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.

Potential supervisor replies to supervision request.

Provisional confirmation of supervision.

Rejection of request.

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.

Student conducts research and writes up thesis.

Questions or problems emerge.

Draft written.

Student requests feedback from first supervisor.

Student received feedback.

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 suggests official thesis registration.

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 provide 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 collquium 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.