Universiteit Leiden
Instituut Bestuurskunde

**Instituut Bestuurskunde**

# Grade form Master Thesis
# FIRST READER / SUPERVISOR

| | |
|---|---|
| Student: | Student ID: |
| Title of Master Thesis: | |
| Name thesis supervisor/FIRST READER: | |
| Master: | Master's specialisation: |
| Academic year in which the Thesis is finished: | **Proposed** grade FIRST READER*: |

*\* The final grade should be written on the grade sheet*

| **Grading criteria** (thesis content, for further explanation see hereafter) | | | | | |
|---|---|---|---|---|---|
| Introduction and research question | □ i | □ su | □ sa | □ g | □ vg/e |
| Theory | □ | □ | □ | □ | □ |
| Research design and data collection | □ | □ | □ | □ | □ |
| Analysis | □ | □ | □ | □ | □ |
| Conclusion | □ | □ | □ | □ | □ |
| Student has worked independently | □ | □ | □ | □ | □ |

| **Form requirements** (writing the thesis, for further explanation see hereafter) | |
|---|---|
| Writing style and quality of argumentation | □ Insufficient   □ Sufficient   □ Very good |
| Other form requirements: structure, citations, bibliography, typography | □ Insufficient   □ Sufficient   □ Very good |

**Guide**
All form requirements should be sufficient (for a sufficient grade) and in addition the following indications should be applied regarding grading critera:
5      or lower, if one or more aspects regarding thesis content is/are **insufficient** (i)
6      when all aspects are **sufficient** (su)
7      when all aspects are **satisfactory** (sa), or 3 good (g) en 3 sufficient (su)
8      when all aspects are **good** (or opposite to each su is a vg/e)
9      when at least four aspects are **very good/excellent** and the others g
10     when all aspects are vg/e.

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## Conclusion / Grade Motivation (first reader)

**Final grade motivation (if applicable)**

**Must be filled in by the first reader in case the final grade and its justification are not explicitly clear from the two evaluation forms.**

**Important information thesis repository**

Information for inclusion in the thesis repository, the online archive that makes theses of the Leiden University easily searchable and publicly available (if desired).

1.       This thesis **has been analysed** using the anti-plagiarism program Turnitin. The interpretation of the output has not given rise to any indication of plagiarism.
2.       Master thesis are made publicly available unless supervisor and student agree (in exceptional circumstances) to make the thesis not publicly available.
         Permission is given for:
         O Complete unrestricted publication in the thesis repository
         O Restricted publication until
3.       O Restricted publication.

**Signature thesis supervisor/FIRST READER:**                                                     **Date:**

## Grading criteria (content)

| Introduction and research question | <ul><li>Clear problem outline and embedding of the master's thesis in a public policy and/or public organisational context;</li><li>The thesis question clearly falls within the subject domain of the master's specialisation;</li><li>Clear academic and social relevance for carrying out the research;</li><li>Structure of the research question: clear definition of the phenomenon to be analysed and coherence of sub-questions.</li></ul> |
|---|---|
| Theory | <ul><li>Development of a consistent theoretical framework to answer the research question – proper (deductive or inductive) development of hypotheses</li><li>Clear conceptualisation of the terms used and the (causal) relations between concepts;</li><li>Proper embedding in, and critical evaluation of, the academic literature in the field.</li></ul> |
| Research design and data collection | <ul><li>Appropriate research design and data collection strategy, in line with the research question and available sources of data (also applies to the construction of a policy plan or the analysis of a process within an organisation if applicable);</li><li>The research design and data collection process is replicable;</li><li>Clear justification of choices made with respect to the operationalization of dependent and independent variables as required by the research design (reliability and validity).</li></ul> |
| Analysis | <ul><li>The methods chosen are appropriate and sufficient given the research design and time span of the thesis;</li><li>Systematic analysis of (quantitative/qualitative) data;</li><li>Correct interpretation of data; distinguishing between empirical statements and opinions or allegations;</li><li>Accurate reporting and critical discussion of results.</li></ul> |
| Conclusion | <ul><li>Accurate and succinct summary of the results.</li><li>A clear and well substantiated answer to the research question with regard to the theory used</li><li>Linking research results back to theoretical chapter</li><li>A convincing discussion of the limitations of the research</li><li>A convincing discussion of possible avenues for future research</li><li>Convincing policy recommendations / practical implications of the research.</li></ul> |
| Student has worked independently | <ul><li>Student has shown that he/she can independently make decisions, and efficiently carry out feedback from the supervisor.</li></ul> |

## Form requirements (writing)

| Writing style and quality of argumentation | <ul><li>The accuracy and care with which the students deals with aspects of communication, such as the logical structure of the argument, (English) language use, making abstract notions concrete, describing data and models in appropriate language;</li><li>The language used is precise and clear.</li></ul> |
|---|---|
| Other form requirements: structure, citations, bibliography, typography | <ul><li>The accuracy and care with which the student deals with aspects of form, such as cover, title page, preface, division into sub-units, summary, format of Figures and Tables and use of typographic elements (bold, italic, text boxes, spacing);</li><li>Correct referencing and citing sources, correct and consistent list of references. Referencing is complete, careful and all used sources are clearly highlighted by paraphrasing; referencing is consistent and sufficient.</li></ul> |