

Handout on Capstone Thesis for students of the GBLR program

AY 2022-23

Global Business Law and Regulation (GBLR) LLM students must write a **capstone thesis**. This thesis can be either a “traditional” academic thesis exploring a particular legal question, problem, or development or a more practice-oriented paper such as an *amicus curiae* brief or a policy paper (advocating specific legislative reform).

Students are encouraged to discuss their ideas and plans with GBLR faculty who will assist them in their efforts to formulate a suitable research project. Students should seek to find a supervisor for their capstone theses based on the relevant faculty’s subject matter expertise. In order to determine whom to approach with a particular research idea, students should consult faculty research profiles (e.g., Google Scholar, SSRN, ResearchGate, etc.). The choice of a particular topic and supervisor needs to be approved by the Program Chair.

The deadline to submit the thesis is June 16, 2023. Three partial submissions must be made by specified deadlines in the winter and spring terms (for more details, please see “Thesis Deliverables” below).

The thesis must present a coherent argument, be logically structured and drafted in concise and clear academic language. It should be **between 8,000 and 12,000 words** in length, including footnotes. Tables, the bibliography, acknowledgments, annexes, etc. do not count towards the word limit. Where students need to write longer theses in order to meet nostrification or similar requirements applicable in their home countries, they will be allowed to exceed this word limit.

The thesis must follow a recognized legal citation style such as BlueBook or OSCOLA. All references shall be in footnotes, not endnotes or in-text notes.

Capstone theses will be assessed **based on the thesis track evaluation criteria** contained in the Department’s Information Booklet.

GBLR students are required to take the following **mandatory courses**:

Academic Writing (1 US / 2 ECTS)

This course familiarizes students with the key attributes of effective academic writing. It covers a variety of issues including style, how to structure a paper, use of paragraphs, how to cite effectively, how to draft introductions and conclusions, and how to find, frame, and refine a research topic.

Research Methods (1 US / 2 ECTS)

In this course students will learn about the principal research methods employed in the legal field. Students are expected to tailor their course selection to their research project.

THESIS DELIVERABLES

All submissions, with the exception of the final thesis, are to be made electronically to both the thesis supervisor and the e-learning site. The final thesis shall be submitted to the eTD (electronic thesis database) page. The deadline for all electronic submissions is 23:59 on the relevant day. **After submission all thesis deliverables will be automatically screened by the plagiarism software Turnitin.**

Once submitted, the thesis deliverables cannot be withdrawn and subsequently resubmitted.

Supervisors will provide **timely feedback** on deliverables 1 to 3.

Deliverable 1: Thesis Proposal

Deadline: January 31, 2023

The **thesis proposal** (approximately 1,000 to 2,000 words in length) describes, in general terms, the topic of the thesis. It consists of:

(a) The tentative title

(b) An abstract

The **abstract** should explain the central issue or problem of the thesis. It should:

- Identify the central issue explored in the thesis;
- Discuss the background and basic context of this issue;
- Describe its practical and/or academic significance;
- Specify the comparative dimension of the thesis, if any

(c) A short bibliography

This **bibliography** should list at least 10 (ten) titles (books, journal articles, cases, etc.) that are related to the topic of the thesis.

(d) A plan of action

The proposal should contain a realistic and detailed plan of action, i.e., a description of how and when the student intends to perform the work necessary to research and draft his or her thesis.

Deliverable 2: Partial Submission

Deadline: April 11, 2023

Students have to make a partial submission between 4,000 to 6,000 words in length (i.e., approximately 50% of their theses), including footnotes. Where the thesis is divided into two or several chapters, this submission can take the form of a thesis chapter. Students are also

expected to submit (a) a tentative table of contents, (b) a more detailed bibliography than the one submitted along with the thesis proposal, and (c) a revised thesis abstract.

Deliverable 3: Draft Thesis

Deadline: May 30, 2023

Students must submit a full draft of their capstone theses.

Deliverable 4: Thesis

Deadline: June 16, 2023

Students must submit the final version of their theses, i.e., revised, edited, and finalized versions of the draft thesis.

Further information on thesis submission is available here:
<https://ceuedu.sharepoint.com/sites/CEUThesisSubmission>.

Thesis templates are available for download here:
<https://ceuedu.sharepoint.com/sites/CEUThesisSubmission/SitePages/Thesis-templates.aspx>.

OVERVIEW OF DEADLINES

January 31, 2023	Submission of Thesis Proposal
April 11, 2023	Partial Submission
May 30, 2023	Submission of Draft Thesis
June 16, 2023	Submission of Final Capstone Thesis

FURTHER INFORMATION ON THE CAPSTONE THESIS

Format of final thesis submission

Students must submit their capstone theses as PDF files to eTD (Electronic Thesis Database). Simultaneously, students must send the final word (editable) document to their supervisor via email. Submitting the final work to the supervisor via email alone is not sufficient.

Change of supervisor

Students may request to change the capstone thesis supervisor assigned by the Program Chair. In this case, students must send an e-mail to the Program Chair and the Head of Department explaining the reasons for requesting such a change. Requests will only be granted if all faculty members involved approve them. No change of supervisor can take place after February 24, 2023.

Grade / level reduction policy

In case of late submission, the following rules apply:

- Submission by **June 19, 2023**: the grade given by the Professor will be decreased by one level on the grade point scale (*e.g.*, B+ becomes B)
- Submission by **June 25, 2023**: the grade given by the Professor will be decreased by one whole grade (*e.g.*, B+ becomes C+)
- If the thesis is not submitted by **June 30, 2023**, it will not be considered and will result in a “fail” (f).