

Mid-term paper instructions for JUS5630 – Privacy and Data Protection, spring semester 2015

1. Important dates

- a) Topic to be published on **16 March at 13:00**.
- b) Mid-term paper submission deadline: **7 April at 13:00**.

Papers handed in after the deadline will not be considered.

2. 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:** The length of the term paper *should not exceed 2000 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). Text exceeding the word limit will not be read.
- c) **Template:** Students are required to use the *template* which can be found here:
<http://www.jus.uio.no/english/studies/student-services/juriteket/>
 - **File name:** The template is named template-assignment, and the format is .rtf.
 - **Rename file:** Once you have downloaded the template, please rename the file to “cand nr_course code”. This will help you to comply with formal requirements (see below).
 - **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 web page above).

3. 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.

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,
 - including 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.¹

¹ University of Oslo, Master's Thesis: Practical Information necessary for writing the master's thesis, p. 14-20, available at http://www.uio.no/studier/emner/jus/jus/PILTHESIS/dokument/pamphlet_thesis_nov_2013.pdf.

4. Preparing submission

Before submission you need to find out your candidate number:

Go to Studentweb, log in, choose 'status' then 'examination'. Then you will see your candidate number next to the course code. You will find your candidate number in Studentweb one week prior to the submission date.

Please note: You have a different candidate number for each course you take here (you have fex cand.nr 8011 in JUS5630 and cand.nr 8956 in JUS5680).

Please use this checklist to prepare for submission.

Item	Checked
Candidate number only: Please indicate your candidate number (4 numbers) on the front page of your document.	<input type="checkbox"/>
Please do <i>not</i> indicate your name .	<input type="checkbox"/>
Course code (JUS5630) on front page.	<input type="checkbox"/>
Title of the term paper on front page.	<input type="checkbox"/>
Note number of words on front page words . Find your word count in MS Word or alternative program.	<input type="checkbox"/>
Page numbering is on.	<input type="checkbox"/>
File format: rtf/odt, e.g., "[cand nr]JUS5630.rtf"	<input type="checkbox"/>
Pdf: You also need a .pdf file "[cand nr]JUS5630.pdf"	<input type="checkbox"/>
Paper compliant with formal requirements (see above).	<input type="checkbox"/>
No plagiarism (see below).	<input type="checkbox"/>

5. Submission in Fronter

The following are instructions for submitting your draft/term paper in Fronter, before 13:00 on due date.

Note: If you are retaking the course from last year, the system will not allow you to view the 'assignment'-folder in Fronter. You then need to contact the administration some days prior to the submission date by sending an e-mail to Bente Lindberg Kraabøl: b.l.kraabol@jus.uio.no.

- a) **Log into Fronter** with your usual password and username: <https://fronter.uio.no/>
- b) **Find the Fronter room**
 - JUS5630-Assignment 2015-vår.
- c) Go to the **hand-in folder**
- d) Find the **correct sub-folder**
 - *Mid-term paper due 7 April at 13:00 (RTF/ODT and PDF-format)*
- e) **Upload two files: One word formatted file to the rtf/odt-folder + one pdf-formatted file to the pdf-folder**, both with the following file name:
'your candidate number_course code', for example: "4011_JUS5630".

- f) **Fill in the self- declaration regarding cheating** and submit it directly in Fronter, to be found in the folder *Self declaration form regarding cheating*.

Note on confidentiality: After you have uploaded your term paper in Fronter, the document will be strictly confidential (other students cannot view your document). Make sure that your assignment is submitted in the correct folder. If the paper is submitted outside the correct folder, other students may view it!

6. 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.

7. Contact

If you have questions regarding any of these issues, please contact Bente Lindberg Kraabøl:
b.l.kraabol@jus.uio.no.