

MSc Thesis form CiT/CEM/CME

(PLEASE KEEP ALL PAGES TIGHT TOGETHER, SO ALSO THE PART ON THE COLLOQUIUM ARRANGEMENTS !)

PART A: START-UP OF GRADUATION PROCESS

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 your master’s specialisation 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-CiT/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: cursuscode 195489000, 7.5 EC

- CME: cursuscode 195889000, 7.5 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 Master Thesis

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

195489000 (7.5 EC, CE&M)

195889000 (7.5 EC, CM&E)

Date:

Signature UT supervisor:

4. Details MSc Thesis committee

Committee members UT:
(please mind initials and titles)

function

- | | |
|---------|---|
| 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

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

7. Arrangements on phasing of the project (planning)

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

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

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

date:

signature UT supervisor

signature student

.....

TO BE FILLED BY EXAM COMMITTEE (9)

9. The exam committee approves of the start of your graduation process:

Signature secretary: **date:**

PART B: DURING GRADUATION PROCESS

1. date:

arrangements:

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.....

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date next appointment:

2. date:

arrangements:

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date next appointment:

3. date:

arrangements:

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date next appointment:

4. date:

arrangements:

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date next appointment:

5. date:

arrangements:

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.....

date next appointment:

PART C: COLLOQUIUM ARRANGEMENTS

Explanation colloquium arrangements

The colloquium arrangements consist of the following:

1. Colloquium Announcement:

After you have arranged a date and time with your MSc Thesis committee (preferably in line with course hours), please fill in the 'Colloquium Announcement'-part. Mind the following: the location of the colloquium will always be booked by BOZ-CiT/CEM/CME! The Colloquium Announcement should be handed in at BOZ-CiT/CEM/CME no later than 3 weeks before the planned date. Before you can do the Colloquium Announcement all courses need to be finished.

2. Application form Ir/MSc-exam:

In the part 'Application form Ir/MSc-exam', you fill in your personal data. The UT supervisor has to sign this form so BOZ-CiT/CEM/CME can make sure he / she agrees with your application. Also the UT supervisor has to indicate how the supervision time is divided among the committee members.

3. Guidance form MSc Thesis report:

By means of this form you indicate whether your report is confidential. If the report is not confidential it will be send to the library (accessible via the internet).

A MSc Thesis report should be handed in as a pdf-file by means of an email to BOZ-CiT/CEM/CME at least one week before the planned colloquium date.

1. 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!*

2. *Application form Ir/MSc-exam*

TO BE FILLED BY 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:

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 page 3 is correct.

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

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

name	percentage
1 %
2. %
3. %

Total	100 %

Date:

Signature UT supervisor:

3. Guidance form MSc Thesis report

TO BE FILLED 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:

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TO BE FILLED BY BOZ-CIT/CEM/CME

Received by BOZ-CIT/CEM/CME:

mail with MSc Thesis report (in Pdf-format)