HUMR5133 - Business and Human Rights
Examination Instructions

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1. Formal requirements

The paper must be typed on a computer and comply with the following requirements:

a) **Font**: Times New Roman, font size 12 and a line spacing of 1.5.
b) **Word count**:

1. The length of the home exam should not exceed 5000 words.

Footnotes should be included in the word count of the main text. Not included in this count: the front page (with name and title etc.), summary, table of contents and references (bibliography).

c) **Template**: Students are required to use the ***template*** which can be found here: http://www.jus.uio.no/english/studies/studentservices/juriteket/
- **File name:** The template is named template-assignment, and the format is .rtf.
- **Help?** On the same webpage you will find the *User Guide for Microsoft Word* when writing the term paper. If you still have problems with using the template after reading the user guide, please contact *Juriteket*, (3rd floor, Domus Nova); the Law faculty's IT-service for students (information on webpage above).

2. Paper structure

Technically the paper should be as good as possible: It should be well organized in sections and subsections, each with respective headings, and it should contain footnotes and a bibliography.

For footnotes and how to make references in the document, please see the document *Guidelines on quotations, references and bibliographies in the essays* published on the course webpage.

The paper should follow the following recommended structure:

- *Table of contents*
- *Introduction:* The introduction is to be placed in the beginning of the paper and should contain the following:
  - Interpretation of essay question and formulation of research question, reasons you would give for formulating this/these question/s including a short explanation of the relevant background or context;
  - Clarification of terms (or definitions) if necessary
  - Presentation of the structure of the text (an overview of the chapters).
- *Methodology (optional):* If relevant, you may include a brief section focusing on
  - methodological issues that the research question raises and how you address these issues,

    - include a description of the main sources that you will use in your assignment (e.g., an overview over applicable legal standards, procedures and sources).
- *Sections containing main text (please adapt to your thesis)*
    - Organize your main text along several well-defined sections. This is where you develop the arguments and discuss the topic.
- *Conclusion*
- *Annex: List of references (bibliography):*
    - The use of footnotes and references in the bibliography should be consistent.
    - An example of a bibliography can be found in the guidelines for writing the thesis.

3. Preparing submission

Please use this checklist to prepare for submission.

Item	Checked
Please do *not* to indicate your name in your paper (there is no need to type in your candidate number, Inspera identifies you).	☐
Course code (HUMR5133) on front page.	☐
Title of the draft/ paper on front page.	☐
Note number of words on front page words. **Find your word count in MS Word or alternative program.**	☐
Page numbering is on.	☐
File format: PDF (choose «Save as» and PDF in MS Word)	☐
Paper compliant with formal requirements (see above).	☐
No plagiarism (see above).	☐

4. Rules about cheating and plagiarism

When you take facts, thoughts, ideas, viewpoints and short or long quotations from others and use them in your own work, the sources you have used must be clearly stated. In other words, you must not give the impression that others' thoughts, ideas, viewpoints and results are your own if they are not.

For example, using word-for-word or even paraphrasing the language of a UN Report without attributing the source of that language is plagiarism. Using another's idea without attributing the idea to the person who conceived it is also plagiarism.

Avoid quoting long excerpts and articles; short citations are preferred, and instead provide an evaluation of the literature that is necessary to defend your points of view.

Be sure that you are familiar with the use of sources and the rules for citing/quoting from others' work when writing assignments and theses.
http://www.uio.no/english/studies/admin/examinations/cheating

UiO uses a plagiarism checking tool as one of several instruments for detecting suspicion of cheating and attempted cheating.

5. Contact points

Technical questions: Student-IT (Juriteket)
http://www.jus.uio.no/english/studies/studentservices/juriteket/index.html

General information: Info Center
http://www.jus.uio.no/studier/kontakt/infosenteret.html