**25-35 EC master's thesis activities and schedule guideline**

The below presents the guidelines for the schedule (personal schedule also depends on your study programme's courses) and the number of meetings.

You are to lay down your own schedule (four dates for the submission of certain documents, refer to the below overview) and the completion date in your master's thesis contract in consultation with your supervisor(s). The first column presents an indication of when an activity should more or less be scheduled.

Note: the entire master’s programme is to be completed within one academic year.

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| --- | --- | --- | --- |
| ***% time*** | ***Date /***  ***week*** | ***Activities*** | ***Note*** |
|  |  | **Meeting 1**  Initial meeting on research and literature contents and expectations |  |
| 5% |  | *Submit:*  First / provisional objective and question and literature review |  |
|  |  | **Meeting 2**  Discuss: first / provisional objective and question, literature review, design of the method and the schedule |  |
| 10% |  | *Submit:*  Design of the introduction and draft master's thesis contract |  |
|  |  | **Meeting 3**:  Discuss: design of the introduction, literature review and objective and question.  **Submit masterthesis proposal form (including appendix) and Ethics committee application** | **2nd supervisor present** |
| 20% |  | *Submit*:  Introduction, draft method (target group, procedure, questionnaires, etc). | State date in master's thesis contract |
|  |  | **Meeting 4**:  Discuss: feedback introduction (including hypotheses), design of the research. |  |
| 30% |  | *Submit:*  Data collection materials | State date in master's thesis contract |
|  |  | **Meeting 5**  Discuss: materials, green light for starting data collection |  |
|  |  | Start data collection |  |
| 50% |  | *Submit:*  Data analysis proposal |  |
|  |  | **Meeting 6**  Discuss: product, process and communication. Progress of data collection, data analysis and presentation of results in report |  |
| 70% |  | *Submit:*  Draft report of results, data file and syntax (if applicable) | State date in master's thesis contract |
|  |  | **Meeting 7**:  Discuss: feedback on results and analysis Prepare writing the discussion | **2nd supervisor present** |
| 80% |  | *Submit:*  Draft report, including results and discussion |  |
|  |  | **Meeting 8**:  Feedback on results and discussion |  |
| 90% |  | *Submit:*  Draft final report | State date in master's thesis contract |
|  |  | **Meeting 9**  Green light meeting and feedback on draft final report Green light if the report in its current version can be awarded at least a mark of 6 | **2nd supervisor present** |
| 95% |  | *Submit (at least 3 working days prior to the colloquium):*  Final master's thesis and mark your project as finished in Mobility online.  Prepare colloquium |  |
| 100% |  | **Colloquium** |  |