Yes, but you must first write an official letter to the Board of Examiners (BoE) detailing extenuating circumstances and receive BoE approval.

Can I request an extension on the Capstone deadlines?

Yes. You must present documentation about your extenuating circumstances to your supervisor. The supervisor and the Capstone coordinator jointly decide on your request for an extension.

How do I inform my supervisor about extenuating circumstances?

You need to contact your supervisor about extenuating circumstances by email, citing well-documented extenuating circumstances.

Do I have to submit my nomination for the Thesis of Merit?

No. If you received A or A+ you will be automatically nominated for the Thesis of Merit.

How should I officially submit my Capstone?

You must to provide 3 copies:

1. Upload a digital copy in Turnitin on Blackboard;
2. Submit a bound hard copy to the Capstone administrator;
3. Submit a bound hard copy to your Capstone supervisor.

I am on exchange this semester; do I still have to follow the same timeline for a Capstone?

Yes, all deadlines for the year you wish to graduate in equally apply to you.

I already have a supervisor; do I need to send in the supervisor form?

Yes, you need to submit official supervisor form to the Capstone administrator.

I did not finish my Capstone last year; do I need to submit a new supervisor form this year?

Yes, you need to re-enroll in the new Capstone course and resubmit the supervisor form.

Can I write a Capstone outside my major?

No, your Capstone must be within your major.

Where can I find all the necessary forms for the Capstone:

All relevant forms are available on the Capstone website - <http://www.lucethehague.nl/academic-programme/majors/capstone-projects/capstone-project.html>.

Where can I find all the relevant deadlines for the Capstone?

Most recent capstone deadlines are available on the Capstone website - <http://www.lucethehague.nl/academic-programme/majors/capstone-projects/capstone-project.html>