Annex III

Bachelor Thesis Regulations

Bachelor of European Studies

I. Preliminaries

1. The following articles guide the process of the Bachelor Thesis in the Bachelor of European Studies.

2. The present regulations can be subject to annual changes. Changes to these regulations are to be discussed and decided upon by the Local Academic Coordinator Board and the Academic Steering Committee. To be applicable for the following academic year, changes to this regulation need to be decided upon by the end of June of each calendar year.

II. Principles

1. Bachelor thesis is a mandatory part of the Bachelor of European Studies. Every student writes a bachelor thesis in the final stage of their studies in the Bachelor of European Studies programme. Students have to select the course 'Bachelor Thesis' in their ISP, fulfill the course requirements and, upon submitting their thesis, will be graded according to the ECTS course description of the course 'Bachelor Thesis'.

2. The student must demonstrate that they have achieved the following learning outcomes by the development of a bachelor thesis:

- Use their analytical skills to conduct research under supervision;
- Present and report, clearly and comprehensively, both orally and in a written form knowledge concerning questions of European Studies;
- Formulate research questions, understand academic literature, collect and analyse data, reflect on research findings and weave this into a presentation of their own research results.

3. The bachelor thesis topic must have a European studies perspective and focus on Europe-related issues.

4. The bachelor thesis will be taken up and defended under the supervision of a member of the academic staff at a Degree Awarding Party, according to the rules outlined in this Bachelor Thesis Regulations.

5. The allocation of topics and (co-)supervisors is done at the Degree Awarding Parties in the 5th semester of the Bachelor of European Studies. Students are informed which Degree Awarding Party will be responsible for the allocation and supervision of their bachelor thesis. The ways how students are allocated to topics may differ across and in accordance with the different departments and faculties involved within the different Degree Awarding Parties. Local Academic Coordinators of the Degree Awarding Parties ensure that all students are provided with relevant information, supervise the allocation process and provide all necessary data to the Coordinating Party by the given deadlines.

6. At the respective Degree Awarding Parties, the bachelor thesis is to be written under the supervision of a member of the teaching staff. The supervisor must comply with the Party's requirements for the supervision of the bachelor thesis. The bachelor thesis may be co-supervised by a co-supervisor. The co-supervisor may be from another Party than the supervisor. The co-supervisor may be from a different discipline than the supervisor. The co-supervisor may be a member of the teaching staff of a Mobility Party.

Role	**Responsibility**
Student author	Write an independent scientific work with the assistance of the supervisor.
Supervisor	Guide and assist the student author in good academic writing and research tradition. The supervisor proposes the thesis grade.
Co-supervisor (optional)	Guide and assist the student author in good academic writing and research tradition.
Second evaluator/reader	Read the thesis and grade according to the learning outcomes and grading criteria in the thesis guide.
Chair	Chair the defence and make sure that the evaluation procedure runs smoothly. In case the evaluations of the supervisor and the second reader differ by more than 3 points, propose a third mark, which is discussed by the jury to reach an agreement on the final result.

7. When allocating students to topics and (co-)supervisors, the Degree Awarding Parties can take the following categories into account:

1) Students can be assigned to a topic/supervisor in their 'major'-specialization (60 ECTS);
2) Students are assigned to a topic/supervisor at a Degree Awarding Party where they are located on campus during the 5th semester;
3) Students whose initial enrollment in the programme took place before academic year 2026-2027 can be assigned to a topic/supervisor at a Degree Awarding Party if they are located at a Mobility Party during the 5th semester;
4) Students can be assigned to a co-supervisor working in the field of their 'minor'-specialization (18 ECTS).

8. After the allocation of their topic and supervisor, students must initiate contact with their supervisor and meet them (incl. via online meetings) at least three times before the submission of the thesis.

III. Formal Requirements

1. Students who enroll in the programme before academic year 2024-2025 will learn about the formal requirements of the bachelor thesis within the course 'Bachelor Thesis Laboratory'. Students who enroll in the programme from academic year 2025-2026 onwards will learn about the formal requirements of the bachelor thesis in the course 'Research Design and Thesis Lab'.

2. The bachelor thesis shall not exceed 8.000 words, excluding footnotes and bibliography. If students work on the bachelor thesis in groups, the word limit requirement is applied to each student individually.

3. If students work on the bachelor thesis in groups, the individual contribution of each students should be clearly identifiable.

4. If no other formal requirements are outlined by the supervisor/respective faculty/Party, students have to fulfill the following formal requirements:

1) Paper format: A4
2) 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)
3) Font: a professional, easily readable font (i.e. Times New Roman, Arial, Calibri, Helvetica, Baskerville)
4) Line spacing: 1-1,5

5. The bachelor thesis should be written and presented in English. Students specializing in Languages and Cultures might be exceptionally allowed to write their bachelor thesis in a language different from English if it is thematically linked to their major specialization. In this case, students need to provide a formal request in writing to motivate their choice. This request must be approved by the Programme Director if the Local Academic Coordinator of the Party supervising the respective student and the supervisor of the student agree. In case the Bachelor Thesis is written in a language different from English, a short abstract of max. 350 words in English will be requested from the student. The thesis defence is always done in English.

6. Students must apply formal rules on referencing and on the use of artificial intelligence throughout the whole process of writing their bachelor thesis:

1) All students are asked to present a bibliography of all works and sources referred to and used in the bachelor thesis both via in-text references/footnotes and at the end of the thesis as a reference list.
2) Students can use such reference styles as APA, MLA, Harvard, Chicago, Oscola or others. Supervisors may advise students on using a specific reference style. Regardless of the style, students have to refer to their sources accurately and in accordance to the formal requirements of the respective reference style.
3) All students are informed that their bachelor thesis will be checked against plagiarism and any other irregular conduct. 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.
4) All students have to prove that they did not use artificial intelligence in an inappropriate and irregular manner, including plagiarism, throughout the writing process of their thesis as indicated in the Code of Conduct on the use of GenAI. To this end, students have to provide archived files of their thesis working documents (in a .doc(x) format), which document the regular writing progress of their work on the thesis (to be saved and archived at least every 15 days). The Bachelor of European Studies can ask students to submit these files during the bachelor thesis writing process so that the files are centrally archived. The jury and/or Exam Board within the Bachelor of European Studies has the right to ask to see these files. Students have to prove that the files have not been changed after having been archived. Moreover, upon the submission of the bachelor thesis, students have to fill out the Code of Conduct, sign it and deliver it upon the submission of the bachelor thesis. These rules do not waive the right of the supervisors to impose stricter rules on the use of AI.

IV. Prerequisites and Defence

1. Students whose initial enrollment in the programme took place before academic year 2025-2026 will present the draft version of their bachelor thesis in the course 'S0L17A Bachelor Thesis Laboratory'. The Bachelor thesis serves as a course in its own right, but students will only be allowed to submit and defend the bachelor thesis if they receive a 'pass' for the 'Bachelor Thesis Laboratory'. The 'Bachelor Thesis Laboratory' takes place between February and April.

2. Students whose initial enrollment in the programme took place in academic year 2025-2026, will have to pass the course 'S0L13B Research Design and Thesis Lab' taught the 3rd semester to be allowed to submit and defend the bachelor thesis.

3. Students who enroll in the programme as of academic year 2026-2027 onwards, will present a research proposal for their bachelor thesis in the course 'S0L13B Research Design and Thesis Lab' in the 5th semester. Students will only be allowed to submit and defend the bachelor thesis if they receive a 'pass' for this assignment in the course 'Research Design and Thesis Lab'.

4. After students receive a 'pass' for the 'Bachelor Thesis Laboratory' or the 'Research Design and Thesis Lab' (academic year 2025-2026 onwards), they seek a formal confirmation by their supervisor that their thesis may be submitted if the University in which the thesis is supervised and defended requires so (e.g. UNIBO). They upload their final version of the bachelor thesis and a short abstract to KU Loket by the deadline communicated in the Bachelor Thesis Toledo community. For academic year 2026-2027, deadlines are as follows:

1) for the first thesis defence period, the deadline of submission is scheduled mid-May to end-May for all students allocated to University Complutense of Madrid (UCM), KU Leuven (KUL), University of Bologna (Unibo) and Jagiellonian University (JU);
2) for the second thesis defence period, the deadline of submission is beginning of July for graduating students allocated to UCM and mid-July for graduating students allocated to KUL, Unibo and JU.

5. The defence is usually organized virtually by the Degree Awarding Party providing the thesis supervision and is attended by at least 3 jury members (incl. chair, supervisor and second reader). For students enrolled in the programme from 2026-2027 onwards, the defences will be organized on campus and only in exceptional cases online.

6. In the first thesis defence period, defences take place between May and June. The supervisor and the second reader read the final version of the bachelor thesis before the defence.

7. During the defences, students present the bachelor thesis in no more than 10 minutes. After the presentation, all jury members can ask questions during the discussion. If students work on the bachelor thesis in groups, the defence for such groups can be organized collectively, but students have to be present their work individually and will receive individual questions from the jury.

8. After the presentation and the discussion, the members of the jury discuss the grade to award to the student and fill in and sign the form provided by the Coordinating Party. The local academic coordinators collect the reports for students supervised by their Party and forward the relevant documentation to the Coordinating Party.

9. If the defence has not been successful, the student needs to substantially improve the work and submit the bachelor thesis in the second thesis defence period. In this case, the student will defend the thesis over the course of July-September on a date communicated by the Degree Awarding Party supervising the student.

10. In both periods, the submission of the thesis is only valid if, next to the completed thesis, a declaration of honor and a Code of Conduct are submitted.

11. If an irregularity is detected, the irregularity process applicable to the Truncus Communis common courses and described in the Examination and Disciplinary Regulations applies.

V. Thesis Evaluation

1. The bachelor thesis is evaluated based on the following criteria. The evaluation is made on the basis of the final product, the accomplished process and the defense:

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 them 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?

2. The final result of the bachelor thesis will be calculated as an average mark between 0 and 20 (with 10 being the passing grade), consisting of the mark provided by the supervisor and the mark provided by the second reader. In case the marks of the supervisor and the second reader differ by more than 3 points in their final assessment, the chair proposes a third mark, which is discussed by the jury to reach an agreement on the final result.

3. The following evaluation levels will be used when assessing the final mark of the bachelor thesis:

1) **Not acceptable (≤ 7)**: The thesis has fundamental weaknesses and is not acceptable with regards to several evaluation criteria. A substantial reworking of the whole bachelor thesis is required.
2) **Fail (8-9)**: The thesis shows serious weaknesses as it does not pass with regard to several evaluated criteria or is not acceptable with regards to at least one major criterion. A substantial reworking of several parts of the bachelor thesis is required.
3) **Pass (10-11)**: The thesis fulfills the minimum requirements. Although the thesis displays a number of weaknesses, no fundamental shortcomings can be demonstrated.
4) **Fair (12-13)**: The thesis shows a reasonable understanding of the relevant materials and employs basic methodology.
5) **Good (14-15)**: The thesis shows a good command of the relevant materials, including methods, and demonstrates substantial knowledge of the research subject.
6) **Very good (16-17)**: The thesis demonstrates a strong understanding of the research subject, with some originality and personal initiative.
7) **Excellent (18-19)**: The thesis is amongst the best 5 % of all theses and, as such, the thesis demonstrates outstanding knowledge of the research subject, strong methodology, originality and personal initiative.
8) **Exceptional (20)**: The thesis is amongst the best 0.5 % of all theses and demonstrates remarkable in-depth knowledge of the research subject, advanced methodology and exceptional commitment and personal initiative of the student.

4. Once the bachelor thesis is awarded with a final result of 10 or higher, the bachelor thesis cannot be resubmitted.

5. In case a student fails to be awarded with a final mark of 10 or higher, the student can defend the bachelor thesis by a later deadline in the summer communicated by the programme, according to Article IV.4.2 above.

6. In case a student does not successfully pass the bachelor thesis after two attempts, they have to repeat the course the next academic year.