

# Checklist for Master Students – Notes for Educators

Open the checklist in PDF

([https://www.academicintegrity.eu/wp/wp-content/uploads/2023/02/checklist\\_master\\_FINAL-1.pdf](https://www.academicintegrity.eu/wp/wp-content/uploads/2023/02/checklist_master_FINAL-1.pdf)) to see the complete educational material.

Date: 2022-11-16

## About the educational material

The educational material was created with the Erasmus+ project *Bridging Integrity in Higher Education, Business and Society* (BRIDGE, project no. 2020-1-SE01-KA203-077973) as a part of the project output 2 “Bridging academic and research integrity”. The educational material, other project outputs, and more information on the project are available at <https://www.academicintegrity.eu/wp/bridge/>.

## Use and adaptations of the educational material

Authors welcome adaptations of the material, especially translations! If you are interested in translating the material into your language, please contact us at [bridgeinfo@academicintegrity.eu](mailto:bridgeinfo@academicintegrity.eu) and we will provide you with source text. The Bridge project will then be happy to assist you with further sharing of your translation.



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## Citation of the educational material

[author] Bridge project

[title] Checklist for Master Students

[date] 2022-11-21

[source] <https://www.academicintegrity.eu/wp/bridge-project-outputs/>

[access date]

## Project contacts

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## Checklist for Master Students: Write your thesis with respect to academic integrity and research integrity

### Basic information

- **Target audience:** master students writing their first thesis, alternatively their supervisors
- **Study/research field:** any
- **Length:** not limited, users of this material are expected to use it continuously throughout the work

### Purpose of the educational material

The aim of this checklist is to assist master students in writing their thesis in accordance with the norms and values of academic and research integrity.

This checklist helps guide students to prepare their thesis in line with the best research practices and to avoid the risks of research misconduct and questionable research practices.

The checklist is to be used from the start of the writing and continuously throughout the process of thesis preparation, publication, and defence.

Be aware that the list might need to be adapted to your own needs depending on the research field, your past experience, and institutional policies and rules. Consult your supervisor.

### What is included in this educational material?

- Checklist for master students (PDF for print)

#### Related materials:

- Checklist for supervisors (to be used by the supervisor of the master student)

### How to use the educational material?

- Use this checklist to guide yourself (or as a supervisor - your student) in writing the first theses in accordance with the norms and values of academic and research integrity.
- The checklist is intended to be used from the beginning of the writing and throughout the whole process of thesis preparation.
- You can print the checklist or use it electronically (tip: some PDF readers, e.g. free Adobe Acrobat Reader enables you to make notes in the PDF files).
- Be aware that the list might need to be adapted to your own needs depending on the research field, and the institutional policies and rules. Therefore, feel free to skip the points which are not relevant to you, or add your own using the space for additional notes.
- The checklist is divided into sections according to various stages of the writing process. Some of the sections are subsequent, others are expected to take place in parallel. The order might differ in your field or institution settings, so you don't have to follow the order strictly.
- For students: If the checklist was not given to you by your supervisor, you might show him/her the checklist and discuss the points with him.

- For supervisors: When providing the checklist to your student, it is good to go through the student's checklist with him/her at the beginning to make sure everything is understood. Also, take a look at the complementary checklist for the supervisor which you might use by yourself ([www.academicintegrity.eu/wp/bridge-project-outputs](http://www.academicintegrity.eu/wp/bridge-project-outputs)).
- It could be beneficial to address some of these points in groups of two or more students.

### Related educational materials

- [Checklist for master students in other languages](#)
- [Checklist for doctoral students](#)
- [Checklist for supervisors](#)