

THESIS GUIDELINES 2019-20

Bachelor's Literary and Cultural Analysis (LCA)

Important Dates:

Thesis abstract: 6 January 2020

Thesis project duration: February – June 2020 (Year 3, Semester 2)

Deadline: 15 June 2020

1 July: hand in diploma application form before this date

Summer Recess: 1 July - 1 September (no thesis supervision or thesis submission)

1. SUPERVISOR APPOINTMENT

SIS / Canvas registration

Make sure to sign up for the course “129319002Y Bachelor's Thesis Literary and Cultural Analysis” on SIS in December, and to accept the subsequent Canvas invitation.

Abstracts

On or before 6 January 2020, upload an abstract (1 A4) of your proposed thesis in .doc or .pdf to the designated Canvas page. The abstract should not exceed 500 words, and must include the following elements:

- Working title;
- Central object of analysis;
- Preliminary research question;
- Preliminary literature review (with whom is your thesis in scholarly conversation?);
- Outline of the thesis design (sections or chapter partitions);
- Proposed supervisor (please offer two names; no promises, but we will do our best to accommodate!)

Based on your topic and approach, a supervisor and second reader will be assigned to you in the course of January. The supervisor will contact you before 1 February. You will work on your thesis project together with the supervisor. The second reader will only read and comment on the finalized thesis. Your grade will be determined on the basis of the assessment of both supervisors.

2. REQUIREMENTS

Entry Requirements

Students should be in the final year of their bachelor's studies, and should have completed at least 120 EC when starting work on their thesis. In block 3 (January, preceding the semester in which the thesis is written) the 3rd-year module Thesis Workshop Literary and Cultural Analysis should be followed.

Word Count

The BA thesis is 7,000 to 9,000 words in length (excluding title page, table of contents, and works cited). The works-cited list covers a substantial amount of studied work. The minimum requirement is for each student to utilize at least ten different academic sources. The supervisor will judge whether the material used meets this requirement and may—if justified by the topic or scope of the studied works—make an exception to the

minimum requirement.

Effort

The BA thesis project is an essential component of the degree program for which a student earns 12 ECTS. Those twelve credits cover 336 hours of expected work (researching, writing, reading, revising, and supervision contact hours). This is the equivalent of working eight hours every weekday for roughly eight-and-a-half weeks. Note that the duration of formal supervision in the Spring of 2020 – a capacious nineteen weeks – is more than twice the period of that schedule. You are advised to manage your workload and time independently and professionally.

Language

For LCA students, the mandatory language for the thesis is English. (For older students who are still enrolled in the Dutch-taught BA in Literatuurwetenschap, an exception can be made. If this applies to you, please indicate so in your proposal as it may inform the selection of your supervisor).

Format

Consistent usage of the MLA Handbook (8th Edition) for references, notes, and the works-cited list is obligatory. Procure a digital or paper copy from the Modern Language Association, or refer to the UvA's in-house copy at the University Library.

3. PROCEDURE

Supervisors

Based on the content (i.e., topic) of the abstracts, a supervisor will be assigned to you in January. The supervisor will contact you before 1 February. You will work on your thesis project under their supervision. The second reader, also assigned in January, will only read and assess the finalized thesis. Your grade will be determined on the basis of the assessment of the supervisor and second reader.

If you do not finish your thesis by the deadline and the project carries over to the next academic year, a new supervisor may be assigned.

Supervision and feedback

During their first meeting, supervisor and student will agree on a (preliminary) supervision plan. The plan may take the form of (a series of) set date(s) for follow-up meetings, a written plan, an oral agreement, or other forms. Supervision meetings can be held in-person, via Skype or other media (email, phone). Supervision consists of a minimum of 4 such meetings. Students will receive feedback on their drafts. Feedback may take the form of in-person (oral) feedback, comments in the draft document (via track changes or hand-written comments), Skype sessions, email, phone or other media. Students will receive feedback on a full draft of their thesis.

Deadlines

The period for formal thesis supervision runs from February 3 through June 15, 2020. The final version of your thesis must be handed in digitally via Canvas and, if requested, also in printed form to your supervisor and/or the second reader.

All students who initiate their thesis work by February will earn an official mark no later than mid-July 2020. If you do not submit a thesis by the deadline, a failing grade will be registered. If your thesis fails to earn a passing grade (5.5 or higher), you may only re-submit a thesis in the 2020–2021 academic year (meaning that you can graduate at the end of October at the earliest). In order to resubmit, you must re-enroll as a student.

Neither thesis supervision nor thesis submission is possible from 15 June – 31 August 2020. In the new academic year, a new schedule and deadline for the thesis will be set together with the supervisor, in consultation with the study adviser if necessary. Extending the thesis work beyond the deadline does not mean receiving more supervision than during the regular course of a thesis.

Diploma Application

Take care to complete and submit a “Diploma Application Form” *before July 1st*. (more information available via [this link](#) or the student portal’s A→Z → Graduation; for queries contact the administrative office at info-pch-fgw@uva.nl)

If your program is an adapted program (for whatever reason), you will need to secure advance permission by the Board of Examinations.

Grading and criteria

The thesis will be assessed using the programme’s assessment form (see appendix below). It indicates the criteria for the thesis and an explanation of the grading scheme. The supervisor and second reader will give feedback on each of the criteria. The grade will be determined on the basis of the assessment of the supervisor and second reader. Students will be notified of their grade within twenty working days of submitting the thesis.

The following criteria form the basis for this assessment:

1. Academic quality: clarity of research question, research methods, quality of argumentation, extent of description/analysis
2. Structure of text and argumentation
3. Treatment of objects and sources: selection of primary/secondary materials and theory, amount and quality of sources used, citations and references, accuracy
4. Creativity, originality, depth and difficulty
5. Presentation, layout, language & style, length
6. Degree of Independence

Problems

- For information about what to do in case of progress and study problems, contact your official study advisors (locate on the student portal’s A→Z);
- Progress and study problems: the UvA offers additional courses and workshops (time management, starting to write the thesis, mindfulness, stress reduction, etc.) For inquiries, check the website’s events (at <http://student.uva.nl/lit/agenda>), or contact your study advisors, as mentioned above;
- Illness: when the thesis supervisor is unable to continue supervision because of illness, they will, together with the student, locate a new supervisor. If the supervisor is unable to do so, the student may contact the thesis distribution coordinator;
- Procedural problems: for specific problems that might occur during the writing of the thesis or disagreements concerning the determination of the grade, the student can contact the program coordinators or tutors. If necessary, the student will be referred to the Examinations board.

Fraud & Plagiarism

Fraud or plagiarism is “any act or omission on the part of the student which makes an accurate assessment of his/her knowledge, insight and skills partially or wholly impossible.” In case of suspicion of fraud or

plagiarism, the Examinations Board may initiate an investigation. We understand fraud as intentional acts or neglect on the part of a student aimed at disrupting the fair assessment of the student's knowledge, insight, and skills, and plagiarism as intentional or unintentional inclusion—or literal translation of—existing texts written by other people—from books, journals, internet sources, etc.—without giving proper credit to the original source. See the A→Z for a more detailed description of faculty plagiarism regulations and consequences.

Graduation Ceremony

The collective BA diploma ceremony will be held in October 2020. The date is not yet scheduled, but you will be contacted with information in September. If you are unable to attend, it is also possible to make individual arrangements with the administrative office.

More Information Online

See your A→Z for information about uploading your thesis online, graduation procedures, cum laude, examination board, and the UvA's thesis rules and regulations.

These guidelines have been drawn up by the LCA programme and have been approved by the Examinations Board of the FGw (September 2019)

BA Thesis Literary and Cultural Analysis (LCA)

Name student:

Student number:

Thesis title:

Submission date:

Supervisor:

Second reader:

Final Grade:

1. Assessment Supervisor

Assessment Criterion	Comments
1. Academic quality: clarity of research question, research methods, quality and logic of argumentation, extent of description/analysis	
2. Structure of text and argumentation	
3. Treatment of objects and sources: selection of primary/secondary materials and theory, amount and quality of sources used, citations and references, accuracy	
4. Creativity, originality, depth and	

difficulty	
5. Presentation, layout, language & style, length	
6. Degree of independence	
Plagiarism check through Turnitin	
DATE:	SIGNATURE SUPERVISOR:

2. Assessment Second Reader

Assessment Criterion	Comments
1. Academic quality: clarity of research question, research methods, quality of argumentation, extent of description/analysis	
2. Structure of text and argumentation	
3. Treatment of objects and sources: selection of primary/secondary materials and	

theory, amount and quality of sources used, citations and references, accuracy	
4. Creativity, originality, depth and difficulty	
5. Presentation, layout, language & style, length	
DATE:	SIGNATURE SECOND READER:

Explanation Grading Scheme:

Fail (below 5.5)	The BA thesis does not fulfill the minimum standards.
Grade 6	The BA thesis fulfills the minimum standards. It does not show much creativity, originality or complexity. In conceptualizing and writing the BA thesis, the contribution of the supervisor was approximately the same as that of the student. The student has not shown a high degree of independence.
Grade 7	The BA thesis fulfills the minimum standards. In addition, the student has made a certain personal contribution, evidenced in the structure and handling of the materials. In conceptualizing and writing the BA thesis, the contribution of the student was greater than that of the supervisor and/or there is a certain degree of complexity. The supervisor has contributed to adjusting and correcting the concepts.

Grade 8	The BA thesis fulfills the minimum standards. In addition, the student has made a substantial personal contribution, there is evidence of creativity and a great degree of independence, and the topic is of great complexity. In conceptualizing and writing the BA thesis, the contribution of the student was considerable. Any adjustments and corrections made by the supervisor were quite small in number.
Grade 9	The BA thesis fulfills the minimum standards. In addition, the student has exhibited a very high degree of originality and creativity. The conceptualization and writing of the BA thesis were almost completely achieved by the student, with minimal adjustments and corrections from the supervisor.
Grade 10	Same as a 9. In addition, the BA thesis makes a contribution to the development of the research field. The thesis could be developed into an article for a professional journal.