

Manual on Senior Thesis

Developed By: Fiseha Haftetsion (University of Gondar, School of Law)

Mesganaw Mulugeta..... (Wolaita Sodo University, School of Law)

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Table of Contents

PART ONE –BACKGROUND.....	1
1.1. Introduction.....	1
1.2. A Background on Issues to Be Considered.....	2
A. Topic.....	2
B. Gathering Information.....	3
C. Plagiarism.....	3
D. Meeting Deadlines	4
E. Advisor.....	5
F. Administration and Research Expenses (Costs).....	5
G. Formatting.....	6
PART TWO - MANUAL FOR SENIOR THESIS.....	18

PART ONE –BACKGROUND

1.1. Introduction

Senior Thesis, in this context, means research work done by undergraduate law students as a partial requirement for getting a Law Degree though there are different technical definitions given to it by different scholars. In the Ethiopian Law Schools, students have been doing Senior Thesis as a partial requirement for obtaining Law Degree since the beginning of Legal Education in the Country¹. Even now, though the new national curriculum for Law Schools has made the subject elective, it is believed that students will continue doing thesis. This is because doing thesis will be very helpful experience for the students in their future career.

However, till these days the thesis has been done with out comprehensive guidelines. The students were simply guided by their advisors, by referring to previously done theses, and some fragmented information that is obtained here and there. There is also no comprehensive manual on how the thesis is administered, consequence(s) of failure of students to comply with any of the requirements for/while doing research and other issues related with doing senior thesis.

It is obvious; therefore, that having the guideline is a matter of necessity. And this document, which is intended to serve as a manual, is a modified version of the earlier draft that was further enriched with different comments and amendments given by different stakeholders in the workshop conducted at Bishoftu in August 2009. While preparing this guideline, though there was lack of local sources, we have tried to make it as comprehensive as possible by referring to different foreign thesis guidelines prepared for different disciplines, where they are found to be compatible with the nature of Legal Research.

¹ This can be concluded from the obvious fact that doing thesis has been a requirement for graduation since then.

Some times we have also referred guide lines which are prepared for graduate students and incorporated some concepts from such papers. This document is, therefore, the cumulative result of the concepts and principles taken from the materials referred, and personal observation and experience of the writers. Utmost effort is made to make the guide line fit to the real situation of the majority of the Ethiopian Law Schools.

The paper is divided in to two main parts: the first part deals with core issues that are raised when senior thesis is done i.e. the Background of the paper and the second part is a Manual designed for implementation purposes.

1.2. A Background on Issues to Be Considered

A. Topic

The first issue that a student doing thesis must take care of is selecting the topic. The student must be familiar with the topic s/he is going to select. The topic selected is required to be neither too broad nor too narrow. This is to say that the student should devote some time for examining and thinking about the topic s/he is intending to prepare a proposal. This is due to the fact that the broadness or the narrowness of the topic will have a great impact on the research: if the topic is too broad it will be under studied and if it is too narrow, the work may hardly qualify to be a research. So, the student is required to choose a topic which is appropriate for the thesis. This indirectly presupposes some kind of reading or pre-investigation on the would be topic and issues related to it. The student can also strengthen her /his familiarity with the topic through pre-reading.

The other very important issue that must be considered while selecting the research topic is resource available for conducting the research. Resource may be related with availability of reference materials, time, funds and the like. Some topics may be very appropriate but if there is lack of resource(s) the student is not encouraged to do a thesis on such topic. The capacity of our institution and the surroundings is an important factor in doing research. Research which is very complex or capital intensive may not

be recommended for undergraduate students. The student is advised to write the topic at the beginning in the form of a question.

B. Gathering Information

If the research topic is once approved by the concerned organ the student should proceed to preparing the proposal. However, for preparing the proposal s/he is required to make further readings on relevant materials and previous researches done on the same or related topics. Generally, the student is required to gather all relevant pieces of information before preparing the proposal.

Probably one of the greatest challenges for a student preparing the proposal or conducting the research is getting relevant Laws. Laws, in Ethiopia, are published in the “negarit gazette” but the law school may not have a compilation of such publication and the student may not be able to know as to which law is currently working and as to which law is repealed or amended by other publications. The same problem will be created or it may even be worse when the student wants to get state laws. Students may not also have free access to such compilations even if they are available for different reasons. Hence, the student is advised to refer different websites devoted for laws and legal issues. These days, it is known that the Ethiopian House of Peoples Representatives, the House of Federation and some courts have their own websites and, hence, students are advised to refer such sites for getting different laws and decisions including the latest ones. In addition to this, students are advised to make use of foreign websites which are devoted for laws and legal issues, for e.g., in the USA students use sites like “lexis-nexis” and “west law” in order to get laws.

Last but not least, the student is advised to make use of any library or organization which is found to be helpful in the course of doing the thesis.

C. Plagiarism

Following the approval of the proposal students are required to further investigate, search, and observe every thing substantially related with their research. If the student

believes that s/he has investigated enough s/he may start writing the thesis but this does not mean that it always follows that “you first read /investigate and then write” as both reading/investigating and writing can be done side by side. Though details are provided under the topic “formatting”, the main issue, here, is plagiarism. Great caution should be taken while writing your thesis not to commit plagiarism. Plagiarism includes but is not limited to presenting the work/s of others as your own, or unfair use of the work/s of others, or failure to acknowledge the work/s of others even if the use is fair.

Plagiarism is serious academic theft! Students should be cautious that, plagiarism, even if committed negligently,² has serious consequences. The level of punishment or liability may differ from one institute to another but it’s commonly considered as an academic “theft”³ by all academic institutions and, hence, a crime. Plagiarism is applicable to copyrighted materials of any type. Plagiarism is considered very seriously in this Guideline, too.

D. Meeting Deadlines

Meeting deadlines is another issue that must be given a serious attention by the student. A student who does not have a plan may face difficulty of meeting deadlines. Deadlines may be related to the date of submission of the topic, proposal, each chapter and the final copy of the thesis. Failure to meet deadlines may entail serious consequences. Any failure to meet the deadline may not be justified except in the case of some serious personal problems such as illness. Even in such circumstances, the student is expected to inform such situation to his or her advisor soon. Usually, the deadlines may be dependent on the academic year of the concerned university or the law school and they may vary from one year to another. To avoid failure of meeting deadlines, the student may use different techniques of writing her/his thesis in a planned manner, for e.g., the student may have her/his own deadlines which falls due before the official deadlines.

² Dissertation guide line for undergraduate study(University of Warwick) p.7
http://www2.warwick.ac.uk/study/cll/courses/undergraduatemodules/ce302dissertation/dissertation_guide_lines_2008 (last visit on 31 July, 2009)

³ Ibid.

Some recommend for the student to have deadlines one month prior to the official deadlines.

The fate of students who fail to meet the deadline(s) is taken as one main issue in this guideline and, hence, incorporated as one part of the Manual in the 2nd part of this document.

E. Advisor

The best ally of the student is her/his advisor .The advisor is supposed to be a person of good knowledge in the subject matter of the research and a person who has good experience in research and related matters.

In order to give all the appropriate supports to the student there must be some minimum requirements/standards that should be fulfilled by the advisor⁴. This issue can have serious implications when one recognizes the fact that most of the Ethiopian Law Schools are under staffed both in terms of quality and quantity. Due to this fact, though, it may be difficult to provide some objective criteria, the “advisor” must be really an advisor.

When we see the foreign experience, the advisor is usually the best professor in the area of study related to the topic. Hence, at least, criteria which may be amended with the improvement of the staff profile of the Law Schools, is provided in the 2nd part of this document.

F. Administration and Research Expenses (Costs)

The administration of research works and finalized copies of researches is better done by the law schools, particularly, the research and publications committee or team and the university /school library jointly. The function of the committee may extend from approving topics and proposals to assigning advisors, readers, following the progress of the research work, and resolving any kind of problem /complaint and the like that may

⁴ For example see Ethiopian Journal of Legal Education, vol.2, No 1, Jan 2009, p. 135

occur in due course. But, after the thesis is finalized and graded by the advisor and the reader jointly, it should be submitted to the committee back and the committee should hand over the copies of each thesis (or the selected ones) of each year to the university or school library and other concerned organs for administration and proper utilization respectively.

It is telling the obvious that thesis work need financial resource. Then the question that follows: “who should cover such expenses?” the answer for this question may be different from one law school to another law school depending on the issue of ownership of the schools. In government owned schools, the government shares some amount of the expenses of the students during their study and the students cover major proportion of the expenses through the ‘cost sharing’ agreement.

Therefore, it can be suggested that students in the governmental law schools may get their cost covered temporarily i.e. on credit basis through the ‘cost sharing’ agreement but for students in the privately owned law schools, it is obvious that they must cover the research expenses by themselves. Of course, there are chances that external funds may be obtained for covering research expenses based on sponsorship agreement or any individual/institutional dealings for students in both governmental and private law schools.

G. Formatting⁵

A student who is writing a thesis must follow some standards .The standards are related to the way the thesis is written, the way the items in the paper are presented, and even to the size and the quality of the paper on which the thesis is printed. Following this we are going to deal with issues related to formatting and styling.

⁵ Thesis formatting guide lines (Dalhousie University) p.2
http://www.dalgrad.dal.ca/forms/docs/thesis_regs.doc. (last visit July 31, 2009) and thesis formatting preparation guidelines prepared by university librarian(Malaysia University of science and technology) pp.3-5
http://library.must.edu.my/r2005/HTML/librarycollections/must_thesis/thesis%20formatting.pdf. (last visit July 31, 2009)

i. Language

Determining the language of the thesis is very important thing though it may look a minor issue. If one refers to thesis which are done by Ethiopian law students, it is not uncommon to find a lot of quotations and annexes in other local or sometimes in some foreign languages other than the language of the thesis with out any translation. This may be because of the presumption that the reader and /or the advisor are/is familiar with such language(s) but this is wrong when we consider the fact that the paper may be used by other readers also. Above all, it is against proper formatting!

Moreover, since the medium of instruction is English, it seems obvious to conclude that the language of the thesis should also be English. Students are also required to provide translations of any quotations, interviews, questionnaires, or information/document provided in any language other than English.

ii. Style

Students are required to follow uniform style for writing their paper. If a student begins writing his/her thesis in American English s/he must use the American English consistently.⁶ The form and location of notes (end/foot) and bibliographies or references should be uniformly applicable for the whole thesis. Exceptionally, however, the student may use different style for topics, notes, figures, tables and the like.⁷

iii. Font Size⁸

Among the types of fonts available it is preferable for the student to use the 12 point font (Times New Roman) for the body of the text though some font styles (such as Arial, Roman Art) 11 point may be tolerated.⁹

⁶ Thesis formatting guide lines (Dalhousie University) p.2

http://www.dalgrad.dal.ca/forms/docs/thesis_regs.doc. (last visit July 31, 2009)

⁷ thesis guide line(University of Calgary; graduate school) p.3

<http://grad.ucalgary.ca/files/grad/t-thesis-guidelines> -rev-apr-09-0.pdf(last visit July 31, 2009)

⁸ supra note 7

⁹ Ibid.

iv. Justification and Margins¹⁰

It is preferable that the body of the text be justified both from the left and the right side¹¹ though some institutions do not require right justification. A minimum of 1.5'' left justification is required. All the other margins must be justified 1' wide. The wider left margin justification is required for facilitating binding.

v. Line Spacing

The common line spacing is 1.5-2' and according to our view it is better to make it 1.5' using a standard printer. A lower spacing may be used for quotations, references, list of tables, list of figures and the like. The body of the text, including introduction, and acknowledgements part should be 1.5'' spaced.

vi. Page Numbers¹²

All pages of the thesis must be considered while giving page numbers. There must not be any escaped, missed or duplicated pages. All pages before the beginning of the main body of the text i.e. chapter 1 should be numbered with the lower case Roman Numbers. The body of the text including the reference part and the annex should be numbered with Arabic numerals. The page number must be given in the middle of the lower margin. The title page is considered for numbering but it is not given a page number. Actually it means 1st page though the figure is not written.

¹⁰Thesis formatting guide lines (Dalhousie University) p.2

http://www.dalgrad.dal.ca/forms/docs/thesis_regs.doc. (last visit July 31, 2009) and thesis guide line(University of Calgary; graduate school) p.3

<http://grad.ucalgary.ca/files/grad/t-thesis-guidelines> -rev-apr-09-0.pdf(last visit July 31, 2009)

¹¹ thesis formatting preparation guidelines prepared by university librarian(Malaysia University of science and technology) p.4

http://library.must.edu.my/r2005/HTML/librarycollections/must_thesis/thesis%20formatting.pdf. (last visit July 31, 2009)

¹² Thesis formatting guide lines (Dalhousie University) p.2

http://www.dalgrad.dal.ca/forms/docs/thesis_regs.doc. (last visit July 31, 2009) and thesis formatting preparation guidelines prepared by university librarian(Malaysia University of science and technology) p.3

http://library.must.edu.my/r2005/HTML/librarycollections/must_thesis/thesis%20formatting.pdf. (last visit July 31, 2009)

vii. Paper¹³

The size, color, and quality of the paper on which the thesis is printed should meet certain standards. The thesis must be printed on A4 size, white, good quality (20-40 lb bond) paper. Printing should be on one side of the paper only. The printing device should also be able to give a clear, legible result.

viii. Citations

There are different types of citations and the student is required to follow only one way of citing for the whole thesis. Citations may be provided as a footnote i.e. at the bottom of the main text in which the number indicating the referred material exists, at the end of each chapter (end notes), or in parenthesis following the idea (statement) of the referred material. This type of citation provides in brackets the name of the author, year of publication and page number. The student may use any of the above mentioned citation methods but for the sake of uniformity and legibility we recommend that the Foot Note method be used.

The student must know the details that should be mentioned in the note. Specially; the student must distinguish End/Foot Note from Bibliography, for e.g. the name of the author is written differently in bibliography and end/foot notes, there is also no page number for bibliography but in foot/end notes the page number of the referred material must be given.

Let's see the following example (fictitious):

Edward Nathan Philip, Globalization and Development, (Addis Ababa: abc printing, 1990), pp, 23-25..... End/foot note

Philip, Edward Nathan, Globalization and Development, (Addis Ababa: abc printing, 1990).....bibliography

¹³supra note 8, p.8

But Ethiopian names are not inverted and when only a single page is referred “pp” will be changed to a single “P” and they represent “page numbers” and “page number” respectively.

ix. Order of Items in the Thesis¹⁴

The thesis has preliminary items (items that come before the main body), the main body, and items that come after the main body of the thesis. The type of the items that should be included in the thesis may differ from discipline to discipline or from one institution to another. The same holds true for the order of the items but, here, we are going to provide the order of items (with their contents) that is thought to be the most convenient for the Ethiopian undergraduate law students, as follows:

1. The Title Page

This is the first page of the thesis, though it is not numbered. The title page must contain: the name of the university, the exact title of the thesis as approved by the concerned organ, the name of the student (full and legal), the statement that it is submitted in partial fulfillment of the requirements for the degree of Bachelor of Laws (LL.B Degree) to the faculty of Law of the University, the name of the advisor, place and country of the research (university) and month and year in which the research is done. If there is any copy right agreement the name of the student must appear at the bottom of the title page preceded by the symbol © or the phrase ‘copy right’.

The student must provide adequate and fair spacing between the items that appear in the title page. It is also preferable that, the name of the university, the statement that mentions that the thesis is submitted in partial fulfillment of the requirements of bachelor of laws at the faculty of law of the university, place and time (year and month) be written in capital letters so as to give an attractive format to the title page.

¹⁴ Supra note 13, pp 3-8

If there are any abbreviations and symbols that appear in the title page, they must be provided with their meanings, though, such abbreviation or symbol is not very common to the study of law.¹⁵ Look in to the following sample title page:

¹⁵ Thesis writing guide line(the International University of Japan)p.11
<http://www.noto.com/statute/index.cfm> (last visited on 31 July,2009)

UNIVERSITY OF HAWASSA

A Survey of the Treatment of Juvenile Delinquents in
Awassa City

By:

Fiseha Haftetsion Gebresilassie

A THESIS SUBMITTED IN PARTIAL FULFILMENT OF THE REQUIREMENTS
FOR THE DEGREE OF BACHELOR OF LAWS (LL.B) AT THE
FACULTY OF LAW OF THE UNIVERSITY OF HAWASSA

Advisor:

AWASSA, ETHIOPIA
MAY, 2007

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2. Dedication Page (if any)¹⁶

The content and format of the dedication page is up to the student.

3. The Table of Contents¹⁷

The table of contents of the thesis must show all the items in the thesis. The order of the items in the table of contents must be as they appear in the thesis it self. Every thing,¹⁸ except the title page, including the table of contents it self must appear in the table of contents. The headings and sub headings of the thesis should appear in the table of contents.

Make sure that the naming, spellings, and other formats of the headings in the table of contents and the thesis match (are identical). In listing an appendix, indicate the title of each appendix. The student must check that the page numbers given in the table of contents exactly match with the number and heading in the thesis.

The same level of headings must be justified in the same way and sub level headings indented a few spaces from the level headings but again all same sub level headings must be justified equally. The student can follow the same spacing for the table of contents and the body of the text.

Some times there may be very long headings and for such headings it may be possible to shorten such headings or to write such headings single spaced but it should be very clear to the reader to identify such heading in the body of the thesis (text).¹⁹

¹⁶ supra note 7,p.3

¹⁷ Thesis writing guide line(the International University of Japan)p.12
<http://www.noto.com/statute/index.cfm> (last visited on 31 July,2009) and thesis guide line(University of Calgary; graduate school) p.6
<http://grad.ucalgary.ca/files/grad/t-thesis-guidelines> -rev-apr-09-0.pdf(last visit July 31, 2009

¹⁸ supra note 7

¹⁹ Supra note 18

4. List of Illustrations, Figures, and/or Tables²⁰

These may not be common to appear in Law thesis but if they appear, they must be provided following the table of contents. Each figure, illustration or table should be given in a separate page and the student should follow the formatting in the body of the text for these items unless the circumstance dictates otherwise.

5. Abstract

This part is aimed at introducing the reader all about what the paper is. This part briefly introduces the reader: the background of the study, the procedures and methodologies²¹ used for conducting the research, and the findings and conclusions of the thesis. Though there is no page limitation for abstracts, it is preferred that abstracts be as brief and comprehensive as possible. It is not necessary to include citations for abstracts.²²

6. List of Abbreviations and Symbols Used (if any)

When there is any list of abbreviations or symbols used in the thesis, it must appear next to the abstract.

7. Glossary (if any)

Glossary must appear next to the list of abbreviations and symbols.

8. Acknowledgements (if any)²³

Though the content of the acknowledgements part is left to the student, the student should acknowledge when there is real help related with the thesis because acknowledgement shows professional and personal indebtedness. The student must also be cautious that s/he must use terms and persons consistently for e.g. if s/he begins with “I...” s/he must continue likewise.

²⁰ Supra note 7

²¹ Supra note 16, p.12

²² Supra note 7, p.3

²³ Thesis writing guide line (the International University of Japan) p.13

<http://www.noto.com/statute/index.cfm> (last visited on 31 July, 2009) and Thesis formatting guide lines (Dalhousie University) p.3

http://www.dalgrad.dal.ca/forms/docs/thesis_regs.doc. (last visit: July 31, 2009)

9. Epigraph²⁴

This is the last part of the preliminary part of the thesis. An epigraph is any quotation that precedes the text of a chapter. The source of an epigraph is indicated below the quotation but it is listed neither in the bibliography nor references part unless it is also cited in the text. It is recommended that an epigraph be indented 20 spaces from the left margin.

10. Body of the Text

The body of the text comes following the last item of the preliminary items and it is written as per the formatting mentioned under section “G” above.

11. Bibliography /Reference List²⁵

Though it is possible to list the reference/bibliography following the annex part, students are advised to list the reference /bibliography part before the annex , when we see it from the law thesis point of view i.e. the annexes are not expected to be so technical or complicated matters. When we come to the main point i.e. the content of the bibliography /reference part, all works which are referred in the material including websites should be incorporated. Any work consulted in the course of writing the thesis but which is not documented should not be mentioned in the bibliography part but separately in the reference part (examples are works of art).

The forms used for writing bibliography are very complicated and they considerably differ from one discipline to another and from one academic institution to another, hence, the student is required to follow only one system. The student must also ensure that the form used in the bibliography part and the citations is consistent for e.g. the student is advised to consult the Harvard, APA, or Oxford systems and to consistently

²⁴ supra note 8 ,p.6

²⁵ Thesis writing guide line(the International University of Japan)p.13
<http://www.noto.com/statute/index.cfm> (last visited on 31 July,2009) , thesis guide line(University of Calgary; graduate school) p.7
<http://grad.ucalgary.ca/files/grad/t-thesis-guidelines> -rev-apr-09-0.pdf(last visit July 31, 2009),and
Thesis formatting guide lines (Dalhousie University) p.5
http://www.dalgrad.dal.ca/forms/docs/thesis_regs.doc. (last visit July 31, 2009)

use either of them for citing or referring any material in the whole thesis. It is preferable to use the system recommended by the University, if there is any.

12. Annexes²⁶

There may be materials which are considered very essential for the thesis such as detailed raw data, too long quoted materials, procedural explanations, questionnaires, or other supplementary materials but very bulky or very detailed to be included in the body of the text, hence, such materials should be attached as the last part of the thesis so that the reader can refer to them in time of need.

Students should be aware that in order to annex any copy righted material they need to get copy right permission. They are also required to provide some clarification in case they have attached some electronic material to the thesis as an annex.

Unless the nature of the material dictates so, the format and other writing styles for the body of the thesis are applied to the annexes.

1.3. Summary

By now, we believe that we have raised the core points in relation to thesis writing by undergraduate law students. The issues rose in the ‘back ground’ part of this document are related with the following three main issues:

1. Administrative issues;
2. Technical matters (issues dealing with ‘how to proceed’, ‘how the paper is done’ and other formality issues); and
3. Advisory issues (issues that are optional to the student whether to follow or not).

²⁶ Thesis writing guide line(the International University of Japan)p.13
<http://www.noto.com/statute/index.cfm> (last visited on 31 July,2009) and Thesis formatting guide lines (Dalhousie University) p.6
http://www.dalgrad.dal.ca/forms/docs/thesis_regs.doc. (last visit: July 31, 2009)

When we examine the issues raised in the background, some of them need normative framework for implementation as they are coercive in nature but some of them do not.

And now, depending on our findings as summarized in the first part of this document, we have developed the following Manual to be followed by the Ethiopian law schools for administering senior thesis and related issues that may be raised thereof.

PART TWO - MANUAL FOR SENIOR THESIS

Section 1: Administrative Matters

1.1. Establishment of student research and publication unit/center/committee in law schools (*hereinafter called ‘ research unit’*)

- 1) All law schools shall have a research unit that oversees student senior thesis. The research unit can be part of the schools’ research and publication center.
- 2) The research unit shall have the following duties and responsibilities:
 - (A) Approving topics of senior researches to be undertaken by students.
 - (B) Making approved topics or topics that a research is already done on accessible to other law schools using different methods.
 - (C) Undertaking orientation programs on how to undertake senior thesis for students including lecture on citations rules and other relevant issues.
 - (D) Fixing dates for thesis defenses and assigning readers.
 - (E) Fixing deadlines for submission of title, proposals, drafts and final copy of the research.
 - (F) Submitting final grades of students.
 - (G) Deciding on students request for change of advisor.
 - (H) Organizing university wide student research symposium.
 - (I) Overseeing publication of selected student theses.
 - (J) Sending selected theses to other institutions.
 - (K) Overseeing the participation of its law school in the national law schools research symposium.
 - (L) Looking for funding for student researches from other institutions.

1.2.Provision of Resources

- 1) Law schools shall provide necessary resources such as books, journals, legal documents, internet access and other relevant materials to students undertaking research. Inter university use of library should also be arranged.
- 2) Funding an undergraduate thesis will be based on the following principles:
 - (A) There should not be uniform funding for all theses. Funding should be subjective to each student based on the submitted proposal and the type of research to be undertaken. The schools research unit will have the power to review funding proposals.
 - (B) Funding undergraduate theses are only meant to cover the costs of the research. It is not a payment for the works of the student.
 - (C) In government owned law schools, research funding shall constitute academic cost (tuition fees) and will be included in the cost sharing obligations of students. In private law schools; however, costs of the research shall be borne by the paying student.
 - (D) In kind provision of resources, such as giving papers, computer, printer and the like for students constitutes part of funding the research.

Section 2: How to Do the Research Work

2.1. Selection of Thesis Topic

- 1) As a principle, students should by themselves select a thesis topic. Students should be reminded that their topic must have a scope and ambition sufficient to contribute a major element in their legal education. Topics can also be provided by any interested academic staff or the schools' research units.

- 2) Topics should be approved after being tested on the grounds of originality of thoughts and the ability to solve a specific legal problem.
- 3) Students should not be allowed to do a research on exactly the same topic that a previous research was done on in the same institution or in other law schools. However, if they prove that despite similarity of topics their thesis will have significant difference, they can get their topics approved.

In order to control researches on a topic that was already researched on, all law schools shall keep records of the research topics (past or present) undertaken by their students and make it accessible for other law schools.

2.2. Individual Nature of the Course

Senior thesis is an individual research work that every willing undergraduate (prospective graduate) student shall undertake independently. It should not be undertaken in groups.

2.3. Submission of Proposal

- 1) After the topic is approved and an advisor is assigned, students should prepare their research proposals in consultation with their advisors. The proposal shall at least include:
 - (A) An abstract (brief explanation on what the whole research will be about).
 - (B) The research questions.
 - (C) Objectives and significance of the study.
 - (D) Methods that are going to be used.
 - (E) List of resources needed (including funding) to undertake the research.
 - (F) An action plan.
 - (G) A preliminary bibliography.

- 2) The thesis proposal shall demonstrate that the research is not intended to be a mere review of literature rather it is examination of a particular issue. The quality of the proposal will form part of the evaluation of the student.

2.4. Advisors

- 1) Advisors are academic staffs of law schools that will be assigned to advise a student on his/her senior thesis. In cases where it is necessary advisors can be assigned from external institutions. Advisors for senior thesis should be staffs with a minimum of an LL.M degree or equivalent. (Academic staffs who are promoted to the status of lecturer can also be assigned as advisors).

- 2) Upon approval of topics, the research unit of law schools decides on who should advise a particular student. This can be done in two ways as it fits or is selected by each law school:

(A) By the choice of the students:- the students will look for an advisor by their own from among available academic staffs and upon agreement they will notify the research unit and the latter will approve.

(B) By assignment: - the research unit will assign advisors to students from among available academic staffs that are presumed to have good knowledge in the subject matter of the research or experience in research and related areas in addition to the requirements provided under 2.4 (1).

- (3) Advisors have the following rights and responsibilities:

(A) Student advising is part of the staff's academic responsibility and should form part of its academic load. (By necessary implication, an overload payment should be arranged for instructors bearing an extra load to advice, depending on relevant university legislation).

- (B) Advisors shall arrange time for advising and be punctual.
- (C) They shall give comment at least at the end of every chapter.
- (D) Help the student by guiding him/her on research principles, providing materials and commenting in his/her findings.
- (E) Evaluate the student.
- (F) Advisors should not do the researches of students for them. This is misconduct and is subject to disciplinary actions.

2.5. Language and Format of the Thesis

- 1) Senior thesis should be written in English.
- 2) A Student writing senior thesis must follow proper formatting standards. Formatting standards can be prepared by each law schools research unit. However, any thesis should, at least, follow the following format:

- (A) Cover Page.
- (B) Acknowledgment page.
- (C) Dedication page (if any).
- (D) Table of contents.
- (E) List of tables/figures.
- (F) Acronyms.
- (H) Abstract or Introduction.
- (I) Body of the thesis.
- (J) Bibliography/ List of reference.
- (K) Annexes.

- (3) Each law schools shall determine font size, margin and other formatting issues.

2.6. Deadlines

The research unit shall notify deadlines for different submissions. Advisors can also make submission deadlines to their respective advisees. Failure to meet either of the two will result in measures. In any case, submission of the work after the final submission deadline, without sufficient cause, shall not be acceptable.

2.7. Rights and Responsibilities of the Student

The student is expected to demonstrate utmost diligence in the work. The students shall have the following rights and responsibilities:

- (A) To choose their research topics.
- (B) To maintain good relation with their advisors.
- (C) Applying for change of advisors or readers for good cause.
- (D) Looking for funding for his research from other institutions.
- (E) To meet deadlines and time tables.
- (F) To avoid plagiarism and any other academic misconduct.

2.8. Defense

Defense shall mean presentation by the student of his/her research findings and addressing issues and questions that are raised. Particularly:

- (A) Every student who submitted the final draft of his/her research will have to defend his research in the presence of his advisor and a minimum of two readers.
- (B) Defenses can be done in private (in the presence of the above 3 and the presenter only) or in public (which is open for anyone who is interested to attend) at the discretion and convenience of each law school.

- (C) Questions raised in defenses shall not be designed to confuse, humiliate and disregard the student. They should rather be directed as a feedback, to evaluate the originality of the work and the attention and diligence of the student in undertaking the research.
- (D) Readers should be given the research at least one week before the defense.
- (E) Readers should be assigned by the research unit based on interest or association with the subject matter of the thesis.

2.9. Evaluation

2.9.1. Evaluators

Research work should be independently judged by independent evaluators. The evaluation should be:

- (A) 50% defense (average of all the marks given by the people who evaluated the defense including the advisor).
- (B) 30% by the advisor.
- (C) 20% readers (average of the marks given by the readers).

2.9.2. How to evaluate

(1) The following criteria should be used for evaluations by advisors:

- (A) The quality of the proposal (inclusion of necessary information).
- (B) Diligence and consistency of the student (on meeting deadlines, punctuality and the like).
- (C) Progress of the research (willingness to accept comments and to improve).
- (D) Relationship with the advisor.

(2) The following criteria should be used for evaluation by readers:

- (A) Originality of the work.
- (B) Practical relevance of the work to address a specific legal issue.
- (C) Level of raising and addressing relevant issues.
- (D) Following proper formats and citations.
- (E) Consistency and logical arrangement of the paper.

(3) The following criteria should be used for evaluating the defense:

- (A) Language clarity and presentation.
- (B) Addressing the issues rose.
- (C) Demonstrating in-depth knowledge in the subject matter.

2.9.3. Grading

Grading of senior thesis shall be done using fixed scales and not on competitive bases.

Section 3: Citation and Plagiarism

In writing the thesis, students shall acknowledge the source they used by citation.

3.1. Rule of Citation

Students must adhere to the rules of citation developed by their particular university or law school.

3.2. Way of Citation

Students must adhere to the Way(s) of citation developed by their particular university or law school.

3.3. Plagiarism

Plagiarism shall include the act of presenting the work of others as your own or using other person's work without acknowledging the source or placing as a reference something that is not used in the work, fabricating a source or doing any other similar act, intentionally or negligently. Particularly:

- (A) Plagiarism as a very serious academic offence shall result in taking disciplinary measures against the student.
- (B) The measures can extend from deduction of grades to getting a failure grade and thereby repetition of the course, depending on its degree of gravity.
- (C) Plagiarism is punishable even if it's discovered at any stage of the research.
- (D) Plagiarism can be reported by anyone to advisors or the research unit.
- (E) Each law school shall have guideline on specific measures to be taken for specific cases of plagiarism. There shall be a predetermined procedure based on the rule of law and actions should be taken transparently.

Section 4: Ownership of the Work

The copy right of the research work should remain with the student. However, this should not be a bar to law schools to use the research works of their students and other law school's students for teaching and non-profitable purposes.

Section 5: Making the Research Accessible

The following measure shall be taken in order to make researches accessible:

- (A) One issue of every law school's journal, if any, should be exclusively reserved for publishing outstanding student researches.

- (B) Law schools should take the responsibility of sending, even by translating the research into national languages, to the concerned institutions if the research is relevant to the institutions.
- (C) There should be an annual student research symposium in every law school. In the symposium selected outstanding student theses should be presented.
- (D) All students of the concerned law school shall be invited as audience.
- (E) Law schools shall also invite other stakeholders that will likely benefit from the research.
- (F) Researchers will be given a certificate for their achievements.
- (G) There should be an annual national law students research symposium organized by the JLSRI or law schools rotationally. Outstanding papers from each law school should be presented in the symposium and the proceedings of the symposium shall be published. The audience should be selected law students, staffs, and stake holders based on merit.

Section 6: Miscellaneous

6.1. Time to Undertake Senior Thesis

To substantiate what is mentioned in the national curriculum for law schools regarding time for undertaking senior thesis. Each law school's research unit shall finalize the task of topic selection, advisor assignment and proposal approval at the end of 4th year 2nd semester.

6.2. Enhancing the Capacity of Law Schools

Each law school must devote utmost resources and employ utmost effort to enhancing and building its capacity so as to enhance and build its capacity of handling and administering senior thesis.