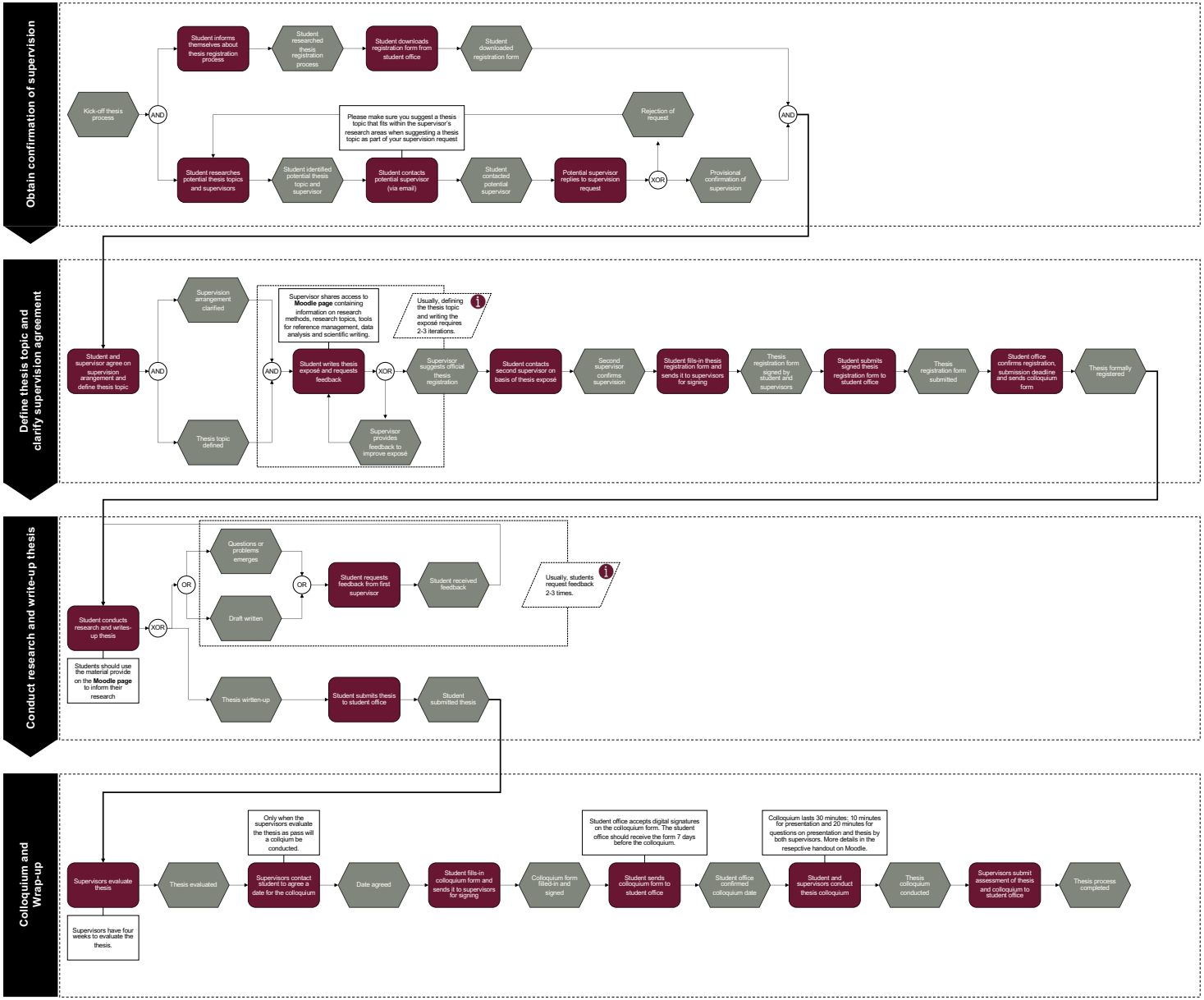
Obtain confirmation of supervision
Kick-off thesis process
AND
Student informs themselves about thesis registration process
Student researched thesis registration process
Student downloads registration form from student office
Student downloaded registration form
Please make sure you suggest a thesis topic that fits within the supervisor's research areas when suggesting a thesis topic as part of your supervision request
Rejection of request
AND
Student researches potential thesis topics and supervisors
Student identified potential thesis topic and supervisor
Student contacts potential supervisor (via email)
Student contacted potential supervisor
Potential supervisor replies to supervision request
XOR
Provisional confirmation of supervision
Define thesis topic and clarify supervision agreement
Student and supervisor agree on supervision arangement and define thesis topic
AND
Supervision arrangement clarified
Thesis topic defined
Supervisor shares access to Moodle page containing information on research methods, research topics, tools for reference management, data analysis and scientific writing.
Usually, defining the thesis topic and writing the exposé requires 2-3 iterations.
AND
Student writes thesis exposé and requests feedback
XOR
Supervisor suggests official thesis registration
Supervisor provides feedback to improve exposé
Student contacts second supervisor on basis of thesis exposé
Second supervisor confirms supervision
Student fills-in thesis registration form and sends it to supervisors for signing
Thesis registration form signed by student and supervisors
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
Conduct research and write-up thesis
Student conducts research and writes-up thesis
XOR
Students should use the material provide on the Moodle page to inform their research
OR
Questions or problems emerges
Draft written
OR
Student requests feedback from first supervisor
Student received feedback
Usually, students request feedback 2-3 times.
Thesis written-up
Student submits thesis to student office
Student submited thesis
Colloquium and Wrap-up
Supervisors evaluate thesis
Supervisors have four weeks to evaluate the thesis.
Thesis evaluated
Only when the supervisors evaluate the thesis as pass will a colquium be conducted.
Supervisors contact student to agree a date for the colloquium
Date agreed
Student fills-in colloquium form and sends it to supervisors for signing
Colloquium form filled-in and signed
Student office accepts digital signatures on the colloquium form. The student office should receive the form 7 days before the colloquium.
Student sends colloquium form to student office
Student office confirmed colloquium date
Colloquium lasts 30 minutes; 10 minutes for presentation and 20 minutes for questions on presentation and thesis by both supervisors. More details in the resepctive handout on Moodle.
Student and supervisors conduct thesis colloquium
Thesis colloquium conducted
Supervisors submit assessment of thesis and colloquium to student office
Thesis process completed