Graduation guide
Bachelor’s thesis Psychology
Preface

Dear Psychology bachelor’s student,

This bachelor’s graduation guide provides you with all information on procedures and guidelines with regard to writing your bachelor’s thesis of your Psychology programme, e.g. the preparatory phase of the thesis, starting and writing your thesis, the assessment and the presentation of your thesis.

In case there are questions left, please do not hesitate to contact Anneke Laarhuis of the Educational Affairs Office (BOZ) (boz-psyCES@utwente.nl) or your study advisers (studyadviser-psy@utwente.nl).

Good luck with completing your bachelor’s thesis!
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1 Preparing your thesis project

1.1 Features and prerequisites
The bachelor’s thesis is a module in the Psychology programme that once completed is rewarded with 15 ECTS, this equals to 420 hours of study (approximately 2.3 months full time work). The bachelor’s thesis builds on the second year research module and is scheduled as part of the third and final year of the bachelor's programme in Psychology, in the second semester. You can also start the bachelor’s thesis at the start of the first semester (e.g. if you have a study delay). In order to start with your bachelor's thesis you need to meet the prerequisites: you have obtained your first and second year of the bachelor’s programme. If you do not meet the prerequisites because you failed for example a module component of your first or second year, you can contact your study adviser (studyadviser psy@utwente.nl). The completion of the bachelor’s thesis takes one semester. During this period, you will be working on your bachelor’s thesis for about 2-3 days a week. This way you will still have time for the other module that is planned during the second semester.

1.2 Choosing your specialization and assignment
Depending on the specialization that you have chosen, you work on the bachelor’s thesis individually or in groups, but each student must write an individual report. There are assignments available for each specialization. Below you can find more information about the procedure of choosing a specialization, selecting an assignment and how you are supervised.

1.2.1 Sign up for a specialization
Well before the start of each semester, the coordinator of the bachelor's thesis, Nienke Peeters (n.j.peeters@utwente.nl) will invite you to think about and eventually sign up for the specialization you would like to write your thesis in. You can write your thesis in different fields of Psychology, namely in the specializations:

- Conflict, Risk and Safety (CRS);
- Health Psychology and Technology (HPT);
- Human Factors and Engineering Psychology (HFE);
- Learning Sciences (LS);
- Positive Psychology and Technology (PPT);
- Research Methodology, Measurement and Data Analysis (OMD).

The specialization you choose in your bachelor’s thesis does not determine the master track you can do after your bachelor’s programme. Therefore, it is possible to choose different specializations in your bachelor’s thesis and master track.
1.2.2 Theme coordinators
For every specialization, there is a coordinator, called theme coordinator. The theme coordinators have the task to coordinate the graduation and education within one specialization/track. If, after reading the information, you have specific questions about graduation within a specialization or thesis assignment you can contact the relevant theme coordinator.

CRS M. Noppers, MSc m.noppers@utwente.nl
HPT dr. E. Taal e.taal@utwente.nl
HFE L. David, MSc. l.david@utwente.nl
LS dr. H. van der Meij h.vandermeij@utwente.nl
PPT dr. M. Radstaak m.radstaak@utwente.nl
OMD dr.ir. G.J.A. Fox g.j.a.fox@utwente.nl

1.2.3 Choosing an assignment
A few weeks before the start of a new bachelor’s thesis track, the relevant assignments for each specialization will be made available on the website for those students who intend to participate (https://www.utwente.nl/en/psy/graduationweb/bachelor/assignments-bachelor/). There are two options in choosing your bachelor’s thesis assignment. First, you can choose an existing assignment from the website. You will have to select a number of assignments of your interest and subsequently the theme coordinator will allocate you to an assignment. Second, you can write a proposal for your own assignment. In this case, you have to send a brief research proposal (1 A4) to the theme coordinator of the specialization of your interest 2 months prior to the start of the bachelor’s thesis. Make sure that your proposal contains the topic of your choice, the target group, and the method of approaching the target group, a conceptual research question and a short motivation. You can discuss your proposal during a meeting with the track coordinator. If the assignment seems feasible, the theme coordinator will try to find a supervisor who is willing and able to supervise the assignment.

1.3 Supervision
Bachelor’s thesis committees consist of two members: a daily supervisor (first supervisor) and a second supervisor, both of whom are University of Twente staff members. At least one of the two supervisors must hold a PhD; the other must hold at least a Master’s degree. The first supervisor is primarily responsible (together with you) for the final product and is your main contact person. Your first supervisor provides you with feedback and has meetings with you to guide your progress. The second supervisor has more of a monitoring role; he guides the process from a distance and functions as a second reader for the first supervisor. However, the second supervisor will be actively involved in the green light and final version of your thesis as a second examiner.

A third external supervisor may be involved in the bachelor’s thesis committee in an advisory role. If you conduct your research externally, someone may also supervise you from the company or institution at which you are working, in addition to these two supervisors. If you carry out your research on location, it is best for your supervisor to discuss this with the organization where you will be conducting research. The theme coordinator will let you know who your supervisor will be. Please contact your supervisor as soon as possible to arrange an initial meeting.
2 Starting your thesis

Before you start with the actual writing of your thesis and conducting your research there are a number of things you need to take into account in order to ensure that the process runs as smoothly as possible.

2.1 Planning and process

An activity overview (guideline) is available for students and supervisors, which includes the various aspects of working on the bachelor's thesis (https://www.utwente.nl/en/psy/graduationweb/bachelor/activity-overviews/). The overview includes a schedule of the meetings you will need to plan with your supervisor. Arrange a date for these meetings yourself. The overview also includes important progress and submission dates and the date of your presentation. Make sure that you discuss this with your supervisor in good time and if necessary make arrangements in advance. While planning your activities for the bachelor’s thesis take into account the following:

- Make sure to consider the availability of your supervisor in your planning;
- As from the start of your research, start the writing process as soon as possible;
- Make sure that you have plenty of time available to work on your thesis, around 20 hours a week;
- Your conduct, actions and the course of the process are all taken into account in the assessment of your thesis;
- If things are not going according to plan and you are falling behind more and more, discuss this with your supervisor. You can also make an appointment with your study adviser to discuss further steps.
- Make a report of every meeting. Summarize the agreements that you made and any points that you are still unsure about. Also include the date of the next meeting. Send the report to your supervisor.

2.2 Arrangements with the supervisor

Once being allocated to a supervisor it is helpful to make clear arrangements. Agree on what you expect from one another and the tasks and responsibilities both you and your supervisor have. The meetings with those involved are vital if you want to make good progress with your final project. In addition, in case of an external assignment, you will often find that you are the link between the university and the organization where you are completing your assignment. The standard supervision time is around 20 hours. This includes the time that is needed to read your work. If a meeting with your supervisor(s) is necessary in order for you to make progress, please follow these guidelines:

- Make an appointment.
- Indicate when you will submit written work. Meetings where there is no written work to discuss are pointless. Submit the written work four working days before the meeting (do not bother your supervisor with every new version of a particular section). Ask whether they prefer a paper or digital version.
- Indicate what you want to discuss or where you are having problems
The thesis track consists of a number of phases. Most supervisors will want to meet you at the following moments:

- At the start of your research, you will have one or two meetings regarding the planning and content of your research.
- When you sign the graduation contract, with an emphasis on your introduction, hypothesis and study design.
- After you have started your data collection to discuss your progress, your methods and results section and the first concept of the conclusion.
- When the first version of the method of analysis and the results are done.
- When you have written the complete thesis, including results, conclusions and recommendations. The first version of your thesis will not usually be perfect and you will need to make changes before it is approved.
- For the green light meeting, when you have an improved version of your thesis with an English summary.

The second supervisor functions mainly as a second reader for the first supervisor, but will be actively involved in the green light and final version of your thesis. If the first supervisor deems it necessary, the second supervisor will also be involved at other times. The thesis may serve as the basis for a publication. The first supervisor is, in principle, the first author. Agreements need to be made in this regard.

In case of an external supervisor, you need to make workable, realistic agreements. At the start, you will have more frequent contact than later, once the research design is clear. Initially, the company supervisor will need to be available for two hours a week.

2.3 Formal arrangements
As from the beginning of your thesis, there are several formal arrangements you need to carry out.

2.3.1 Register in Mobility Online and submit the signed application form
An important part of the activity overview is registering the assignment in Mobility Online and submitting the application form after it has been signed by the first supervisor. When the assignment and the supervisor have been confirmed, you register the assignment in Mobility Online using the ‘Graduation - standard pipeline’ and add the required information. When you log in to Mobility Online, you can then download and print the application form and have the printed form signed by your first supervisor. Make a copy of the signed application form for yourself and your supervisors, and then submit the original form to the Educational Affairs Office (BOZ) (Anneke Laarhuis, Citadel H436) within 6 weeks of the start of the bachelor’s thesis. See appendix A for an overview of the registration procedure in the Mobility Online manual.

2.3.2 Approval of the Ethics Committee
To ensure an ethically responsible research practice, it is mandatory for employees and students from the Faculty of BMS to submit their research project for ethical assessment in case your research involves human participants or/and using potentially sensitive data about and/or from individuals, groups or organizations. In consultation with your supervisor, you can submit the ethical approval form to the Ethics Committee. You can only start your data collection once you
have obtained ethical approval. For more information about the application procedure, you can visit the website of the Ethics Committee: https://www.utwente.nl/en/bms/research/ethics/.
3 Working on your thesis

Agree with your supervisor on when to start writing the thesis. It is usually a good idea to quickly start writing the Introduction and Method sections. You will likely have to submit, adapt and re-submit your report multiple times before it meets the thesis requirements. Make agreements with your supervisor on when to submit which section of your report, ensuring you will have enough time to make any adjustments. Of course, the same applies to the final version of your report, as you might still require some time to implement the suggestions from your final meeting just prior to submitting the final version.

3.1 Content of the bachelor’s thesis

The language used in the thesis is English. Reports for a client may be written in another language (e.g. German), but the report is not assessed as part of the thesis. You have many different methods you can use in your thesis, for example: an experiment, survey research, qualitative research (interviews), observational research, systematic review, secondary data analysis or a design assignment. The introduction to the thesis demonstrates a limited knowledge of the relevant literature; hypotheses should follow on logically from the research questions and literature.

The layout and content guidelines of the bachelor’s thesis are in line with the American Psychological Association (APA) guidelines. You may find these guidelines in the Publication Manual of the APA. See our website for a summary of the APA:

As concerns its layout and contents the thesis is equivalent to a research article in a journal, and therefore is to have the following structure:

- Introduction (containing the statement of the problem and the hypotheses)
- Method
- Results
- Discussion

You are free to add any subheadings. However, each report is to start with an abstract of no more than one A4 page in length. You are to determine the length of your report in consultation with your supervisors. The length should be roughly the same as that of a research article, i.e., 15 to 25 pages excluding appendices.

Though the APA style is to be fully adhered to, a number of exceptions exist and the following format settings apply (these settings serve as recommended settings):

- Tables and figures are included in the main text;
- Line spacing: 1.5;
- Font: Times New Roman; font size: 12;
- Margins: head, foot, left, right 2.5 cm; page headers and footers 1 cm from the edge;
- Default tab stop of 1.25 cm;
3.2 Data collection and research results
If you want to use an online questionnaire for collecting your data, you can make use of the online programme called Qualtrics. Qualtrics is the survey tool that is available for staff and students in the BMS faculty. For information about how to set up an account for the Qualtrics tool by using a self-enrolment access code, you can go to the Qualtrics website: https://www.utwente.nl/en/bms/datalab/datacollection/surveysoftware/qualtrics/. Students working on their thesis can also make use of departmental software to collect and/or analyse data.

As the bachelor’s thesis is written under the primary responsibility of the first examiner/supervisor and the student tends to work on an existing line of research of the supervisor or the department, the data collected are relevant to the supervisor/department. Sometimes, the research results will be incorporated in an article submitted to an academic journal, but this is more common in the master’s thesis than the bachelor’s thesis. Publication of the article will take place in consultation with the student, but is the responsibility of the supervisor. You will not automatically become the co-author of a scientific publication. This depends on, among other things, your input during the graduation research and the documentation of the results and on your willingness to help write the publication. You role is determined in consultation. In no case are you to publish your research without the explicit prior permission of the first examiner/supervisor. The same applies to press releases and any other contact with the media.

If you have trouble with organizing your study or with the statistical analysis of your results, the Methodology Shop might be able to help you (https://www.utwente.nl/en/bms/m-store/). Other options for specific support or advice are the TCP language centre for writing support (https://www.utwente.nl/en/ces/language-centre/) and SACC for support such as personal and career development workshops. But also offer services of student counsellors and student psychologists (https://www.utwente.nl/en/ces/sacc/).

3.3 Monitoring process and product
It is recommended that you and your supervisor together reflect on the product, process and communication at least a few months after you have started your bachelor’s thesis project. The following issues require attention:

- Product: what is the quality of the pieces the student submits, what are strengths/weaknesses?
- Process: is everything going as planned, do any adjustments have to be made, should the study adviser be consulted?
- Communication: review the professional relationship, also with the external institute/company if applicable.
4 Assessment of the bachelor's thesis

The bachelor’s thesis is assessed on six components using two assessment forms (https://www.utwente.nl/en/psy/graduationweb/bachelor/thesis-febr-2019/assessment-thesis/). The thesis supervisors award a grade for each component (max 100), and each component must be at least a pass grade (minimum 55) to complete the bachelor’s thesis successfully.

4.1 Assessment scores
The meaning of the scores is as follows:

<table>
<thead>
<tr>
<th>Assessment score</th>
<th>Grade</th>
<th>Meaning</th>
</tr>
</thead>
<tbody>
<tr>
<td>≤ 54</td>
<td>&lt;6</td>
<td>Unsatisfactory; thesis does not meet the required standards</td>
</tr>
<tr>
<td>55-64</td>
<td>6</td>
<td>Satisfactory; thesis meets the required standards</td>
</tr>
<tr>
<td>65-74</td>
<td>7</td>
<td>Thesis easily meets the required standards</td>
</tr>
<tr>
<td>75-84</td>
<td>8</td>
<td>Good thesis</td>
</tr>
<tr>
<td>85-94</td>
<td>9</td>
<td>Very good thesis</td>
</tr>
<tr>
<td>95-100</td>
<td>10</td>
<td>Outstanding, exceptionally good thesis</td>
</tr>
</tbody>
</table>

4.2 Assessment form 1 part 1-5
The thesis supervisors need to complete the PDF form digitally (including the explanatory notes) prior to the presentation, and print and sign the completed form in triplicate (one copy for BOZ, one for the student, one for the (first) supervisor). Both supervisors need to sign the form (x3). If there are any problems with the entry fields on Assessment Form 1, first download and save the form and open this from your own directory.

4.3 Assessment form 2 part 6 (presentation)
This form is supplied by BOZ on the day of the presentation. The supervisor who is first to arrive on presentation day will be given all the forms for that day by BOZ in advance and should place these ready in the room. The supervisor(s) need(s) to complete the three-part form during/after the presentation and calculate the grade; one of the supervisors needs to sign the form: white copy for BOZ, pink form for the student, yellow for the supervisor’s own records.
5 Finalizing your bachelor’s thesis

5.1 Green light
Before completing your bachelor’s thesis, you need to have received the green light by both your supervisors. You will submit the entire thesis to the supervisory committee twice. You will receive feedback on the first complete version, which you can use to alter your thesis. The second final version is called your green light version, which is being officially evaluated by your supervisors, with respect to (at least) sufficient or insufficient for presentation. The daily supervisor can give some final feedback on your green light version but the amount of feedback and advice must be reasonable in order to receive a green light. The green light version that you submit to your supervisor, must also be uploaded to the bachelor’s thesis Canvas page for a plagiarism check. One approved copy of the thesis is archived along with the assessment form by the programme.

5.2 Presentation bachelor’s thesis
Once your thesis report is finalized and approved, the final step in completing the bachelor’s thesis is to present your assignment to your supervisors. Your second supervisor can be present as well; however, the second supervisor does not assess your presentation. The presentation of your bachelor’s thesis is part of your final assessment. Your presentation needs to last around 15 minutes, after your presentation, your supervisors and/or other visitors have the opportunity to ask questions (5 minutes). Other interested parties of your programme can also attend the presentation, for example a teacher, but also for example, first year students who want to get an impression of the different research topics in the bachelor’s thesis. To prepare yourself in the best way possible you can visit a presentation from your fellow students as well. Furthermore, you are allowed to invite family and friends, with a maximum of 10 persons. Do know that the presentation of your bachelor’s thesis is not an official ceremonial moment and thus afterwards will not receive your diploma.

5.3 Tips for your presentation

5.3.1 Preparation presentation
- Visit a few presentations of other students. These are open to the public, so you are free to visit them;
- Consider the audience that will attend your presentation, and make sure not to overcomplicate matters. Not everyone attending is a specialist and people might not know anything about your topic, so for example do not use too much jargon;
- You might want to discuss the general course of the presentation with your supervisors;
- Give a practice presentation to friends or fellow students. This is extremely important. For while you might believe you have the presentation down pat, you will only know this when actually giving it. You will also feel more confident when having done it once before;
- Have a look at the room in advance and check the equipment you plan to use. This can best be done during a break. Consult with the building manager or reception staff.
5.3.2 Presentation sheets

- Start your presentation with an overview of what you will be talking about (content or structure), so your audience will know what to expect;
- Slides and sheets are presentation aids and should only be used to support what you are saying. So don't fill a sheet with text;
- Slides and sheets should be clear and easy to read, also for people in the back of the room, so keep this in mind when selecting font and font size;
- Go easy on the amount of text - your audience is listening to you and doesn't have the time to read entire paragraphs - and the special effects, as these are only distracting;
- Do not use too many slides.

5.3.3 Presentation itself

- Be well in time;
- Make sure that all equipment you are going to use is in proper working order;
- Avoid just reading out a piece of text, but explain what you are showing;
- Look at the audience, do not tilt your face towards the screen, as nobody can understand you when you do this;
- Do not talk too quickly, it is fine to have a few short silences;
- Do not be afraid of being or looking nervous: the audience usually does not notice it at all;
- Keep an eye on the clock;
- Try to avoid verbosity, keep things simple;
- Make sure to reserve plenty of time for questions by your supervisor and the attendants (consult on this with your supervisor beforehand).

5.4 Submitting the thesis report and evaluation survey

To complete the thesis, please take into account the following:

- A few weeks prior to your presentation, you will receive a link from Evasys to the bachelor's exit evaluation ‘Final Programme Satisfaction Survey BACHELORS’ by email. Fill in the survey; afterwards you will receive a confirmation email. Please send this confirmation email to BOZ (boz-psy-ces@utwente.nl)

- No later than the day of your presentation, submit the following:
  a) A digital version of your report (in .docx and .pdf format) by e-mail: boz-psy-ces@utwente.nl
  b) Upload your thesis to (http://essay.utwente.nl). More information about uploading your thesis can be found at: http://essay.utwente.nl/upload.html. After the thesis has been uploaded, the student, the supervisors and BOZ will receive an automatically generated e-mail. The thesis will be available in UT Student Theses within three working
days, and will be linked to your file in the university archive.

Please note: your grade will only be registered once you have submitted the thesis, and uploaded, and forwarded the confirmation email of the evaluation survey to BOZ.

5.5 Registration graduation ceremony
When you have completed your complete Bachelor’s programme, including your subject hours, you can register for the graduation ceremony. At least six weeks before the graduation ceremony, you need to submit the application form for the Bachelor’s degree certificate to BOZ. (https://www.utwente.nl/en/psy/graduationweb/bachelor/thesis-febr-2019/finalizing-thesis/#55-registration-graduation-ceremony).
Appendix A

Mobility Online

University Twente uses the Mobility Online system for registration of the thesis. Please note that the registration process consists of several steps, which you all have to complete.

**Graduation – standard pipeline**

N.B. This procedure starts as soon as your first supervisor (called ‘committee chair’ in Mobility Online) has approved your research proposal (within six weeks after you start your bachelor’s thesis).

### Step 1: Please register in the Graduation-standard pipeline within six weeks after the start of your thesis via this web link:

https://www.service4mobility.com/europe/BewerbungServlet?identifier=ENSCHED01&kz_bew_pers=S&kz_bew_art=OUT&aust_prog=INT_GRAD&sprache=en

Please pay special attention to the following required information:

- Fill in both supervisors:
  - 1st supervisor: Committee Chair
  - 2nd supervisor: Committee member UT

- You need to fill in the course code. Please choose the correct course code from the table:

<table>
<thead>
<tr>
<th>Name</th>
<th>Course code</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bachelor’s thesis CRS</td>
<td>201000150</td>
</tr>
<tr>
<td>Bachelor’s thesis HPT</td>
<td>201800485</td>
</tr>
<tr>
<td>Bachelor’s thesis HFE</td>
<td>201300126</td>
</tr>
<tr>
<td>Bachelor’s thesis LS</td>
<td>192913979</td>
</tr>
<tr>
<td>Bachelor’s thesis OMD</td>
<td>201200242</td>
</tr>
<tr>
<td>Bachelor’s thesis PPT</td>
<td>201300125</td>
</tr>
</tbody>
</table>

- You don’t have to fill in ‘Courses yet to be completed’

- Please also fill in under the heading ‘Additional remarks’, the specialization of your thesis: CRS / HFE / PPT / HPT / LS / OMD

After you have registered correctly, you will receive an e-mail with a web link that you need for future access to your account with Mobility Online.

### Step 2: Log in and download the application form, print it, have it signed by your first supervisor and submit it to the BOZ (Citadel H436).

If all is well, BOZ will approve your application and you will receive a confirmation email from Mobility Online.

At the stage of completing your bachelor’s thesis project

BOZ will register your grade for the bachelor’s thesis in Osiris and mark your project as ‘approved’ and your application as ‘finished’ after you forwarded the evaluation-conformation to BOZ, uploaded and emailed (in .docx and .pdf) your thesis.