

Handout on Thesis for students of the CCL and HR programs

AY 2022-23

LLM and MA students of the Comparative Constitutional Law program and Human Rights programs in the Department of Legal Studies who intend to embark on an academic career or who need a longer research project for nostrification of their CEU degree in their home country may consider writing a full thesis. In order to finalize their thesis, students need to attend the program-specific **Legal Research Methodology** course in addition to the **Thesis Seminar** and will receive credit for taking those courses in addition to the thesis.

The final thesis will be an original research project of **12,000 – 15,000 words in length** (including footnotes). Tables, bibliography, acknowledgments, and the annex, however, do not count towards the word limit. Producing a final work that is 10 % below or above the expected word limit is acceptable.

For the assessment criteria of the Thesis, please consult the Departmental Information Booklet.

Students studying on the Thesis Track will be required to complete two mandatory courses in addition to developing their final thesis.

Legal Research Methodology (1 US credits / 2 ECTS credits)

The Legal Research Methodology course will familiarize students with case selection for legal research and critical legal analysis with separate groups per program (CCL, HR) in which the specificities of doing research in each area of law are discussed and analyzed in relation to the thesis.

Thesis Seminar (2 US credits / 4 ECTS credits)

The Thesis Seminar will be an interactive seminar based on active student participation. In addition to offering further assistance with academic writing, the course requires students to present their research question, research outline, and work-in-progress to their peers in faculty-facilitated classroom discussions.

Students admitted to the Thesis Track 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 midnight (23:59) on the relevant day.

After submission all thesis deliverables will be automatically screened by the plagiarism software (Turnitin). Thesis deliverables must correspond to the standards outlined in the guidelines.

Once submitted, the Thesis deliverables cannot be withdrawn and subsequently resubmitted, with or without corrections.

Step1: Thesis Proposal

Deadline: November 30, 2022 (Wednesday)

The **Thesis Proposal (maximum 1000-2000 words)** sets out the general topic of the Thesis. Students will present their thesis proposals in dedicated sessions during the respective Thesis Seminar in November 2022 and receive feedback from faculty and their peers.

The thesis proposal will consist of the following parts:

(a) Tentative Title

(b) Abstract

The **abstract** should set out the central problem of the Thesis. This should be the central issue, tension, or puzzle that the thesis will address. The abstract should:

- Identify the central problem explored in the thesis, and include information on the background and basic context of this legal issue;
- Include a brief description of the significance of exploring this legal problem, where applicable also in a comparative fashion;
- When comparative, describe the key comparators and explain why these are appropriate for your project;

(c) Bibliography

The short **bibliography** should indicate at least 5 (five) titles (including library books, articles from law journals, and cases) that will be useful in addressing the subject matter of the thesis.

(d) Plan of Action

The proposal should contain a realistic and detailed plan of action for how the student plans to finalize the thesis over the remainder of the academic year.

Step 2: Draft Thesis Chapter

Deadline: January 31, 2023 (Tuesday)

On the basis of the feedback on the thesis proposal, students will prepare a **Draft Thesis Chapter**, of minimum 3000 words of substantive content (different from the Thesis Proposal), ideally comprising one full chapter of the Thesis. Together with the Draft Thesis Chapter students will be required to submit an updated table of contents and a preliminary bibliography including the abstract, a proposed table of contents and a plan of action.

Students will be required to revise their Draft Thesis Chapter based on the comments they receive.

Step 3: Thesis Draft

Deadline: April 11, 2023 (Tuesday)

The Thesis Draft is minimum 6000 words substantive content, ideally covering two (or more) full chapters of the thesis. In the Thesis Draft submission students will be expected to present at least a draft of the remaining chapters indicating the line of argument presented in the thesis.

- A full **table of contents** indicating a logical and well-structured argument;
- A draft **introduction**;
- A first draft of **every chapter / body text**, including the conclusion;
- A draft **bibliography**;
- An indication of any remaining '**missing pieces**'.

Students will receive comments from their supervisor. Preliminary findings will also be discussed in the Thesis Seminars.

Students will be required to revise their Second Draft Thesis Chapter based on the comments they receive.

Step 4: Thesis

Deadline: June 16, 2023 (Friday)

The **Thesis** is a revised, edited, and finalized version of the Thesis Draft. The Final Thesis should take into account all comments received on the Draft, as well as any additional information received or gathered in the interim. 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.

The Thesis will be presented in a final Oral Presentation in the framework of the thesis seminar. The oral presentation does not count towards the final grade.

Students who wish to receive feedback prior to submission, must send the draft for review to their supervisors two (2) weeks before the final deadline.

Detailed assessment criteria for the thesis and the oral presentation are available in the Departmental Information Booklet.

Information page on the thesis submission: <https://ceuedu.sharepoint.com/sites/CEUThesisSubmission>

Thesis templates are available for download:

<https://ceuedu.sharepoint.com/sites/CEUThesisSubmission/SitePages/Thesis-templates.aspx>

OVERVIEW OF DEADLINES

November 30, 2022	Submission of Thesis Proposal
January 31, 2023	Submission of Thesis Chapter
April 11, 2023	Submission of Thesis Draft
June 12-16, 2023	Thesis presentations for feedback
June 16, 2023	Submission of Final Thesis

FURTHER INFORMATION ON THE CAPSTONE AND THESIS TRACKS

Deadline for choosing thesis track

Students must indicate their preferred track and the list of track related courses they wish to register for by registering for all thesis related courses in SITS (e:Vision portal) and sending an email to Lilla Sugó, Department Coordinator (sugol@ceu.edu) ideally by October 2, 2022 (the end of course registration period in the Fall Term).

Format of final thesis submission

Students must submit their final Capstone Project or Thesis as a PDF file to eTD. Simultaneously, students must send the final word (editable) document to their supervisor via email. Please note that submitting the final work to the supervisor via email alone is not sufficient.

Change of Supervisor

Students may request to change their Thesis supervisor after having been assigned one by the Program Chair. In this case, students must send an e-mail to the Program Chair and the Head of Department explaining their reasons for requesting a supervisor change. Such requests will only be granted if all faculty members involved approve them and should be sent as early as possible. Changing one's supervisor must be done by February 24, 2023 at the latest.

Change of track

In exceptional cases, students may change their track with the approval of their supervisor, the Program Chair and the Head of Department. Such requests must be sent via email by no later than December 23, 2022. Requests are only approved if the completion of the new track is still possible (e.g., the relevant courses related to the new track can still be completed).

Grade / level reduction policy

Grades for the thesis of those students who fail to submit their thesis by this deadline and missed requesting deadline extension as described below, will be treated as follows:

- 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) for thesis.