

LE TRAVAIL DE CANDIDATURE



LE GOUVERNEMENT
DU GRAND-DUCHÉ DE LUXEMBOURG
Ministère de l'Enseignement supérieur
et de la Recherche

English version

VADE MECUM

Directives for the evaluation of the dissertation

VADE MECUM

1. GENERAL

For the dissertation, the applicant must show:

I. for university graduates

that he is able of conducting original research. It may be limited in scope, but it will be unique in terms of its subject, in the way that it is performed. Under no circumstances should the dissertation consist of only a compilation of other works.

II. for the masters of technical courses:

that they are able to perfect their technical knowledge on their own.

In his introduction, the candidate will explain the subject he wants to cover, the nature of the question (to be documented by an extensive bibliography, as complete as possible) and the methods he intends to implement. The major part of the dissertation will be a detailed description of the work done.

In the conclusion, he will clearly outline the results and summarise the above four points (see 3.d)).

The candidate will also demonstrate his ability to defend his work in front of a jury.

Subject choice:

The candidate will determine the subject on the appropriate form that he will give to the secretary of the commission.

The expert in the discipline will give his opinion to the commission by returning the forms to the secretary within the deadline of one month at the latest.

The commission will examine these subjects and approve them as appropriate. The secretary will return a letter to the candidate if the subject was approved by the commission.

If changes in the title, subject, or in the formulation of the title, were to occur after that deadline, the candidate will report them to the secretary of the commission by the end of the first year of the period of 'candidature'.

Any work whose title is not the one that was approved by the commission will be rejected.

2. THE RESEARCH DIRECTOR (patron)

The research director will be the holder of a degree higher than the candidate or have performed research in the field of the subject's dissertation.

If he is not a member of a research institutes listed in art. 2 of the 'règlement grand-ducal', he has to be joined by a member of such an institute. The role of this person should be to help the research director and the candidate, and it will allow them access to the latest results of research. Unless unable to do so, this collaborator will be part of the jury that will review the dissertation.

The role of the director is to advise the candidate regarding:

- A) the choice and the scope of the subject;
- B) the difficulties that might arise;
- C) the date of issuance of the dissertation

The applicant is entitled to expect from him these three kinds of advice; however, he should not write his work under the close supervision of the director, nor should the director correct his work before submission. However, it would be helpful if the director could browse the work before submission to provide advice to the candidate sub c). In fact, if the work was not accepted, the applicant would not be appointed to the function that he postulates.

3. THE PRESENTATION

- a) The front page (p. 1) will have the title (possibly short) of the dissertation.
- b) On the back of the front page (p. 2) the candidate says he has done such work on its own. This declaration must be signed in each copy of the dissertation.
- c) The title page (page 3) will include the first and last names of the candidate (top), its function candidate school ...), the exact title of work (center) and the place followed by the year (20 ..) at the bottom of the page.
- d) The back of the title page (p. 4) will contain a summary of the work. The summary will seek to present the work in an objective manner to a lay reader. It will outline the purpose of the research, methods used and results.
- e) The numbering of pages will be continued. It will include the front page, illustrations, tables and appendices.
- f) The applicant will present five copies of the work to the secretary of the commission. The copies that the candidate presents will be definitive. It will not forwarding the list (s) corrections and errata. However after the defence, he can correct clerical errors in the copies to be filed in the library.
- g) 5 copies will be copied in duplex.

Some rules on typography.

1. The pagination continues from the first to the last page, do not include the page number on the pages with a title (title of the book, the title of a chapter full-page, etc.).
2. A chapter always begins on a front page. If necessary, you will leave the preceding side blank. Your text will be justified.
3. The bibliography will provide information at least on the author/editor (the name in capital letters followed by a comma and the first name), the title (in italics), the name of the publisher, place of publication and the date Publication.
4. If your work involves colour documents, it will include these documents in colour in the five copies.

4. THE DEFENSE

A) Preliminary meeting of jury members

Normally the preliminary meeting immediately precedes the defence. The president, who will lead the discussions, the research director (patron) and the secretary agree on the way to proceed. At that moment, the jury can deliver, only as an example, a proposal for a decision (on the work itself and the formal aspects) to the president in a sealed envelope.

B) The defence itself

The defence is public. The defence is in the language in which the work has been written (except when there has been a properly reasoned decision of the jury).

1. The candidate presents his work: object, method, results, possibly difficulties.
2. The jury poses questions to the candidate in order that they determined during the preliminary meeting.

C) The deliberation

In the absence of the candidate, the jury immediately prepares the report on the merits and defects of the work examined and will make his decision to accept or reject the work of the candidate based on the work itself (4/6), the formal aspects of the presentation (1/6) and the defence (1/6).

In case of disagreement, the president should resume the different points of view expressed in the deliberation and if no conclusion can be found, obligate each member to write down his decision in a sealed envelope. The final decision will be taken by a majority vote. Abstention is not permitted.

The secretary of the jury will hand the report to the secretary of the commission.

D) The proclamation of the result

The president will communicate the decision to the applicant verbally and in the presence of all members of the jury.

5. THE CERTIFICATE

Based on the above report, the ministry will send a certificate to the candidate whose dissertation was accepted.

Directives for the evaluation of the dissertation.

In order to assure objectivity in the assessment of the dissertation, the 'travail de candidature', it is deemed useful to propose the following criteria to the members of the jury.

1. The level and originality of the dissertation

1.1. The scientific quality of the submitted dissertation must at least be of the quality required for obtaining the final diploma giving access to the profession concerned.

1.2. Taking into account existing deadlines and material conditions, the work cannot always create new research results. Nevertheless, the grand-ducal decret of July 24, 2000 defines the dissertation as research. It must thus constitute an original piece of work and be based on a real personal investigation.

In no case shall the dissertation be a simple compilation of results achieved by others.

For the candidates "maîtres de cours techniques" (teachers of technical courses), the research aspect is not a first priority. However, the jury will ensure that the dissertation is of a higher level than the initial professional qualification (certificate of competency (brevet de maîtrise), teaching certificate, professional report).

2. Method

2.1. The candidate must overall demonstrate a capacity to state, delimit and adequately deal with a given problem.

2.2. In general, the subject must be placed in a wider context and show how the problem emerges and emerges from preceding currents of thought or former work.

2.3. The subject must be covered in a sufficiently comprehensive fashion.

2.4. The choice of the subject and the organization of the work must lead the discussion towards the conclusion or towards a personal experimental development which is effective from the scientific point of view.

All superfluous digressions are to be avoided as is a compilation and an enumeration of scientific methods not relevant for the specific subject.

2.5. Documentation:

2.5.1. The documents used as references must be in sufficient number, judiciously chosen, commented and used for the conclusion. In particular, statistical documentation must be reliably established and correctly used.

2.5.2. In principle, all the documents have to be made available to the members of the jury on their request.

2.6. The experimental part:

2.6.1. Experiments and methods used must be valid, in conformity with the current scientific methods and current state of research;

2.6.2. Experiments must lead to the conclusions that the candidate draws;

2.6.3. Personal experiments must be described with sufficient precision for possible checking.

Important documentary proof, in particular the observation notebooks, measurements and recordings must be made available to the jury.

2.6.4. Description of and references to experiments made by others are supposed to be sufficiently exact and precise.

2.7. Photographs, drawings, graphs, tables, curves, diagrams, figures and other illustrations must be clear, in sufficient number, skilfully selected in support of the discussion and of the conclusion.

2.8. The bibliography:

The candidate must demonstrate knowledge of a sufficient number of important publications concerning his field of research as well as the actual use made of them. The bibliographical index and the references must be presented in a scientifically valid way and with all the precise details necessary.

2.9. Any conclusion must be documented and justified. In mathematics, the candidate must provide the essential intermediate developments allowing the establishment of the formulae or the important results for the conclusion.

3. Form

3.1. The correctness of the grammar, syntax and spelling of the language used is an absolute requirement.

3.2. The quality of the style will be taken into account, especially for the assessment of dissertations on works on literature.

3.3. The scientific terminology must be correct and precise.

4. Presentation

4.1. A careful presentation is required, from the point of view of typing, page layout and setting.

4.2. Notes, references and additional explanations must be laid out in accordance with the established rules.

5. Quotations

5.1. All the textual passages and citations, all the diagrams, drawings, tables and experiments borrowed from other authors must be clearly marked as such, in accordance with the established rules of use, both in the text and the bibliography.

5.2. Excessive use of quotations is to be avoided.

5.3. The personal character of the dissertation does not exclude the identification and the adequate use of knowledge already available.

Ignorance of existing research results cannot be called upon to describe observations and conclusions established before by others as authentically new contributions to science.

5.4. Any plagiarism on any scale will lead to the rejection of the dissertation.

5.5. However, it is not forbidden to apply methods of experimentation or research developed by others. Furthermore, the ignorance of such methods could not be used as an excuse for erroneous or insignificant results.

6. Defence

6.1. The interview is part of the presentation of the candidate's dissertation and is an element for the latter's assessment.

6.2. During the defence, the candidate must prove that he masters the literature and scientific language of his specialisation.

7. Fundamental criterion

Since at the outset the candidate has freedom of choice corresponding to his level of training, the fundamental criterion for assessing the dissertation must be the way in which the chosen subject is covered.

