

# **Protocol for the supervision and assessment of final theses**

## **(BA, MA and RMA Archaeology)**

*Board of Examiners, Faculty of Archaeology, updated 3 March 2016*

The objective of the protocol is to provide a norm for supervision and ensure unbiased and fair assessment of the thesis of the student.

### **Supervision**

Thesis research is supervised by a first supervisor. The first supervisor must be an examiner of the Faculty of Archaeology, appointed for the task of assessing the thesis at the appropriate level (BA, MA or RMA). A second supervisor can be involved who is not an examiner and can also be a researcher from outside of the Faculty of Archaeology.

The norm for supervision is 5 meetings between first supervisor and the student:

- A start meeting discussing the topic
- A meeting on feedback and discussion of the research plan
- A meeting on feedback on a chapter and thesis outline
- A meeting discussing the progress of the research
- A meeting on feedback and discussion of the first version

The student decides when the thesis manuscript is final and ready for submission for assessment.

### **Assessment**

The final thesis is handed in by the student in digital form via Turnitin/SafeAssign and two hardcopies are handed in at the Education Office. All theses are evaluated by two examiners, who, in consultation, decide on the final grade.

The assessment procedure of an individual thesis should not take more than 15 working days after submission of the final thesis by the student. If the examiners cannot comply with this period, the student must be informed within this period.

#### The first examiner

The first examiner is the first supervisor of the thesis. The first examiner assesses technical form, academic competence, level of knowledge (field of specialization as well as general), and level of independence. He/she checks the thesis for referencing and bibliography according to the Faculty Guidelines. If correct, the assessment is continued. If incorrect, the manuscript is returned to the Education Office. The Education Office informs the student to correct the references and/or bibliography of the manuscript within 2 working days. Further assessment is "on hold" until corrections are handed in with the Education Office. The 15 working days count from the day of resubmission of the corrected manuscript.

If a second supervisor is involved, the first examiner can consult with the second supervisor on the assessment of the thesis.

### The second examiner

The second examiner is chosen by the the Board of Examiners from the list of appointed examiners of the Faculty of Archaeology. The Board checks that the second examiner is appointed for evaluation of the thesis in the programme at stake (BA, MA or RMA) and not part of the same Leerstoelgroep as the first examiner, not involved in the thesis research or supervision, and (for MA- and RMA-theses) not one of the examiners of the BA-thesis. The second examiner assesses technical form, academic competence as well as the level of general knowledge as reflected in the thesis.

### Determining the grade

First and second examiner evaluate the thesis following the appropriate assessment criteria and benchmarks. When the first and second examiner have reached their independent evaluation, they discuss the final assessment and grade the thesis. The grade should be supported by and consistent with the information in the thesis assessment form and in line with the appropriate assessment criteria. When the final grade is determined, the assessment form is finalized and signed and dated by both examiners. The signed form is returned to the Education Office. Then the grade for the thesis will be registered in uSis.

The Education Office informs the student of the final grade, including the thesis assessment form. The student is informed about the appeal procedure if the student does not agree with the grade. The student receives instructions for uploading the thesis in the repository.

### Procedure in case that first and second examiner cannot agree on the final grade

When the first and second examiner cannot agree on the final grade, they inform the Board of Examiners and submit their respective assessment forms. The Board of Examiners appoints a third examiner who receives the thesis and both assessment forms. The third examiner is independent and not associated with the Leerstoelgroepen of the first and second examiner and must be qualified to assess theses in the programme at stake (BA, MA or RMA). He/she evaluates the thesis and takes into account the assessments of the first and second examiner. He/she determines the final grade and fills in the thesis assessment form using the appropriate evaluation criteria and benchmarks. The form is signed and dated by the third examiner.