

MSc Thesis Project

Civil Engineering and Management / Construction Management and Engineering

Version: May 2020

Inhoud

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MSc-thesis step by step – Civil Engineering

General information on graduation: [see appendix 1](#).

Twice a year an information session will be provided with regards to the start of the MSc-thesis. One in February and one in October.

Before the project

When can you start?

When you have 10 EC or less open in course work, you can start your Preparation MSc-thesis (checking this is your own responsibility).

How does that work? Use the checklist below to make sure you have done everything properly!

1. Determine in which department you want to do your MS-thesis project/what topic you want to pursue.
2. Check either www.utwente.nl/cem or www.utwente.nl/cme to determine the specific regulations regarding graduation at your chosen department
3. Plan a meeting with the department's graduation coordinator, via the department secretary/directly:
 - a. For CME/Construction Process Management: +3153-4894254/+3153-4892670
 - b. For Transport Engineering and Management: +3153-4894322/+3153-4892670
 - c. For Water Engineering and Management: Dr.ir. M.J.Booij / m.j.booiij@utwente.nl
 - d. For Intergrated Civil Engineering Systems: one of the above.
4. Start the preparation of the MSc-thesis and finish coursework necessary.
5. During the start of the preparation of your MSc-thesis please sign up in Mobility Online (see [appendix 4](#))
6. Follow the step-by-step plan Mobility Online until point 8 (see [appendix 4](#))
7. If your preparation is considered sufficient and is graded by your supervisors (i.e. you get approval to start) AND if you have 5 EC or less open in coursework, you can start your MSc-thesis project (do you want to make use of a graduation room: contact the departmental secretary; no guarantees on availability).
8. Work on the project and make sure you are in charge of organizing feedback moments. To see what you can expect from your supervisor and what the supervisor can expect from you, see [appendix 5](#).

The checklist continues on the next page.

During the project

Supervision

The supervision by the UT supervisor is limited: it is an independent research. The supervisor does the intake, attends progress meetings, makes adjustments in planning if necessary and discusses draft versions and the final version of your thesis. Guarding the planning and making progress is your own responsibility. The supervisor is not there to motivate you. Your daily supervisor is there to discuss every day issues with you. He or she can give you literature tips, introduce you to experts in the field or brainstorm with you on concepts and ideas. On the expectations a student can have of the supervisor and the other way around, please [check appendix 5](#).

Keeping track

Study delay is often unwanted and unplanned. Therefore it is important to get to the root of the problem from which the delay originates. If you are experiencing delay, [please check appendix 6](#).

There are several books for writing theses and reports in Dutch: Verschuren & Doorewaard: Het ontwerpen van een onderzoek, Uitgeverij Lemma BV, ISBN 905189886 of Steehouder e.a.: Leren Communiceren, Wolters Noordhoff, ISBN 9001808263 and in English: the study material of the course Research Methodology and Academic Skills (195800100) and Verschure & Doorewaard: Designing a research Project (9789059315723).

Extra facilities

- Student counselling service - <https://www.utwente.nl/en/ces/sacc/coaching-counselling/>
- Study and Career - <https://www.utwente.nl/en/ces/tcp-language-centre/courses/>
- Non-confidential finisher Master Thesis reports of CEM/CME are available in library – <http://essay.utwente.nl>

Finishing your project

On the agreed date on your proposal form (updated in Mobility Online) you hand in the final version of the report with your supervisor. You make an appointment with the entire committee to approve or disapprove your report: the so-called ‘green light meeting’. Do not forget to add the summary in Dutch or English. If the report is not sufficient the supervisor should elaborate what you should adjust. If you get the green light, please follow the steps below:

- Upload the filled out colloquium request in Mobility Online ([appendix 9a](#)) NO LONGER than 3 weeks before the planned colloquium date.
- Upload filled out ‘Application form IR/MSc-exam, signed by your supervisor ([appendix 9b](#))
- Upload filled out ‘Guidance Form MSc-thesis report’, signed by your supervisor ([appendix 9c](#))
- E-mail the PDF-file of your Master-thesis at least one week before the colloquium to BOZ-CiT-CES@utwente.nl

N.B.: please check the [appendix 4 Mobility Online step-by-step point 9-14](#)

BOZ-CE checks your grades and all the information you handed in. If everything is in order they will arrange a room and the announcement of your colloquium. Check your grades yourself as well. If you see anything incorrect, you up have to one week before the colloquium to correct the overview c.q. deliver missing grades. Corrections are made only with written evidence. For special equipment during the colloquium please contact the reception desk, via BOZ-CE.

After the colloquium you will receive your grade from the committee. If you graduate you will receive a preliminary grade overview on which the grade for the final project is not yet included. Several days later you will receive the final grade overview, including the grade for the final project.

One final remark

At the end of August, a lot of people do their colloquium. This means that some of the graduation candidates have to wait until September, while their MSc Thesis was already approved in August. If your colloquium is planned in September, you will have to sign up for the new academic year (and pay the tuition fee), because the date of your colloquium is the date of graduation, not the date of the approval. Most of the fee will be returned though. Especially when your graduation date is planned in August, you have to make sure to make solid arrangements with your UT supervisor about handing in your final report and planning your colloquium. Do not forget to include possible holidays of your supervisors in your planning and the possibility that your report will not be approved right away. To make sure your colloquium can be held before the first of September, start arranging your graduation in May. If you start arranging later, or if it takes you too long to finish your report, you cannot blame the programme for the fact that your colloquium can not be planned before the first of September.

Grading

The exact grading of your activities varies, for the exact criteria please check [appendix 7](#). The following general aspects will definitely be taken into account:

1. Content:
 - a. Research method
 - b. Use of theories, tools and techniques practice
 - c. Quality of the solution and discussion
2. Working process:
 - a. Independently, systematically and methodically
 - b. Learning abilities and reflection
 - c. Time
3. Written and oral communicating skills:
 - a. Report
 - b. Defence in public

Terminating your registration

Directly after your graduation terminate your registration. Check <https://www.utwente.nl/en/student-services/admission-enrolment/enrolment/de-enrolment/> for the detailed information about terminating your registration and restitution of tuition fee. Restitution of tuition fee will only take place after Student Services has received the official graduation date from the faculty.

Studiefinanciering (Dutch Students only)

Unenrolling also means losing the right to receive 'studiefinanciering' and the OV card (Public Transport). The communication with the DUO is your own responsibility, so do not forget to inform them about the fact that you have been unenrolled!

Appendix 1 – General information on graduation

One specific demand, following from the Student's Charter is that the final project concerns the field of Civil Engineering. It can be either a research or a systematic design.

The project can be carried out at the University of Twente (for example a contribution to a PhD dissertation) or at a company or institution. It is okay to get an expense allowance, however it cannot be a fully paid job (see [appendix 2](#) for more information)

The main objective of the MSc-thesis project is to – independently – carry out a large individual research or design project in one of the sub-fields of Civil Engineering and management, applying state-of-the-art scientific knowledge of the sub-field. See [appendix 3](#) for more detailed information.

Questions to ask yourself to check if your possible assignment is a good one:

- Is the problem mentioned an actual problem (or is there a deeper issue)?
- What is the importance of the assignment for the host organization; is it a valuable contribution?
- Are there any personal or financial issues that might drive the host organization and might cause trouble? ([see appendix 2](#))
- Will the host organization provide time and space to do the research?
- Can the assignment be executed within the set time span?
- Does the assignment fit with the profile and the study-programme?
- Is it an actual research assignment or will you just be working for a company?

Your supervisor has to approve the formulation of the assignment before you will start.

MSc-thesis committee

The exam committee formally appoints a MSc-thesis committee for each student. The committee includes at least two supervisors from the UT, one of whom is the main UT supervisor and the chair of the committee. The chair is normally a professor or associate professor from the department. The second member may be from outside the department. The person concerned with the daily supervision can also be a PhD student; the daily supervisor. The company itself provides a supervisor as well in most cases; the external supervisor.

Language

The report is written in English in general. The language to be used is determined at the start of the project. If it is in Dutch, an English summary must be provided. If the report is written in English, a summary in Dutch is required.

Going abroad

If you go abroad, please notice that it is wise to keep your verified address in the Netherlands, otherwise you may have to pay a higher tuition fee. If you go abroad for longer than 8 months please contact student services (studentservices@utwente.nl)

Appendix 2 - Contracts

Important: please use the contract provided by the UT if at all possible.

If you sign a two-way contract provided by the company please be aware of what you sign for and provide a copy to your supervisor in all cases.

If the company wants you to sign a three-way contract (company-student-UT) please hand in the contract at the BOO office BH 113 at the secretary. The secretary will hand it over to the Programme Director to check and sign if approved (this kind of contract is the least desirable).

Appendix 3 - Learning goals

The main objective of the MSc-thesis project is to – independently¹⁾ - carry out a large²⁾ individual research or design project in one of the sub-fields of Civil Engineering and Management, at a level that is representative for an MSc-program, i.e. by applying state-of-the-art scientific knowledge of the sub-field.

- 1) With 'independently' we mean: the student acts as the project leader for this individual project with guidance from his/her supervisors. The amount of guidance needed will be reflected in the grading of the project.
- 2) With 'large' we mean one coherent project of 30 EC that requires about 21 full-time working weeks, i.e. about half a year of work. (The 30 EC includes finalizing the thesis and defending it in public, but not setting up a research or project plan, based on a scientific literature study, and acquiring additional required knowledge, since this is subject of the separate course 'preparation MSc-thesis'.)

Learning outcomes with respect to content

By carrying out the MSc-thesis project the student has to show that:

- he/she has expert knowledge on at least one of the sub-areas of Civil Engineering and Management, and is able to expand his/her expertise in the field of Civil Engineering and Management
- he/she is able to position the (scientific research of the) own sub-field in the scientific and societal context
- he/she is able to identify gaps in scientific knowledge within a subfield of Civil Engineering and Management, is able to assess research within a sub-field of Civil Engineering and Management on its scientific value and is able to understand and incorporate the results of research into his/her own work
- he/she is able to judge the value of information, makes effective use of this information for decisions and is able to evaluate these decisions
- he/she is able to carry out his/her research or design plan, by applying an appropriate research or design methodology
- he/she is able to judge if available concepts, tools and techniques are adequate for the problem at hand, able to apply adequate tools and techniques and able to generate his/her own assumptions, tools, theories, techniques or novel ideas if these are not available
- is able to analyze and discuss the results, to draw conclusions from the results and to reflect on the results in the wider societal and scientific context

Learning outcomes with respect to working process

By carrying out the MSc-thesis project the student has to show that:

- he/she can reflect upon his/her own work and uses relevant information to improve his/her capabilities
- he/she has the attitude to strengthen his/her personal development and enhance his/her expertise
- he/she is able to work independently
- he/she is able to work systematically and methodically
- he/she is able to manage his/her own project as a project leader including proper communication with supervisors

- he/she is able to finish the project in the time available

Learning outcomes with respect to written and oral communication skills

By writing the MSc-thesis report and presenting and defending the project in public the student has to show that:

- he/she is skilled in properly documenting and presenting results of scientific and design work, including the underlying knowledge, choices and considerations, to colleagues and to a broader public
- he/she is competent in scientific reasoning
- he/she adheres to existing academic conventions, such as giving proper credit and referencing

Learning outcomes of the course 'Preparation MSc-thesis'

The main objective of the course Preparation MSc-thesis project is to – independently¹⁾ – produce a research or design plan for his/her MSc-thesis project, based on state-of-the-art scientific knowledge of the sub-field and acquire additional knowledge to prepare for the MSc-thesis project. The MSc-thesis project is a large²⁾ individual research or design project in one of the sub-fields of Civil Engineering and Management.

- 1) With 'independently' we mean: the student acts as the project leader for producing this research or design plan with guidance from his/her supervisor(s). The amount of guidance needed will be reflected in the grading of the course.
- 2) With 'large' we mean one coherent project of 30 EC that requires about 21 full-time working weeks, i.e. about half a year of work.

Learning outcomes with respect to content

By producing the research or design plan the student has to show that;

- he/she is able to identify gaps in scientific knowledge within a subfield of Civil Engineering and Management, is able to assess research within a sub-field of Civil Engineering and Management on its scientific value and is able to understand and incorporate the results of research into his/her own work
- he/she is able to formulate a research or design problem and is able to produce a research or design plan, with enough focus and such that it can be realized in the time available
- he/she is able to acquire additional scientific knowledge independently

Learning outcomes with respect to working process

By producing the research or design plan the student has to show that:

- he/she reflects upon his/her own work and uses relevant information to improve his/her capabilities
- he/she has the attitude to strengthen his/her personal development and enhance his/her expertise
- he/she is able to work independently
- he/she is able to work systematically and methodically
- he/she is able to finish the project in the time available

Learning outcomes with respect to communication skills

By writing up the research or design plan the student has to show that:


- he/she is skilled in properly documenting results of a scientific literature study
- he/she is skilled in presenting a research or design plan in writing, including the underlying knowledge, choices and considerations
- he/she is competent in scientific reasoning
- he/she adheres to existing academic conventions, such as giving proper credit and referencing

Appendix 4 – Mobility Online step-by-step

From study year 2017-2018 onwards, the registration for all Mobility-related topics will be registered in Mobility Online. That applies to the registration of the MSc thesis also. You can access Mobility Online via the Student Portal – UT Applications. The moment you know you are starting your MSc-thesis, it is important to register in Mobility Online. If this is not done, you CANNOT start with your graduation.

You have to register for ‘Graduation – Extended’.

Below you find the process steps that are obligatory for you to take to start with your master thesis:

1. Fill out the application form in Mobility Online
2. You will receive an e-mail of your online application.
3. Print the proposal form ([appendix 8](#)) or pick up the proposal form at BOZ-CE**. Either way you will have to take the form to BOZ, because they have to sign it. They will only sign this form if you have less than 5-10 EC in coursework left.
4. Take the form past your supervisor and have them sign it. Both the signature from BOZ (coursework) and your supervisor guarantee that you are eligible to start your MSc-thesis, after you’ve successfully completed your preparation.
5. Upload the form in Mobility Online.
6. BOZ-CE will approve the upload.
7. You will fill out if you want to apply for a scholarship
 - a. If yes, wait for the response by the International Office. (continue your further steps at the point below with the )
 - b. If no, your application in Mobility Online is registered properly.
8. You can now start your Master Thesis; you are responsible of making sure all the steps are taken, please check again.
9. During your Mobility, you have to make sure you fill out the notification on whether you started your mobility by filling out an address, and filling out an expected return date.
10. If there are any changes (i.e.: change of supervisors/change of dates or any other relevant changes) OR if there are NO relevant changes: fill out ‘Notification of changes’; it has to be filled out either way.
11. Once you have finished your Master Thesis you print the [appendix 9](#) a, b and c as described below to upload them in Mobility Online (Please put a, b and c into one PDF including the signature of your supervisor):
 - a. Upload filled out colloquium request (no longer than 3 weeks before the planned date): [appendix 9a](#). LET BOZ KNOW THAT YOU HAVE UPLOADED IT BY E-MAILING TO BOZ-CiT-CES@utwente.nl.
 - b. Upload your filled out ‘Application Form IR/MSc-exam’, signed by you UT-supervisor: [appendix 9b](#)
 - c. Upload the ‘Guidance form MSc Thesis report’ and indicate whether or not the thesis is confidential, and have your UT-supervisor sign it as well: [appendix 9c](#)
 - d. **E-mail** the PDF-file of your Master-thesis at least one week before the colloquium to BOZ-CiT-CES@utwente.nl.
12. Check the box in Mobility Online: ‘I handed in all the deliverables’. Do not forget, otherwise the colloquium cannot take place.
13. BOZ-CE will check if you delivered all the required deliverables. If not, they will notify you. If so, they will register your graduation and arrange the colloquium.

14. BOZ-CE checks off the box for activity finished, which you can see in Mobility Online, your graduation procedure has reached its end.

➤ **Students that apply for a scholarship (so answered 'yes' to question 5), please build in these extra steps:**

1. Once you have applied for your scholarship, the scholarship office will take over and you have to answer some additional questions.
2. You have to fill out your home address and bank details
3. The scholarship office checks the box for 'scholarship application received'. Once that box has been checked by the office you receive 75% of the provisional scholarship amount within 2 weeks.
4. 'During the mobility' you have to make sure to register your address and your return date, and you have the option to check a box if you want to change anything in your application.
5. The steps 'after the mobility' differ slightly from a Master student that stays in the Netherlands. First you have to let your external supervisor fill out the letter of appointment which indicated that you were actually there.
6. Scholarship Office will approve the letter of appointment.

You can follow the regular student's process plan from step 8 on the previous page onwards.

General remarks:

Every time you hand something in or check off a box, you will get an e-mail from Mobility Online on what you have to do next. It is your own responsibility to check the application regularly, deliver everything you need to and make sure you hand in everything on time. If you are experiencing difficulties with Mobility Online, or with certain deliverables make sure you get in contact with someone from the programme, preferably your UT-supervisor or the programme coordinator (Michelle Hamhuis / coordinator-ce@utwente.nl / 053-4891980).

**BOZ IS LOCATED IN CITADEL H323/325. CONTACTPERSON IS Mrs. NUIJTS

Appendix 5 – Expectations student ↔ supervisor

| Students expect supervisors | Supervisors expect students: |
|------------------------------------|--|
| to fulfill arrangements | to fulfill arrangements |
| to read concept reports in time | to hand in concept reports in time |
| not to be too guiding | get in touch in case of problems |
| not to approve everything | not to approve everything |
| to be open to other points of view | to be open to other points of view |
| to discuss with other supervisors | to discuss with fellow students or PhDs |
| not to give negative feedback only | not to think too soon that they have made an amazing discovery |
| To respond timely | Schedule appointments |
| | Manage administrative procedures |

When the supervision does not meet your expectations, you should discuss this explicitly with your (external) supervisor. Your expectations may be unrealistically high, your supervisor may not have noticed the problem, or your supervisor may be too demanding. When you are unable to reach a solution, you can contact your UT supervisor. In case of an external project, your external supervisor might be transferred or might leave the company, which endangers the continuation of your project. In this case you should definitely contact your UT supervisor so that he/she can come to a solution in consultation with the company. Even if everyone does one's best and everyone is in good faith: sometimes, things can go badly wrong because of various reasons. If you think that this is the case and you do not come to a solution after discussions with your supervisors, you should contact the student advisor in order to get out. When you think your UT supervisor is not functioning the way one could expect, you can contact the programme coordinator or the programme director.

Appendix 6 – Delay – what to do?

The graduation process is known for the study delay it often causes. Delay (of many months in some cases) is often unwanted and unplanned. This is usually caused by:

- *The student works properly, but the project is not executable in five to six months.*
This cannot always be avoided. Despite the planning skills and expertise of the supervisor, it is not always possible to say where things can go wrong, especially with open-end problems. Therefore it is wise to split the project into different phases with strict deadlines for each phase. This way, you are able to either deliberately choose to extend your project, or adjust the next phases or narrow the problem definition to stay within the 30 EC time span.
- *The supervisor fails to set unambiguous criteria to the final thesis and keeps on demanding new adjustments and additions.*
Usually, it is hard or even impossible what to expect from the final project and the MSc Thesis in advance. But you can prepare yourself to avoid problems. While performing the course Preparation Master Thesis, expectations can be sharpened. After this course you should have formulated a concrete research question and narrowed your scope. This is clarifying for both your supervisor and you. With respect to the report, it is wise to put up a report outline of one or two pages and to discuss this outline with your supervisor: is it acceptable and which parts should be worked out in great detail and which parts shouldn't? Make short reports of the progress meetings on the MSc Thesis form and ask the supervisor his opinion about the adequacy of its content. In sum, make clear arrangements if possible and write them down. It is wise to come to a hand-in date for the MSc Thesis in an early stage of the project, although it can be adjusted if necessary. The committee will criticize the report and is obliged to – if it does not meet their demands – point out explicitly what has to be adjusted or extended. It is not allowed for the committee to keep on making new demands.
- *The student does not work hard enough.*
The final project is rated at 21 working weeks of 40 hours. If you spend less than this amount of time, your project will be delayed. As stated before: do not expect your supervisors to check if you are still on schedule. They will only intervene in case of severe delay. With the system of the MSc Thesis form, that ensures you to plan your next progress meeting, we try to avoid this.
- *The student doesn't make headway.*
This is typically a problem at the beginning and at the end of the process. At the beginning, because you are not succeeding in narrowing the problem into something concrete to work on. Some students want to turn their final project into a life's work and approach the problem from every perspective they can think of. That won't speed up the process. At the end, the writing of the report often forms an obstacle. If you get stuck in such a way, do not hesitate to contact your supervisor. Most supervisors have been in a similar situation before and can provide you with useful advice.

Appendix 7 – Grading

| Criterion | What went well? | What could have been improved? |
|---|-----------------|--------------------------------|
| Content (quality of research or design) | | |
| Report | | |
| Working process during project | | |
| Oral presentation and defence | | |

Final grade profiles:

5: insufficient

The research and / or report are insufficient and the student was strongly directed by his or her supervisors. Weak points can clearly be pointed out. The student did not show an academic attitude. On average, the student scores 'insufficient' on all aspects for assessment.

6: sufficient

With respect to content, the research was conducted sufficiently. The report is mediocre. Weak points can clearly be pointed out, but are compensated by aspects on which the student performs better. The student has shown little input of his own and was strongly directed by his or her supervisors. On average, the student scores 'sufficient' on all aspects for assessment.

7: amply sufficient

With respect to content, a solid piece of research was delivered. The report is carefully edited. Either the research process or the mastery of subject matter leaves room for improvement. The supervisors clearly had a steering influence on the final product. The student scores at least 'sufficient' on all aspects for assessment and 'good' on some aspects.

8: good

With respect to content, the research was set up in a solid way and was carried out accurately. The report is carefully edited regarding language as well as lay out. The student has worked independently and was able to put forward his or her own initiatives. Guidance given by the supervisors was minimal. On average, the student scores 'good' on all aspects for assessment.

9: very good

The research is innovative and can be converted to an article for a renowned (scientific) magazine without putting in too much effort. With respect to content, the research is very solid with some points that can clearly be pointed out as strong. The report is carefully edited and shows that the student disposes of good writing skills. The student's own input and independence are large. The student clearly stands above subject matter and is able to defend his or her statements in discussions well. The student scores at least 'good' on all aspects for assessment and 'very good' on some aspects.

10: excellent

The student functions at the level of an expert in the field. With respect to content, the research is very good, with some points that can be clearly pointed out as excellent. The student is very capable of conducting arch independently. The report and the presentation show that the student disposes of very good communication skills (written and oral). The student scores 'very good' on all aspects for assessment.

Appendix 8. Proposal form.
TO BE FILLED IN BY THE STUDENT (1, 5, 6, 7, and 8)

1. Data student

name:

student number:

address (during

graduation process):

.....

.....

telephone:

e-mail address:

Indicate you master's specialization and profile:

.....

Language of the thesis: English (note: although this is not considered as an obligatory part of the master thesis, the student is invited to also supply a Dutch translation and/or Dutch management summary for convenience of the principal and other persons in The Netherlands who are potentially interested in the topic and content of the thesis)

Are you doing an internal (UT) or an external MSc Thesis Project? internal external

If you are doing an internal project and make use of the graduation rooms, please enter:

department:

room:

telephone:

If you are doing an external project, please enter:

name organisation:

department

address:

.....

.....

telephone:

e-mail:

TO BE FILLED IN BY STUDENT ADMINISTRATION (BOZ CE/CEM/CME) (2)

2. Courses to be completed

| Course code | Course name | EC |
|-------------|-------------|-------|
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |

- The student is doing the MSc programme CEM
- The student is doing the MSc programme CME

- Programme checked d.d.....
- Permission to start graduation process d.d.....
BOZ's initials

TO BE FILLED IN BY UT SUPERVISOR (3, 4, 5, 6, 7 and 8)

3. Information on course Preparation Master Thesis

- CEM: coursecode 201800116, 5 EC
- CME: coursecode 201800115, 5 EC

Start date course: Planned end date course:

Is a regular course part of the course Preparation Master Thesis?

Yes, namely

| course code | course name | EC |
|-------------|-------------|-------|
| | | |
| | | |

No

Plan of action belonging to the course Preparation MSc Thesis

.....

.....

.....

.....

.....

.....

.....

.....

.....

The course Preparation MSc Thesis is finished with sufficient result
(NB. also hand in a mark report at BOZ-CiT/CEM/CME!):

- 201800116 (CEM, 5 EC)**
- 201800115 (CME, 5 EC)**

Date:

Signature UT supervisor:

4. Details MSc Thesis committee

Committee members UT: **function**
(please mind initials and titles)

- | | |
|---------|---|
| 1. | UT supervisor / daily supervisor / committee member |
| 2. | UT supervisor / daily supervisor / committee member |
| 3. | UT supervisor / daily supervisor / committee member |

Note:

External committee members (please mind initials and titles):

1.
 2.
-

TO BE FILLED IN BY STUDENT AND UT SUPERVISOR (5, 6, 7, and 8)

5. Information on MSc Thesis project

Start date:

Planned end date:

Subject:

.....
.....
.....

Is the project (partially) done abroad?

Yes,

The student will be abroad from (date) till (date)

No

6. Description of the MSc Thesis project

.....
.....
.....

.....

.....

7. Arrangements on phasing of the project (planning)

.....

.....

.....

8. Arrangements on supervision (modes of contact, frequency)

.....

.....

.....

Appendix 9 – Colloquium Announcement – MSc/Ir form – Guidance form

9a. Colloquium Announcement

TO BE FILLED BY STUDENT

Within the framework of his / her MSc Thesis project

..... (name student)

will give a presentation about (title colloquium):

.....
.....
.....

Date: Time:

Location preference: Expected number of attendees:

Be aware:

- **Check with the location manager or the reception of the building whether the equipment you need is available.**

Check whether the names, initials and titles of all committee members have been entered fully and correctly at page 3!

9b. Application form Ir/MSc-exam

To be filled in by the student.

Undersigned,

..... (last name, first name(s))

..... (student number)

..... (address)

..... (postal code) (place)

..... (telephone)

requests to be graduated immediately after his / her colloquium which takes place on

..... (date colloquium)

Signature student date:

9c. Guidance form MSc Thesis report

To be filled in by student.

Title MSc Thesis report (be aware: the final definitive title!):

.....
.....
.....
.....

Optional: subtitle

.....
.....

Confidentiality

Please fill in whether the MSc Thesis report is confidential or not:

The MSc Thesis report contains confidential information. Attach the declaration of confidentiality form to this document (see <https://www.utwente.nl/ctw/student-mobility/documents/>)

The MSc Thesis report is not confidential

Additional remarks:

.....
.....
.....

TO BE FILLED IN BY UT SUPERVISOR

Undersigned UT supervisor agrees to the before-mentioned description of the MSc Thesis project and has checked it for any mistakes. Also the composition of the MSc Thesis committee as mentioned on the previous page is correct

The UT supervisor has given the student 'green light' and approved of the MSc Thesis report.

The breakup of the supervision hours in percentage terms among the UT committee members is:

| name | percentage |
|--------------|-------------------|
| 1 | % |
| 2. | % |
| 3. | % |
| | _____ |
| Total | 100 % |

Date:

Signature UT supervisor: