

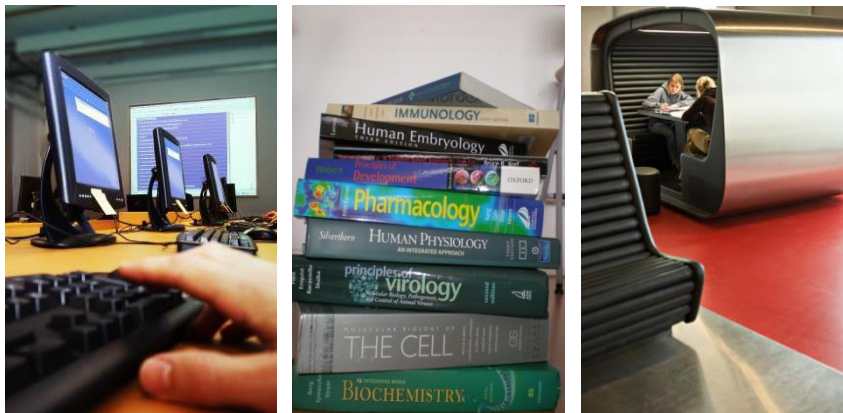


Universiteit Utrecht



UMC Utrecht

# Master Writing Assignment Guide for students



**Utrecht University  
Graduate School of Life Sciences**

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## **Preface**

This guide is intended for students undertaking a writing assignment as part of their Master's programme at the Graduate School of Life Sciences of Utrecht University. There is a separate guide for supervisors. With this guide we offer you a helping hand, and refer you to additional sources for more information or support.

The up-to-date version of all official regulations can be found in the Education and Examination Regulations (EER). Rules and guidelines may be subject to changes. The EER and the latest version of this guide are always available on the [study guide](#) of the Graduate School of Life Sciences.

This guide has been compiled with the utmost care, but is for informational purposes only. No rights can be derived from its contents. If you find any inaccuracies, please inform [Els van der Vlist](#).

## Chapter 1. Scientific integrity and conduct

When undertaking your writing assignment as a Master's student, you are part of the world of scientific research. This world has its own code of conduct, based on the principles of proper scientific behaviour. This chapter deals with some of the aspects of scientific integrity. When writing a writing assignment, bear in mind these principles.

### 1.1 Scientific integrity<sup>1</sup>

Science is the systematised knowledge obtained through observation and experimentation, study and thinking. Scientific research depends on arguments and evidence, i.e. observations of nature or humans, and their actions and products. Researchers, research institutes and universities commit themselves to observing and to promoting the principles of scientific integrity.

Both the definition of scientific misconduct and the specification for proper scientific practice are based on principles of scientific integrity. These are principles that all scientific and scholarly researchers and practitioners should observe individually, among each other and toward the outside world.

These principles include the following:

- **Honesty** in presenting research goals and intentions, in precise and nuanced reporting on research methods and procedures, and in conveying valid interpretations and justifiable claims with respect to possible applications of research results.
- **Reliability** in performing research (meticulous, careful and attentive to detail), and in communication of the results (fair and full and unbiased reporting).
- **Objectivity**, which means interpretations and conclusions must be founded on facts and data capable of proof and secondary review; there should be transparency in the collection, analysis and interpretation of data, and verifiability of the scientific reasoning.
- **Impartiality** and **independence** from commissioning or interested parties, from ideological or political pressure groups, and from economic or financial interests.
- **Open communication**, in discussing the work with other scientists, in contributing to public knowledge through publication of the findings, in honest communication to the general public. This openness presupposes a proper storage and availability of data, and accessibility for interested colleagues.
- **Duty of care** for participants in and the subjects of research, be they human beings, animals, the environment or cultural objects. Research on human subjects and animals should always rest on the principles of respect and duty of care.
- **Fairness** in providing proper references and giving due credits to the work of others, in treating colleagues with integrity and honesty,
- **Responsibility** for future science generations. The education of young scientists and scholars requires binding standards for mentorship and supervision.

### 1.2 Scientific misconduct

Violating the principles of scientific integrity leads to research misconduct and inappropriate behaviour in science. Research misconduct is damaging to science and could harm the pursuit of knowledge.

The most serious violations are:

- **Fabrication**; making up results and recording or reporting them.
- **Falsification**; manipulating research processes, or changing or omitting data.
- **Plagiarism**; the appropriation of another person's ideas, research results or words without giving appropriate credit.

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<sup>1</sup> Paragraph 1.1 and 1.2, text derived from: A European Code of Conduct for Research Integrity, Pieter J.D. Drenth, 2010. Source: [www.esf.org/fileadmin/Public\\_documents/Publications/Code\\_Conduct\\_ResearchIntegrity.pdf](http://www.esf.org/fileadmin/Public_documents/Publications/Code_Conduct_ResearchIntegrity.pdf)

### **1.3 Fraud and plagiarism regulations**

Utrecht University takes fraud and plagiarism very seriously. Faking research data or responses on questionnaires, or including sections of text or data from others in a writing assignment without quoting the source, will not be tolerated. All writing assignments will be scanned for plagiarism using the plagiarism-detection programme Ephorus. Those (co-)committing fraud or plagiarism will be punished by the sanctions described in the Education- and Examination Regulations. Sanctions vary from the invalidation of a paper and a record in OSIRIS to the permanent termination of programme registration. It is not possible to graduate with Cum Laude honours if you have been found guilty of plagiarism or other scientific misconduct.

### **1.4 Copyrights and publication**

The copyright (auteursrecht) of any written text is always in the hands of the writer, unless agreed otherwise. That means you, the student, hold the copyright of your writing assignment. When your supervisor, or others, use part of the data or texts from your work in their publications, they need to follow the guidelines of scientific fairness and acknowledge your contribution. This can be done in a number of different ways and depends on the amount of data or text used, the quality of your work and your level of independence during the project. You may be named in the acknowledgments, your writing assignment may be used as a literature reference, or you may be asked to be co-author. Utrecht University supports the open communication of research results by publishing student's writing assignments through IGITUR, the public network of the university library. You will be asked to upload the final version of your writing assignment in IGITUR. Your writing assignment will be made public after you graduate. Discuss uploading your work in IGITUR with your supervisor before you start writing. In some cases it may be necessary to upload your writing assignment under embargo (temporarily not open to the public), or as no open access (never open to the public). The latter may be relevant when you are writing an assignment for a company and the information and data you discuss are confidential. Any questions regarding these issues should be directed to your supervisor or the head of the research group you are working for.

## **Chapter 2. Choosing a subject**

The writing assignment is an essential part of your training as a student of the Graduate School of Life Sciences. This assignment is an independent part of your Master's programme. You will write your assignment under the supervision of a staff member of Utrecht University, the University Medical Centre Utrecht, or an affiliated institute. Before you start your writing assignment, you need to obtain approval from your programme coordinator and the Board of Examiners.

### **2.1 Rules, guidelines and learning outcomes**

The writing assignment is subject to a number of rules and guidelines. All official regulations are recorded in the Education and Examination Regulations, the Rules and Regulations of the Board of Examiners and the Student's Charter. The latest version of these documents is available on the [GSLS website](#).

The writing assignment can take one of two forms:

- a literature review
- a grant proposal

The international diploma supplement will specify which type of assignment you carried out.

The aim of the writing assignment is to learn how to perform literature research and write a scientific essay independently and in a limited period of time. To achieve this objective, the Board of Examiners of the GSLS has defined learning outcomes that should be achieved by the writing assignment (see paragraph 4.4). After finishing your assignment, you are expected to have acquired sufficient knowledge and skills to critically analyse and interpret scientific literature, as well as present your own views and formulate a research hypothesis for future research.

The supervisor's role is to support the student and help him/her to develop the above mentioned academic skills, both professionally and emotionally. The supervisor is responsible for suggesting a subject that is of an adequate academic level, which enables the student to achieve the learning outcomes.

The student is responsible for the actual learning process. When you are writing your assignment, you are entitled to roughly 2 hours of supervision per week based on a working week of 40 hours. Final responsibility for the writing assignment (contents/planning of the writing assignment) rests with the examiner.

The study load of the writing assignment is 7.5 credits, which corresponds to five weeks of full-time study. You have the day off on official public holidays. You should try to complete your writing assignment within these allotted five weeks. Your assignment has to be completed in three months, from the first meeting with your supervisor after obtaining approval from the Board of Examiners, to submitting your assignment. This maximum period of three months can only be extended in exceptional cases, in which case it is your responsibility to make new agreements with your examiner and to obtain written approval from the Board of Examiners. To ask for a deadline extension, inform the Board of Examiners about the reason(s) for the delay and your new time schedule (supported by your examiner).

Writing your assignment in the allotted time is only possible if the scope of the assignment is limited and clearly defined, a strict schedule is maintained, and the agreements between you and your supervisor about the content and scope of the assignment are clear. Make sure all these things are discussed and agreed upon before you start.

### **2.2 Finding a subject within the Graduate School of Life Sciences**

You are responsible for choosing the topic of your assignment and discussing it with your programme coordinator. The writing assignment should be linked to your Master's programme. The topic has to be clearly distinct from your research projects. You have to write your assignment under the supervision of a staff member of a research group at Utrecht University or UMC Utrecht. Most Master's programme websites have links to their affiliated research groups.

Let your interests and objectives guide you in choosing a subject. Ask yourself which fields of study you find most interesting. Which areas would you like to explore further? In what field would you like work after graduation? If you are experiencing difficulties in making your choice, contact your study counsellor or programme coordinator for advice. Go online to find more information about possible subjects, and talk to other students and researchers.

### **2.3 Finding a subject outside of the Graduate School of Life Sciences**

You may choose to write your assignment at another university in The Netherlands or abroad, or at a company or non-academic institute. Regardless of the department or institute you choose, you need approval from your programme coordinator and the Board of Examiners before you start writing. You will also need an examiner from Utrecht University or UMC Utrecht.

As with a writing assignment within the GSLS, you are expected to find your topic and an external research group by yourself. The supervisor of one of your research projects, or another scientific staff member within the GSLS might be able to connect you to research groups elsewhere. Bear in mind that you are subject to the terms, conditions and standards of the department that you visit, which may be different than you are used to.

If you choose to go abroad, you are responsible for arranging your own visa, accommodation, and insurance. There are several grants for studying abroad, but be aware that these often require a minimal period abroad. For more information on studying abroad and grant applications, please visit:

- the GSLS Blackboard community 'Research abroad' (available under 'My communities' in your Blackboard community), where students exchange all kind of practical information.
- the website of the [International Office](#) of the UMC Utrecht
- the Facebook page of the [International Office](#) of the UMC Utrecht
- the website of the [International Office](#) of the Science faculty

### **2.4 Supervision**

Your writing assignment must be supervised by at least one examiner who is a permanent staff member (lecturer, researcher, or professor) of a research group at Utrecht University or UMC Utrecht. This examiner is responsible for ensuring that the writing assignment is of a sufficient academic level. He or she is also responsible for the final assessment. The daily supervision is in hands of one or more experts in the field, which can be a non-staff member of the research group, i.e. a PhD student or a post-doc (please note, a PhD student or post-doc cannot act as examiner). If you choose to write your assignment outside of Utrecht University or UMC Utrecht, it is mandatory that your assignment is also supervised by an examiner from the GSLS.

### **2.5 Application and approval**

As with any part of your Master's programme, the quality and suitability of the topic you choose is assessed by the Board of Examiners before you start the writing assignment. To get approval, you need to fill out the [application form](#) and have it signed by your examiner and programme coordinator. If you write your assignment at a non-university institute or abroad, you should also fill out the [internship contract](#) (see paragraph 2.6) and hand this in together with the application form. You cannot start working on your writing assignment before you have received the official letter of approval, signed by the Board of Examiners. You must hand in the application form at the Master's Administration Office at least one month (20 working days) before the starting date of your writing assignment. You must hand over a copy of the official approval of the Board of Examiners to your examiner before you start your writing assignment.

### **2.6 Additional agreements, internship contract and confidentiality**

If you write your assignment outside of Utrecht University or at a non-university institute, you have to fill out the [internship contract](#) to ensure mutual clarity and understanding.

In this contract all the responsibilities and agreements concerning your writing assignment and supervision are clearly laid out. This in addition to the rules and responsibilities mentioned on the application form.

The host organization may require confidentiality from you during and/or after the writing assignment. The examiner (Utrecht supervisor) has to be able to access your report at all times. If your host institute asks for confidentiality, you don't have to hand in a copy of your report to the Administration Office.

However, you should hand in one page with the following information:

title of the project,

- student's name, number and Master's programme,
- name, email addresses and affiliations (e.g. function and company or research group/institute) of the examiner and daily supervisor/ host institute supervisor
- a short summary of the project (e.g. your Layman's summary) and a remark regarding confidentiality.

For further instructions please check [this information](#).



## **Chapter 3. Writing**

A writing assignment is a structured, time framed exercise. The process can be divided into several phases, which are not completely separate and will probably overlap. Writing an assignment starts with defining the topic of your writing assignment and formulating a hypothesis, followed by a literature search and writing your assignment.

### **3.1 Choosing a format**

If you choose to write a literature review, you should use a review format suitable for an international peer reviewed journal of high standard in the relevant research field. If you opt for a research proposal, the advised format is that of NWO/ALW grant applications. Your assignment should contain a summary aimed at informing the general audience about the content, also known as the laymen's summary.

If your assignment will be submitted for publication, we strongly recommended that you first write your assignment as a literature review, have it assessed, and finish your writing assignment. Then you can start rewriting your review into an article format. The same holds true for writing a research proposal: have a final version assessed that is still your product. Afterwards, you can further improve the proposal to make it suitable for grant application.

It is inadvisable to write your assignment in the form of a review article to start with. Writing a scientific article is a difficult skill to master and not the focus of the writing assessment. Your supervisor will extensively edit the text and content of your article if you are writing a review article, more so than a regular writing assignment, making it difficult to assess your qualities.

### **3.2 Defining the topic**

Before you decide on a topic for your writing assignment, read a number of review papers and consider several possible topics. Make sure you take some time to explore different options. Talk to your supervisor about the feasibility of your topic.

Together with your supervisor, make the scope broad enough to address an important issue, yet narrow enough to cover this issue thoroughly in the time allotted. If you can't summarize your topic in a single paragraph, it is probably too big, or not defined clearly enough.

### **3.3 Formulating a hypothesis**

Further define the topic of your writing assignment by formulating a hypothesis or research question. During this phase, it is important to contact your supervisor on a regular basis. Make sure your hypothesis is clearly formulated and that the time and information you have available to answer the research question is sufficient. Divide the hypothesis into several smaller questions. This can provide a preliminary structure for your writing assignment.

### **3.4 Project outline and time management**

Creating a timetable in which you define the different phases of writing your assignment is recommended. Divide the project into several smaller parts, e.g. searching for literature, outline of the contents, writing of the different chapters, etc. Set clear targets and deadlines on when you want to have each part finished. Make clear agreements with your supervisor about when you will discuss the progress of your work. Take into account that your supervisor might not always be available. Furthermore, discuss with your supervisor when you will hand in the draft and final version of your writing assignment.

### **3.5 Literature review**

Before you start searching for literature, map out how you want to collect all necessary information. [Libguides](#) provides helpful tools for efficiently using different searching strategies and search engines. It is easy to get lost in the overwhelming amount of scientific literature available, so make sure you have a strategy before you start. You are advised to start with reading a few review papers and continuing on from there. It is important to keep the focus on your hypothesis during the literature

research. This will prevent you from elaborating on irrelevant topics and collecting too much information.

When reviewing existing literature, you will collect an enormous amount of information. Be sure to write down all information sources, in order to give proper source citation later on. Start with building your own literature library straight away using refworks, or a similar tool. It will be very difficult to remember exactly where you found a specific citation after you have read a large amount of information.

Try to find current reviews and literature to base your review on. Up-to-date reviews, based on recent literature (up to 5 years old) are more useful to you and your supervisor than reviews based on older literature.

### **3.6 Writing**

The assignment should be written in English. The body of the text (excluding legends, tables, footnotes, references, etc.) should be 6000–8000 words long. Keep in mind that the content is more important than the word count. The literature section should include between 25 and 60 references. When writing, start with presenting an overview of recent literature on your topic. Your assignment should have an in-depth discussion, in which you demonstrate your ability to critically evaluate hypotheses and results, present your own views, and draw conclusions that point towards new research opportunities. This often requires you to read additional literature.

Draw up a rough outline of your writing assignment and discuss this with your supervisor. Not only will this enable you to define which information and which data to include in each paragraph, but it will also help you to formulate the final text. Your supervisor will guide and advise you during this phase. Don't try to write the final text of your assignment right away. This can be a big psychological barrier. Start with a first draft and write without being (too) critical or editing your text. You can improve your writing later.

While writing, always keep your hypothesis in mind. Write the chapters based on the rough outline of the contents you made earlier. Once you have most of the text in written down you can start editing and refining. Pay attention to phrasing, formulating correctly, the structure of the text, and proper source citation. Make sure to submit your work in different phases and get feedback regularly. In the end, it is all about getting your ideas on paper. Remember: nobody expects you to write the perfect literature review in just five weeks. The writing assignment is a learning process. Do your best, make mistakes and learn from them. A guideline for writing a scientific paper is available on [this page](#) of the study guide.

While writing, keep the following in mind:

- Who is my target audience (general science, scientific journal)?
- What are the criteria for writing an assignment?
- Do I have a rough outline of my contents?
- How do I formulate academic sentences?
- How do I use references?
- How do I edit a text?
- Is the order in which the information is put logically, is the story clear?

You also need to include a summary for laymen, specifically aimed at informing the general audience.

This summary should meet the following requirements:

- Length: The body of the text should be approximately 500 words long.
- Language: The summary should be written in Dutch\* or English. (\* only if the supervisor is Dutch speaking)
- Level: The text should be understandable for people who finished Biology or Chemistry at a high school level (in Dutch: VWO-level).

## Chapter 4. Assessment

Your work will be assessed on multiple criteria. The assessment criteria are written down in the rubric writing assignment and cover both the process of writing and the final product. Your analytical skills, initiative and work attitude are taken into account. Remember that you are not expected to possess all the knowledge, skills and attitudes from the beginning. The purpose is to acquire them. Your assessment will be based not only on the end product, but also on the speed with which you manage to acquire knowledge, skills and attitudes, and the final amount of knowledge and skills acquired.

### 4.1 Knowledge

When you start your writing assignment you will lack specific knowledge about your subject. The research area of the topic of each writing assignment is, after all, highly specialised. During the writing process you are expected to expand your knowledge by reading relevant literature. This will allow you to fully grasp your subject and its relevance in the field of research.

### 4.2 Skills

When writing your assignment you will have to learn new skills. You will have to formulate a problem, perform literature research independently, and deal with a lot of information which you will have to order, critically review, and integrate. The purpose of the writing assignment is that you learn to acquire these skills independently, but with the help of your supervisor.

### 4.3 Work ethic

Your professional attitude is part of the assessment. Are you actively participating in discussions, do you take initiative and do you work independently? Are you able to receive and give feedback? Do you ask for help when needed? How you deal with the process of actually writing your assignment is also important. Can you get your ideas on paper? Do you persist when faced with writer's block? Are you flexible enough to change things if necessary? These aspects will partly determine your final mark.

### 4.4 Learning outcomes

After finishing your writing assignment, you are capable of independently:

- conducting literature research, using scientific secure literature databases (e.g. PubMed)
- using scientific literature and insights in a critical manner
- summarising literature using own words
- integrating results and models of papers read into new models
- formulating hypothesis for future research

### 4.5 Final assessment

The examiner from Utrecht University is responsible for the assessment of your work, in close consultation with a second, independent reviewer and, if applicable, your daily supervisor. The second reviewer is a staff member who is not directly involved in your writing assignment. If your daily supervisor was PhD-student or a post-doc (a non-staff member), he or she cannot act as second reviewer, but may be consulted by the examiner.

If you wrote your assignment outside Utrecht University, the daily supervisor will be the on-site supervisor (staff member) at the host institute, and the examiner will be a staff member of Utrecht University or UMC Utrecht. Both the on-site supervisor and the examiner grade the writing assignment, but the examiner at Utrecht University is responsible for the final mark.

Some supervisors systematically identify and weigh assessment criteria for the different components, which they consider particularly important to determine your final mark. Others may weigh these factors more instinctively. For the final assessment, the rubric writing assignment can be used by your examiner to motivate your final grade.

## 4.6 Ephorus

Ephorus is a plagiarism detection software system, used by Utrecht University. Ephorus compares your report with other existing texts, from international journal articles to previously uploaded reports and theses from Ephorus using educational institutes around the world. The programme sends a report with its findings to your examiner. Your examiner is responsible for checking the Ephorus results and notifying you in case of plagiarism detection. If your examiner suspects you meet the definition of plagiarism, as described in art. 5.14 of the Education and Examination Regulations, it is his/her responsibility to notify the Board of Examiners. The Board of Examiners will determine if plagiarism occurred and can decide on sanctions in accordance with art 5.14 EER. Refer to paragraph 3.6 for tips on how to avoid plagiarism.

### 4.6.1 How to use Ephorus

Only upload the final version or your writing assignment, as it will be stored in the database immediately. Uploading a second version of your text will give a high percentage of overlap. Your supervisor has to have an Ephorus account. More information is available in the study guide. There are two possible ways of performing a plagiarism check:

#### *1. You upload the document yourself*

You can upload the final version in Ephorus via this link: <http://student.ephorus.nl>. Ephorus will ask you for an 'inlever code', which is your supervisor's email address related to his/her account. After you have uploaded your files, your supervisor will receive an email with the results, depending on his/her settings. Ephorus gives the result in the form of a percentage. If this percentage is >10%, your examiner needs to explain this in writing. If you did plagiarize your examiner will report this to the Board of Examiners. You should hand in this written motivation at the Master's administration office, together with the assessment form and the plagiarism check summary.

#### *2. Your supervisor uploads the document*

The final version of your report can also be uploaded in Ephorus by your examiner. The examiner can log in via this link and following the instructions below:

- Click on the button 'Upload'.
- Select the file you wish to check and select the folder in which you would like to store the results of the plagiarism check.
- Click on the uploaded file to see the percentage of plagiarism.
- If this percentage is >10%, the examiner needs to explain this in writing. This written motivation should be handed in (together with the assessment form and a the summary of the plagiarism check) by the student at the Master's administration office.

The student can only submit the assessment form of the writing assignment if the result from Ephorus is attached to the assessment form.

### 4.6.2 Handing in your writing assignment

After completing your writing assignment, please complete the following steps::

1. Give a hard copy of your writing assignment to your examiner, second reviewer, and programme coordinator.
2. Check with your supervisor if there are any restrictions on publication (embargo). If this is the case, your supervisor should upload the writing assignment him- or herself in Ephorus. This can be done under embargo.
3. Email your writing assignment in pdf format to the Master's Administration Office. If your assignment has to remain confidential, follow these guidelines.
4. Get an assessment form from the Administration Office or STIP. Your examiner and second reviewer have to complete and sign the assessment form within 10 working days after you

handed in the final version of your writing assignment. Subsequently, let your programme coordinator sign the assessment form.

5. A motivation for your grade (for all grades, not just if your final grade is  $\leq 6$  or  $\geq 8.5$ ) from your examiner should be added to your assessment form. Your examiner can use the rubric to motivate the grade. He or she can either add a signed, printed motivation to the assessment form or send this motivation to the Administration Office via email.
6. Complete the writing assignment evaluation form (attached to the assessment form).
7. Hand in the assessment form, the evaluation form and the Ephorus result and motivation grade at the Administration Office.

## **Chapter 5. Challenges and problems**

There may be times when you are not sure what is expected of you, or you may disagree with your supervisor about the contents of your writing assignment. It could be that you are experiencing personal problems, causing you to exceed the three month time limit. It is important to identify and recognize these problems in time, and find a solution as soon as possible to prevent escalation.

### **5.1 Addressing problems**

If you are experiencing problems, either professionally or personally, which affect the progress of your writing assignment, please consult your supervisor as soon as possible. Your supervisor can help you to identify any obstacles and find a solution. A difference of opinion can arise if your supervisor believes that you have not written enough, or that your work is severely lacking in quality. You, on the other hand, might think that the amount of supervision you are receiving is not sufficient. Both you and your supervisor might feel that the other party has failed to meet expectations, such as a positive and pro-active attitude to work, taking responsibility for specific issues, and honouring agreements. If a personal problem results in a delay in your study progress, please contact the study counsellor as soon as possible for advice.

### **5.2 Resolving disputes**

At the start of your writing assignment, take some time with your supervisor to discuss mutual expectations, and make clear agreements about responsibilities and deadlines. If a dispute does arise, the student and supervisor(s) are required to talk to each other first. If this fails to resolve the issue, please contact your programme coordinator or study counsellor. A meeting with the study counsellor is always confidential. With the prior approval of the student and supervisor, the study counsellor contacts the other party, or other experts (for example the programme coordinator or institute director) for further mediation. If the dispute remains unresolved, the student (but not the supervisor) may submit an appeal with the Board of Examiners. The Board of Examiners will assess whether the dispute was handled correctly. Lastly, you can submit a complaint with the university 'Examinations Appeals Board'. This board only deals with assessing procedural mistakes. In case of a dispute on personal grounds, you can contact the study counsellors, who will, if necessary, refer you to the complaints coordinator, prof. dr. A.G.M. Tielens.

### **5.3 Discontinuing your assignment**

You can terminate your writing assignment prematurely. Reasons could be that the assignment has failed to meet your expectations, or you are experiencing personal problems that make finishing the writing assignment in time impossible. Before deciding to terminate your writing assignment, you are advised to contact the study counsellor first and discuss the matter. The study counsellor will also advise you on further progress of your study. You must notify your supervisor as soon as possible of your decision to stop your writing assignment and inform the programme coordinator as well.

The writing assignment can also be terminated by the supervisor. Reasons could be that the student fails to honour agreements, commits fraud or plagiarism, or fails to remain in contact without giving substantiated reasons. No credits will be allocated to incomplete writing assignments

The following guidelines can be used by your supervisor:

1. The student has failed to honour the agreements laid down in the application form, and has been reprimanded clearly on several occasions by the supervisor.
2. The student has been granted at least two opportunities to redeem him/herself by continuing the writing assignment in the agreed manner. The student must have been notified in writing.
3. The supervisor has set a clear deadline in the second email/letter, warning the student that the writing assignment will be terminated if the student continues. The student will be notified in writing that the assignment will be terminated.
4. The supervisor has sent copies of this correspondence to the programme coordinator and study counsellor.
5. The student is entitled to appeal this decision with the Board of Examiners.