Master Thesis Psychology

Information for examiners about the assessment procedure and the use of assessment forms.

- The first examiner, i.e. a staff member of the Institute of Psychology at Leiden University who is responsible for the supervision of the master thesis project, asks a colleague from the Institute of Psychology at Leiden University to serve as a second examiner. If possible, the second examiner is the same colleague who served as the second reader of the thesis proposal. The second examiner may be a PhD student, assistant professor (UD), associate professor (UHD) or full professor. At least one of the two examiners should have obtained a PhD.

- Students submit their full thesis in print and an electronic version to the first examiner, as well as an extra printed copy for the second examiner. The first examiner uses the electronic version to check for plagiarism. Per September 2014, the Faculty of Social Sciences installs Turnitin as the standard tool to check for plagiarism, which is a more user-friendly tool with a more extensive database than Ephorus. Examiners who are familiar with using Ephorus may stay using Ephorus until early September. Examiners who are not yet familiar with Ephorus or Turnitin and who need help with the check on plagiarism can contact ICT & Education support icto@fsw.leidenuniv.nl. If the first examiner establishes plagiarism, he or she presents the case to the Board of Examiners and awaits their decision.

- If the first examiner considers the thesis unsatisfactory, he or she notifies the thesis coordinator of the master specialisation. A deadline will then be set for the student to submit a satisfactory thesis. The first examiner indicates in writing what has to be revised as a minimum in order for the thesis to be considered satisfactory.

- The first examiner fills in the assessment form A completely. This includes whether the full thesis has been checked for plagiarism and the number of the Ethics Committee application. The final grade should not yet be filled in.

- Once the first examiner has reviewed 'process' and 'content' and has deemed these two main assessment aspects as at least satisfactory, and the check has indicated no signs of plagiarism, the first examiner sends the printed copy of the thesis (with assessment form B) to the second examiner for an independent assessment. The first and second examiner agree on:
  - the time-frame in which the second examiner will assess the thesis (2 weeks at the most)
  - when the first and second examiner will meet to discuss the final grade.

- The second examiner assesses the thesis, fills in assessment form B completely and signs form B. While reading the thesis the second examiner may make additional notes for each assessment in terms of a U, S or G. His or her notes may be useful in the discussion about the final assessment and grade with the first examiner.

- In the case of an external supervisor, i.e., a scientist/practitioner not being employed by the Institute of Psychology at Leiden University, the first examiner may ask him or her for advice on the assessment of the process and the content of the master thesis. The external supervisor assesses the thesis project by means of assessment form C, fills in this form completely and signs form C.

- The first and second examiner will compare their assessments (forms A and B) during their discussion. In the final grade, the assessment of the process part of the thesis project - as filled in by the first examiner on Form A (and on Form C by the external supervisor, if applicable) - should be taken into account. After their discussion the first examiner will determine the final grade. The text box on the front page of form A will be completed: the final grade will be filled in and form A will be signed by the first and the second examiner. The first examiner keeps the assessment forms A and B (and C, if applicable) in his or her own archives until all FSW examiners receive instructions how to submit these forms to the Onderwijs Service Centrum FSW. These assessment forms should be available upon request, for instance, as part of an external review of our teaching
program. The first examiner **hands in** the final grade to the Onderwijs Service Centrum FSW on the regular form (tentamenbriefje) that has been used for the last few years.

- The first examiner passes the grade on to the student with an oral (or a written) explanation. The student has a right to inspect assessment forms A and B (and C, if applicable).

**Unsatisfactory assessment:**
- In the case that the first and second examiner agree that the thesis is unsatisfactory, the first and second examiner determine a revision procedure. The first examiner indicates in writing what has to be revised as a minimum in order for the final product to be considered satisfactory. The grade for a second attempt has a maximum of a 6. After the examiners have agreed that the revised thesis is satisfactory, the assessment forms A and B (and C, if applicable) are filled in completely and signed. The first examiner keeps the assessment forms A and B (and C, if applicable) and hands in the grade to the Onderwijs Service Centrum FSW on the regular form (tentamenbriefje) that has been used for the last few years (A4-format for master thesis).

- If the final result after revision is still unsatisfactory, the first examiner consults the thesis coordinator of the master specialisation. It can be decided that the student has to start a new thesis project under the supervision of another staff member. If there are grounds to believe that a new attempt has little likelihood of success, the chair (Hoofdopleider) of the master specialisation decides on the measures to be taken.

**Early September 2014**
All examiners at FSW will receive instructions on how to use Turnitin to check for plagiarism.

**October/November 2014**
All examiners at FSW will receive instructions on how to submit ....
- forms A, B (and C, if applicable) for the assessment of master theses
- final grades of master theses
- master theses into the student repository (under embargo or not)

.... to the Onderwijs Service Centrum FSW.