Kick-off thesis process

Student researches potential thesis topics and supervisors

Student informs themselves about thesis registration process

Student identified potential thesis topic and supervisor

Student researched thesis registration process

Student downloads registration form from student office

Student contacts potential supervisor (via email)

Student contacted potential supervisor

Student downloaded registration form

Student fills-in thesis registration form and sends it to supervisors for signing

Student submits signed thesis registration form to student office

Thesis registration form submitted

Student office confirms registration, submission deadline and sends colloquium form

Thesis formally registered

Thesis registration form signed by student and supervisors

Potential supervisor replies to supervision request

Provisional confirmation of supervision

Rejection of request

AND

XOR

Student and supervisor agree on supervision arrangement and define thesis topic

Supervision arrangement clarified

Student writes thesis exposé and requests feedback

Supervisor provides feedback to improve exposé

XOR

AND

Student conducts research and writes up thesis

Questions or problems emerge

Draft written

Student requests feedback from first supervisor

Student received feedback

XOR

OR

Student contacts second supervisor on basis of thesis exposé

Second supervisor confirms supervision

Thesis written up

Student submits thesis to student office

Student submitted thesis

Supervisors evaluate thesis

Date agreed

Student fills-in colloquium form and sends it to supervisors for signing

Student office confirmed colloquium date

Student and supervisors conduct thesis colloquium

Thesis colloquium conducted

Supervisors submit assessment of thesis and colloquium to student office

Thesis process completed

Obtain confirmation of supervision

Define thesis topic and clarify supervision agreement

Conduct research and write up thesis

Colloquium and Wrap-up

Supervisor shares access to Moodle page containing information on research methods, research topics, tools for reference management, data analysis and scientific writing.

Thesis topic defined

AND

AND

OR

Colloquium form filled-in and signed

Student sends colloquium form to student office

Students should use the material provided on the Moodle page to inform their research

Thesis evaluated

Supervisors contact student to agree a date for the colloquium

Only when the supervisors evaluate the thesis as pass will a colloquium be conducted.

Student office accepts digital signatures on the colloquium form. The student office should receive the form 7 days before the colloquium.

Colloquium lasts 30 minutes: 10 minutes for presentation and 20 minutes for questions on presentation and thesis by both supervisors. More details in the respective handout on Moodle.

Please make sure you suggest a thesis topic that fits within the supervisor's research areas when suggesting a thesis topic as part of your supervision request.

Supervisors have four weeks to evaluate the thesis.

Usually, students request feedback 2-3 times.

Usually, defining the thesis topic and writing the exposé requires 2-3 iterations.

Supervisor suggests official thesis registration