Faculty of Behavioural, Management and Social Sciences **MSc programme Educational Science & Technology (EST)** Educational Affairs Office (BOZ) **Fill in at the start of your Final Project and after signing submit to BOZ-EST@utwente.nl**	UNIVERSITY OF TWENTE.

APPENDIX A: Final Project EST Timeline

(202500254, 20 EC)

The table below presents the guidelines for the timeline of the Final Project and gives an indication of the number of meetings you and your supervisor (and second reader) may have during the final project trajectory. In the first column, you - in consultation with your supervisor - are to lay down your own schedule, including meeting dates as well as dates for the submission of certain documents. You start filling the timeline with the completion date you are aiming for, and then divide the available time over the time required for each different phase. Also submit the availability of all involved for reserving a timeslot for the colloquium. Make sure to include the 5 workdays necessary for the Educational Affairs Office between the Green Light meeting and the colloquium date. Naturally, you will discuss with your supervisor (and second reader) what seems a realistic and feasible planning for your particular project.

Important: Full-time students should complete the entire master's programme within one academic year. They merely work on the thesis during their second semester. As students are also working on elective courses, they are encouraged to take note of the deadlines corresponding with the elective course and take this into account when setting up this timeline. Part-time students work on the thesis throughout their second year in the programme and will therefore have more time in between the meetings.
Students must fit their Final Project timeline into the regular academic year calendar, which means aiming at graduating at the end of the semester. The colloquium should take place end of June/beginning of July for semester 1, or end of Jan./beginning of Febr. for semester 2.

Date / week	***Activities***	***Note***
Start of block 1B/2B	**Kick-off lecture** • Read entire Final Project guide • Attend class about Final Project explanation and presentation of available topics • Submit preferences	
Last part of block 1B/2B	**Receive assigned topic and supervisor** • From FP coordinator • Email your supervisor to schedule first meeting • Read these materials *before* the first meeting • Prepare 3 draft research questions	
End of block 1B/2B …-…-…	**Meeting 1** Initial meeting on • Research and literature contents, assignment and assessment • Mutual expectations on the Final Project trajectory, such as what is considered	

	'independent' way of working of a student, ownership, project management, and agree on way of communication during the trajectory	
…-…-…	***Submit:*** • First / provisional objective and research question • First setup literature review • Draft of this Timeline form (App. A) • Draft Final Project Contract (App. B)	
…-…-…	**Meeting 2** Discuss: • First / provisional objective and research question • First setup literature review • First ideas about the method • Timeline form (App. A) + Contract (App. B) Rooms are reserved on pre-scheduled dates in week 10 + 11 (of block 2B in July) or week 10 (block 1B) + week 1 of the next block 2A (in February). Available timeslots are 09:00, 11:00, 14:00, 16:00). In individual cases student and supervisor may agree on a different date, but in those cases the Educational Affairs Office needs more time to schedule (15 work days), so may require longer enrolment.	**Second reader present (optional)**
…-…-…	***Submit:*** • Draft of the introduction • Final versions of Final Project Timeline (App. A) and Final Project Contract (App. B) • Register Final Project in Mobility Online	**Supervisor + Second reader both sign (digitally via email)**
…-…-…	**Meeting 3** Discuss: • Draft of the introduction • Draft method (target group, procedure, questionnaires, etc.) • Process for Ethics committee application (if applicable)	
…-…-…	***Submit*:** • First complete version of the Introduction • Final method (target group, procedure, questionnaires, etc.) • Draft data collection materials • Data analysis proposal • Submit application to Ethics committee (if applicable)	
…-…-…	**Meeting 4** Discuss: • Complete introduction (including hypotheses) • Data collection materials and process • Data analysis proposal • Green light for starting data collection	

…-…-…	Start data collection.	
…-…-…	***Submit:*** • Draft report of results • Data file(s) and script(s) (if applicable) • First ideas about the discussion	
…-…-…	**Meeting 5** Discuss: • Draft report of results • First ideas about the discussion	
…-…-…	***Submit:*** • Complete version of the Final Project report via Final Project Canvas site, also to enable plagiarism check	
Deadline: week 8 of block 2B/1B * …-…-…	**Meeting 6 (Green Light) *** Discuss: • Complete version of the Final Project report • Green light if the report in its current version can be awarded at least a mark of 5.5 **After this, confirm your date and time for colloquium via submitting App. C. to the Educational Affairs Office**	**Second reader present (optional)**
…-…-…	***Submit*** *(<u>at least</u> 5 working days prior to the colloquium):* • Final version Final Project report • Mark your project as finished in Mobility online • Upload your thesis to UT Student Theses repository (par. 4.2) • Send word- and pdf version of thesis to Educational Affairs Office ***Prepare colloquium***	
…-…-…	**Meeting 7: Colloquium**	**Second reader present**
	• When the Final Project grade <u>and</u> all course grades have been registered in Osiris, thus completing the 60 EC programme, the student makes an appointment with the Educational Affairs Office to collect the MSc diploma and supplement. • Student receives online evaluation form for the Final Project and the EST Exit Survey. Both are anonymous. Both forms must be filled in and returned.	

** In case no "green light" for planning the colloquium can be given at this envisaged date, then a procedure for requesting an extension or a second attempt must be started. The student and supervisor fill in and submit the Request for an extension form (see: Appendix D). Depending on whether the cause of the delay was within or outside the control of the student, a 'fail' may be registered in Osiris. When the extension has been granted and the new, extended deadline has been set, or when the deadline for the second attempt has been set, the final steps of this Timeline will still be completed at the later date (for this submit a new version of this Timeline form with new dates for meetings 6 and 7 + the part below).*

To reserve a timeslot on the pre-scheduled dates for colloquia:

Check the box that applies:
☐ I take the **full-time** trajectory, aiming for the colloquium at the **end of this semester**.
☐ I take the **part-time** trajectory, aiming for the colloquium at the **end of next semester**.

Check multiple boxes for all dates and times on the pre-scheduled timeslots that are possible for both the student and the Final Project Committee members according to the Academic Calendar:

Block 2B / 1B:	Week 10					Week 11 of 2B in July / Week 1 of sem.2 in February* * requires 1 month extra enrolment				
	Mon.	Tue.	Wed.	Thur.	Fri.	Mon.	Tue.	Wed.	Thur.	Fri.
09:00										
11:00										
14:00										
16:00										

After submitting this form, the Educational Affairs Office will make a schedule and inform the student and the Committee members to which timeslot they have been assigned.

When the student and Committee members agree on wanting to deviate from these pre-scheduled dates this is possible, but then the Educational Affairs Office needs a 15 work day period to arrange things. This means there will be more time between the Green Light meeting and the colloquium (and the student must stay enrolled longer).
For those cases, mark the preferred Date: _____ Time: _____
(**select**: 9:00, 11:00, 14:00 or 16:00 hours)

Name Student: _____

Student number: S_____

Date + Signature: _____

Supervisor: _____

Date + Signature: _____

Second reader: _____

Date + Signature: _____

Note: After signing the timeline, the student has to submit this form to the Educational Affairs Office EST. Keep a copy for yourself and for the supervisor.