Guidelines

for

Exams, Written Papers

and the

Master Thesis

within the

Master Programme

South East European Law and
European Integration (LL.M.)
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1 Exams

1.1 General Guidelines

For the successful conclusion of a lecture the whole lecture has to be attended and passed. If a lecture exists of two or more parts, the participation of each part is required. For the successful conclusion of a module all lectures of the module have to be attended and passed.

1.2 Examination types

a. **Oral Exams:** Exam questions are asked by the lecturer of the course and answered orally. Registration via email is required because the number of participants is limited.

b. **Written Exams:** Questions have to be answered by writing under supervision of the Programme administration. It is allowed to use dictionaries (mother tongue to English and vice versa but no mobile phones with dictionary-apps!). Registration via email is required!

   aa. **Closed book exams:** Written exams; printed treaties and directives may be used but any other reference materials cannot be used. Only printed reference materials may be used – no notebooks!

   bb. **Open book exams:** Written exams; any printed materials from the lecture may be used.

   cc. **Online exams:** Online exams are sent to the participants via email and have to be returned after a certain amount of time.

c. **Written Papers:** Papers are written assignments in which the participants shall treat a topic independently and in a scientific way. The topic of the paper must be determined in advance. Written papers shall be sent to the lecturer and to the administration of the Master Programme until a determined deadline. For detailed information please read the following chapter.

d. **Participation:** Participants are required to actively participate in the lectures. In most cases the oral participation towards the final grade is 20%.

The lectures’ examination rules are determined by the lecturers and cannot be changed by the Master Programme’s administration!

1.3 Number of attempts

Candidates have three ordinary attempts to pass an exam and one conducted by a commission.

1.4 Grading

- Excellent (1): Outstanding performance
- Good (2): Generally good, but with some errors
- Satisfactory (3): Generally sound work with a number of substantial errors
- Sufficient (4): Performance meets the minimum criteria
- Unsatisfactory (5): Substantial improvement necessary; requirement of further work
2 Written papers

Papers are written assignments in which the participants of the course shall treat a topic independently and in a scientific way. The topic of the paper must be determined in advance.

2.1 Language

Papers shall be written in English, accept for the case that the lecturer offers participants the opportunity to write in German language.

2.2 Scientific working

Scientific working stands for intensively looking into a subject and then systematically processing it (in order to also make it accessible for the uninformed reader). The topic should be looked at comprehensively. It is therefore necessary to consult many publications dealing with the subject. The consultation of very few publications is insufficient. It is recommended to present and justify own opinions or methods of resolution. A mere account of the contents of the literature and cases consulted is not sufficient for a good grading of the paper.

Please bear in mind that the standards required for any academic work in post-graduate studies are higher than in undergraduate studies and that plagiarism checks will be performed for every single written paper.

2.3 Structure

Systematically approaching a complex legal issue requires an elaborated structure that needs to be adapted to the specific topic and should not take over any pre-existing structures. This task is left to each single participant. For any legal paper, a comprehensive bibliography and a table of all cases consulted as well as a table of contents are compulsory.

2.4 Citations and Plagiarism

When somebody else’s thoughts are literally or roughly reproduced, one must outline the fact that we are dealing with a citation and where the latter has been drawn from. Internet sources have to be cited too. Not abiding to this rule is untrustworthy and, in addition, breaching the copyright.

The citation has to be clearly identified and identifiable with a certain passage of the text in the paper. The method of citation must comply with international standards for legal citation and has to be clarified with the lecturer in advance.

Plagiarism and the missing identification of citations as well as incomplete or inconsistent citations will leave a bad impression, will worsen the evaluation and may lead to an “unsatisfactory” (5). Breaching these regulations might lead to the exclusion of the Programme.
As reference manuals for the methods of citation to be used, the following publications must be consulted:

**For papers in English:**

**For papers in German:**
- Friedl/Loebenstein, Abkürzungs- und Zitierregeln der österreichischen Rechtssprache und europarechtlicher Rechtsquellen (AZR) 6. Auflage 2008

### 2.5 Length

Unless otherwise agreed with the lecturer, written papers should not exceed 20 pages in length, including the table of contents, the bibliography and the list of cases (DIN A4, font: Times New Roman, font size: 12pt, line spacing: 1.5).

### 2.6 Deadlines

Participants handing in papers must meet the deadline and coursework is to be submitted to the course lecturer. The deadline can only be extended in justified cases after prior consultation with the course lecturer. This extension has to be reported to the LL.M. office.

Papers that are handed in too late or that are not handed in at all are graded with “unsatisfactory” (5).

### 3 The Master Thesis

#### 3.1 Allocation of topics

Each participant of the LL.M. course has the right to be allocated a topic for his or her Master Thesis as soon as he or she has successfully completed all exams of the five modules.

The topic of the Master Thesis can be submitted by the participant him or herself and is then determined together with the thesis supervisors. The topic has to be connected to the course contents of the Master Programme and should deal with a concise question or problem.

#### 3.2 Availability Check

To avoid duplication the list of thesis topics on the Master Programme’s website [http://south-east-european-law.uni-graz.at/en/about/duration-structure/master-thesis/topics/] must be checked first. Then the LL.M. office shall be provided with the topic and the most important keywords in order to search the Law Faculty Database on diploma and dissertation theses written on similar subjects.
3.3 Supervision

Any person holding a postdoctoral lecture qualification (the so-called “Habilitation”) can supervise a Master Thesis as the first supervisor if he or she gives his or her consent. The second supervisor does not have to hold a postdoctoral lecture qualification.

The supervisors and the participant have to sign the confirmation of supervision [http://south-east-european-law.uni-graz.at/en/for-participants/forms/] and after the confirmation form has been deposited in the Master Programme’s office the topic will be announced on the Master Programme’s website.

Participants should provide their supervisors with as many drafts as they favor. Usually participants even submit a draft final version to their supervisors to avoid complications.

3.4 Language

The Master Thesis may be written in English or German.

3.5 Layout

There shall be a title page and a statement of authorship (either in English or in German, depending on the language of the Master Thesis). Please use the title page and the statement of authorship from the supplement and please don’t forget to sign the statement of authorship before you submit your thesis.

3.6 Length

Comprising the table of contents, the bibliography and the list of cases consulted, the Master Thesis should have a number of pages of at least 90 (DIN A4, font: Times New Roman, font size: 12pt, line spacing: 1.5).

3.7 Scientific working

Scientific working stands for intensively looking into a subject and then systematically processing it (in order to also make it accessible for the uninformed reader). The topic should be looked at comprehensively.

It is therefore necessary to consult many publications dealing with the subject. The consultation of very few publications is insufficient. It is also recommended that own opinions or methods of resolution be presented (and justified). A mere account of the contents of the literature and cases consulted is not sufficient for a good grading of the Master Thesis.

Please bear in mind that the standards required for any academic work in post-graduate studies are higher than in undergraduate studies and that plagiarism checks will be performed for every single written paper.
3.8 Structure

Systematically approaching a complex legal issue requires an elaborated structure that needs to be adapted to the specific topic and should not take over any pre-existing structures. This task is left to each single participant. For any legal paper, a comprehensive bibliography and a table of all cases consulted as well as a table of contents are compulsory.

3.9 Citations and Plagiarism

When somebody else’s thoughts are literally or roughly reproduced, one must outline the fact that we are dealing with a citation and where the latter has been drawn from. Internet sources have to be cited too. Not abiding to this rule is untrustworthy and, in addition, breaching the copyright.

The citation has to be clearly identified and identifiable with a certain passage of the text in the paper. The method of citation must comply with international standards for legal citation and has to be clarified with the lecturer in advance.

Plagiarism and the missing identification of citations as well as incomplete or inconsistent citations will leave a bad impression, will worsen the evaluation and may lead to an “unsatisfactory” (5). Breaching these regulations might lead to the exclusion of the Programme.

As reference manuals for the methods of citation to be used, the following publications must be consulted:

For the Master Thesis in English:

For the Master Thesis in German:
- Friedl/Loebenstein, Abkürzungs- und Zitierregeln der österreichischen Rechtssprache und europarechtlicher Rechtsquellen (AZR) 6. Auflage 2008

3.10 Submission

The Thesis must be bound and submitted to the LL.M. office in quadruplicate. Additionally, a pdf-version of the thesis must be sent to the LL.M. office. After submitting the Master Thesis a plagiarism check will be performed within the evaluation process. At this point in time all modules must have been completed successfully.

All types of Theses, submitted at the Faculty of Law have to be hard bound (see figure 1). We do not accept soft bound, loose leaf or comb bound Master Theses. The color of your hard bound Thesis is up to you. We recommend putting your name on the spine of the thesis.
3.11 Evaluation

The evaluation of the Master Thesis is carried out by the supervisors of the Thesis. The evaluation must be completed within three months after the day of its submission. As soon as the two supervisors have evaluated the Master Thesis they will send their opinions to the LL.M. office. The participant shall receive copies of the opinions in order to prepare for the Defensio.

In the event that one of the two examiners grades the Master Thesis with “unsatisfactory” (5), the Programme Director shall appoint a third examiner. If the examiners can reach no consent as to the grading of the Thesis, it shall be marked according to the average of all three grades awarded.

If the Master Thesis has been graded with “unsatisfactory” (5), then the participant has the one-time right to obtain a new topic. In this case, the Master Thesis must be submitted to the Programme Director six months after the allocation of a new topic.

3.12 Publication

Outstanding course work and excellent Master Theses shall be given the Master Programme’s full ideational support (letters of recommendation, advice concerning funding, etc.). In addition, the best Master Thesis of the year will be published with a renowned German/Austrian publishing house. The costs of this publication will be covered by the Master Programme.

3.13 Defensio

The Master Thesis has to be defended in a Defensio in front of a board of examiners. The board of examiners is composed of three lecturers of the Master Programme (first and second supervisor and a third, neutral lecturer). The LL.M. office decides on the composition of this board and arranges the date.
The defensio has a maximum duration of one hour. First, the participant is asked to present his or her thesis (approx. 15 minutes). Afterwards, questions as regards the content of the Master Thesis and the topics covered in the thesis are asked and discussed.

### 3.14 Summary – 12 steps towards your LL.M. degree

1. Find a suitable topic for your thesis and a first and second supervisor.
   
   The steps 2.-4. shall occur in quick succession:

2. Have a look at the list of topics on the Master Programme’s website [http://south-east-european-law.uni-graz.at/en/about/duration-structure/master-thesis/topics/] and check whether your desired topic is still available.

3. Ask the LL.M. office to check the Law Faculty Database on diploma and dissertation theses written on similar subjects. Therefore, please send the title of your thesis and the most important keywords to llm.graz@uni-graz.at.

4. Sign the confirmation of supervision statement [http://south-east-european-law.uni-graz.at/en/for-participants/forms/], ask your supervisors to sign it and send it to the LL.M. office (via email).

5. Your topic will be announced on the Master Programme’s website.

6. Provide your supervisors with as many drafts as they favor. Usually, participants submit a draft final version to their supervisors to avoid complications.

7. At this point in time you must have completed all modules successfully.

8. Send four hard copies of your Master Thesis to the LL.M. office and also send a pdf-version to llm.graz@uni-graz.at.

9. Your Master Thesis will now be forwarded to your supervisors. Please bear in mind that your supervisors have three months for their supervision.

10. As soon as your supervisors have sent their opinions to the LL.M. office, you shall receive copies of their opinions in order to prepare for the Defensio.

11. The Programme administration will then arrange a date for your Defensio and appoint a third member of the commission.

12. The Defensio will last for approximately one hour. You will be asked questions about your thesis in order to enter into a debate on its merits.
Master Thesis

to be awarded the degree
Master of Laws in South East European Law and European Integration (LL.M.)
at the Faculty of Law at the
University of Graz

[Title]

First Supervisor: [Name]

Second Supervisor: [Name]

by

[First Name, Last Name]

[Place], [Month Year]
Masterarbeit

zur Erlangung des Grades
Master of Laws in South East European Law and European Integration (LL.M.)

an der Rechtswissenschaftlichen Fakultät der
Karl-Franzens-Universität Graz

[Titel]

Erstbetreuer: [Name]

Zweitbetreuer: [Name]

von

[Vorname, Nachname]

[Ort], [Monat Jahr]
Statement of Authorship

I hereby certify that this Master thesis has been composed by myself, and describes my own work, unless otherwise acknowledged in the text. All references and verbatim extracts have been quoted, and all sources of information have been specifically acknowledged. This Master thesis has not been accepted in any previous application for a degree.

[Your Signature]
[First Name, Last Name]

[Place], [Date]

Ehrenwörtliche Erklärung

Ich erkläre ehrenwörtlich, dass ich die vorliegende Arbeit selbständig und ohne fremde Hilfe verfasst, andere als die angegebenen Quellen nicht benützt und die den benutzten Quellen wörtlich oder inhaltlich entnommenen Stellen als solche kenntlich gemacht habe. Ich habe diese Masterarbeit bisher weder im In- noch im Ausland in irgendeiner Form als Prüfungsarbeit vorgelegt.

[Ihre Unterschrift]
[Vorname, Nachname]

[Ort], [Datum]