

Thesis Guidelines 2010

Title Page

The first page of your thesis is the title page. At first it should contain the authors name, address and student number. Secondly, the name of the supervisor and the topic of the thesis should appear.

Authorship declaration

The second page of the thesis must contain an authorship declaration with a handwritten signature. The declaration should be as follows:

"I hereby declare and confirm that this thesis is entirely the result of my own work except where otherwise indicated. This thesis has not been used as part of any other examination and has not yet been published." Date/Signature

Table of Contents

The master's thesis must have a table of contents containing the headings and subheadings of all sections.

List of Tables

If the thesis contains tables, a list of tables should be included, immediately following the table of contents.

Bibliography

In the list of literature all cited works are to be listed in alphabetical order. It should appear following the table of contents (if applicable following the list of tables). There are various methods of citing books, articles, websites, etc, but be sure to state at least the name of the author(s), title of publication, title of the journal or book (if applicable), publisher (if applicable), and the time and place of publication, wherever possible. In case of citing websites the date of last visiting is to be stated as well.

I. Guidelines for the format

The master's thesis is to be written in accordance with the following specifications for the format.

Length

The master's thesis should not be of more than 12.000 words.

Font and line spacing

The thesis is to be written in "Times New Roman" with 12-point font and 1.5 line spacing for normal text.

Margins

The margins should be as follows: left 4 cm; right 2,5 cm; top 2,5 cm; bottom 2 cm.

Pagination

Page numbers should appear centered at the bottom of the page. For the preliminaries Roman numerals (like I, II, III, IV...) should be used. The title page is to be counted but

should not be numbered. For all other manuscript pages Arabic numbers are used, beginning with 1 on the first page of the first chapter.

Footnotes and endnotes

The footnotes should be 10-point font and single-spaced.

II. Requirements

In addition to the formal specifications the following demands should be met.

Language

The thesis is to be written in English.

Structure and content

The thesis should be structured in three main parts: Introduction, main text and conclusion. The introduction should contain a clear description of the problem and what the thesis is about. In the main text the thesis should clearly analyze the problem and lead to a reasoned conclusion. The conclusion should contain a short summary of the authors' arguments and express an original standpoint.

Use of literature

The thesis should be written by using all relevant and available literature. Only reliable sources should be used. For example, articles in law journals or scientific books are reliable sources; Wikipedia is not to be considered as reliable.

Citing

Whenever you use somebody else's thoughts or arguments, you have to indicate this within the main text. The suggested way to do that is to make a footnote or endnote which states the author and the title of the used publication to enable the reader to find the source in your list of literature. Specify the exact page number the thoughts are taken from.

Quotation

When you quote from a source, in addition to stating the source in the way outlined above, you have to indicate exactly which words are not yours, even if you quote only part of a sentence.

III. Submission

The thesis must be sent to following email address: info@lawspirit.com

Date of submission

The thesis must be submitted by _____ without exemption.

Plagiarism

The LLM in Chinese Business and Commercial Law takes a strict approach towards cases of plagiarism in a master's thesis.

Definition

Plagiarism is the use of another author's thoughts without due indication.

Checking with Turnitin

The electronic version of the written work will be electronically checked by BFSU with Turnitin for possible indications of plagiarism. Turnitin checks the similarity of a document with all free internet sources and prepares a report showing the similarity in percentage. High percentage indicates problems regarding originality and should lead to a more detailed investigation. However, high similarity percentage does not proof plagiarism and do not prevent the supervisor from reading and correcting the thesis.

Procedure in case of indicated problems regarding originality

In cases Turnitin detects high similarity percentage BFSU informs the supervisor accordingly and submits the Turnitin report together with the thesis. The supervisor should correct and grade the thesis with regard to the Turnitinreport. In case the supervisor holds the thesis suffers from plagiarism the thesis will be counted as failed and BFSU should be informed accordingly. A short written statement should be submitted to give more detailed information. In minor cases of bad academic practice the thesis should be downgraded along the supervisors' discretion.

Treatment

A thesis that suffers from plagiarism will not be accepted for the master programme and counts as failed. The decision is to be taken by the supervisor who informs BFSU administration accordingly. The final decision is to be communicated to the candidate by the Co-Deans. Decisions of failure can be appealed within a period of one month. A failed thesis can be retaken once.

Assessment

For the assessment a standard form is to be used. The following criteria will be taken into account and weighted as indicated (the total amount of points is 100).

Language

Correctness of spelling, grammar and punctuation (5 points)

Clear and concise writing style (5 points)

Literature used (15 points)

Use of appropriate sources, i.e.

primary sources, e.g. treaties, laws, cases

secondary sources, e.g. commentaries, journals, monographs

Correct interpretation of sources used, i. e. correct comprehension, analyses and treatment of sources

Completeness and correctness of footnotes or endnotes

Content

Clear definition of the problem in the introduction (10 points)

Consequential way from the introduction to the conclusion and consequential subdivision of the main text (30 points)

Consequential argumentation by using relevant literature (5 points)

Clear conclusion which answers the problem (10 points)

Originality

Original approach; Methodology (5 points)

Adding something new to the literature (5 points)

Complexity of topic (10 points)