

## Bachelor of European Studies

### *Bachelor Thesis Guidelines*

#### Objectives

At the end of the course and upon the defense and submission of the bachelor thesis students will have been enabled to:

- use their analytical skills to conduct research under supervision;
- present and report, clearly and comprehensively, both orally and in written form knowledge concerning questions of European Studies so that overall;
- formulate research questions, understand academic literature, collect and analyze data, reflect on research findings and weave this into a presentation of their own research results.

#### General Rules

The bachelor thesis serves as an academic paper in its own right, but can only be passed if the student participates and passes the 'Bachelor Thesis Laboratory' in semester 6. Students write their Bachelor thesis in the discipline of their **major specialization**. The thesis must have a **European dimension**.

The bachelor thesis **will not exceed 8.000 words, incl. footnotes (bibliography is excluded)**. The thesis will be written according to a common template distributed to students, incl. a common cover page and a single format which all students have to use. The student, upon the submission of the bachelor thesis, also has to sign and deliver together with the thesis a declaration of honor, that the bachelor thesis has been written according to the ethical standards of academic writing.

A **mandatory online defense** will be organized during which the student presents the bachelor thesis. The defense jury will consist of the supervisor, the second reader and a chair. The bachelor thesis, can only be passed if the student participates and passes the Bachelor Thesis defense.

The student passes the bachelor thesis with the grade of **10/20 or higher**.

The student has a right to **3 (online) meetings with the supervisor** – one in November-December and two between January and the Easter Break.

## Layout

- Paper format: A4
- Margins around the text: left: 2,5 cm, right: 2,5 cm, top: 2,5 cm, bottom: 2,5 cm (in Word, select subsequently: File, Page setup, Margins)
- Font: a professional, easily readable font (i.e. Time New Roman, Arial, Calibri, Helvetica, Baskerville)
- Line spacing: 1-1,5

## References and Annexes

- Students can use, according to the different disciplinary and faculty practices, in-text references or footnotes. As such students can use reference-systems known as 'Harvard', 'Chicago' or others. However, students will be advised to use the respective reference-systems consistently. More detailed instructions will be found in the student platform 'Toledo';
- All students are asked to present a bibliography of all works and sources referred to and used in the bachelor thesis at the end of the thesis. The bibliography should be arranged in an alphabetical order and must contain in a consistent manner the most important information of the sources, including names of authors, date of the publication, title of the publication, journal name (incl. Volume number, issue number), names of editors title of the edited volume, publishing houses and place of publication as well as page numbers. More detailed instructions will be found in the student platform 'Toledo';

## Deadlines

See BAES Thesis timeline in KU Leuven's presentation

Deadline for submission of the thesis: 19 MAY 2026 via KU LEUVEN Locket

## General Evaluation Criteria

The evaluation of the thesis takes into account the following criteria:

1. Does the thesis fulfill the formal criteria of a bachelor thesis (cover page, comprehensive table of contents, consistent and correct referencing systems, page numbers, alphabetical bibliography, etc.)?
2. Is the research objective of the bachelor thesis formulated clearly and, depending on the discipline(s), including well-developed research questions, ideas, concepts, hypotheses, models, etc.?

3. Did the student use a set of methods that enables him/her to achieve the original research objective by using disciplinary approaches and tools?
4. Does the thesis have a clear and logical structure?
5. Has the bachelor thesis been written in clear and understandable language?
6. Are the sources relevant and referred to correctly?
7. Does the thesis engage with the existing academic literature and debate and assess it from a critical perspective?
8. Are the conclusions clear, relevant and correct?
9. Is the thesis an original piece of research, e.g. through the adoption of a multi-disciplinary approach or a strong argument?
10. Does the student offer a personal contribution to the topic?