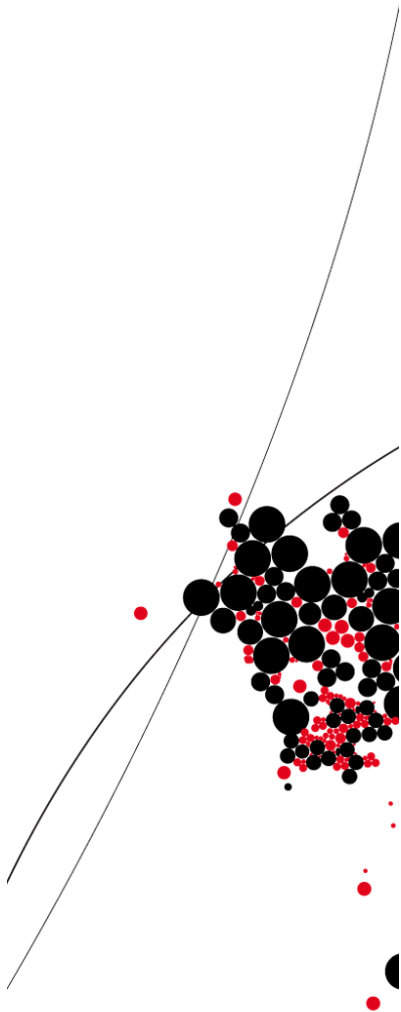




UNIVERSITY OF TWENTE.

**Graduation guide
MSc Psychology (MPS)**

Academic year 2017-2018



Preface

Dear Psychology master's student,

This master's graduation guide provides you with all information on procedures and guidelines with regard to the graduation phase of your Psychology master's (MPS) degree programme, e.g. the preparatory phase of the thesis, starting and writing your thesis, the assessment and the colloquium.

We wish you success while completing your master's degree programme.

In case there are questions left, please do not hesitate to contact Anneke Laarhuis of the Educational Affairs Office in Ravelijn (BOZ-PSY-CES@utwente.nl) or your study adviser Joleen de Jong (studieadviseur-mps@utwente.nl)

On behalf of the Psychology-staff,

Laura Holsbeeke (programme coordinator) and Joleen de Jong (study adviser)

Table of contents

1	Preparing your master thesis project	4
1.1	Requirements	4
1.2	Finding a master thesis project	5
2	Starting your thesis	7
2.1	Arrangements with the supervisor	7
2.2	Planning and process	7
2.3	Formal arrangements	
3	Working on your thesis	8
3.1	Data collection and research results	8
3.2	Monitoring product, process and communication & additional support	8
3.3	Tips for writing the thesis	11
4	Assessment	13
5	Finalizing the master's examination	14
5.1	Green light and registering for the master's examination	14
5.2	Preparing your colloquium	14
5.3	Submitting the thesis report and finalizing in Mobility Online	15
Appendix A	Final attainment targets MSc Psychology UT	17
Appendix B	Guideline planning master thesis project	19
	B.1 Guideline planning master thesis project 10 EC	19
	B.2 Guideline planning master thesis project 25-35 EC	21
Appendix C	Appendix to the master thesis proposal form	23
Appendix D	Master's Examination Registration Form	24

1 Preparing your master thesis project

The Master's Programme in Psychology is concluded by writing an individual master thesis within the chosen specialization: Conflict, Risk & Safety (CRS); Health Psychology & Technology (HPT); Human Factors & Engineering Psychology (HFE); Learning Sciences (LS) or Positieve Psychologie & Technologie (PPT).

You will perform an in-depth study of a psychological (research) question and write an individual report on the subject (complying with the APA standards; in English (for PPT possible in Dutch).

1.1 Requirements

There are several requirements to think about before starting to find a project. These are explained in this paragraph.

Learning goals and conditions

The master thesis is actually the final exam of your Psychology study, which means that you can show what you have learned over the years. The final attainment targets (e.g. learning goals) of the master's programme/thesis in Psychology can be found at www.utwente.nl/en/psy/graduationweb/master/learning-goals-master-psy.pdf or in appendix A of the current document.

The master thesis contrasts to the bachelor's thesis in its greater depth, size, level of analysis and student independence. The competences acquired in the field of research and design will be developed to a more advanced level. This means that you are required to work on a relatively complex design or research assignment with a high level of independence and to demonstrate the ability to contribute to the development of a scientific theory, model or tool.

The master thesis (and if selected the internship) also ensures that you gain insight into the future professional field and develop an idea of personal career desires and prospects. Furthermore, you will encounter general, academic and professional skills that you can employ for the benefit of future careers. During the master thesis you will put the skills in professional behavior into practice in contact with the (internal and if applicable external) supervisors.

Size and possibility to combine the thesis with an internship

CRS, HPT, HFE and LS

A master thesis of either 25 EC or 35 EC is conducted. If you include an internship in your programme, you will conduct a master thesis of 25EC. In most cases it is advisable to combine the internship and the master thesis. This means that you do an internship with the (external) organization where you also carry out your master thesis. In that case the internship usually takes place prior to the master thesis. Doing the internship first allows you to become acquainted with the organization and the tasks, and it offers an opportunity, prior to the master thesis, to carry out a more practically relevant internship project that specifically benefits the organization concerned. More information about the internship can be found at www.utwente.nl/psy/master/internship

When you do not go on an internship a masterthesis of 35EC is conducted. In that case you already start the thesis in the second block of your master's programme and spend approximately four days a week on your master thesis project during three blocks. The exact time spent may differ per block, also taking into account the courses scheduled.

PPT

A master thesis of either 10 or 30 EC is conducted. If you go on an internship (clinical or research-practice) a master thesis of 10 EC is conducted. If you do not go on an internship the master's programme can be completed by doing a 30 EC master thesis. Within this master's specialization the possibilities to combine the master thesis and the internship are very limited. This is in general only possible when there is already an agreement with the internship organization to perform research together.

Supervision requirements

Master thesis committees will consist of at least two examiners, both employees of the UT, at least one of whom holds a PhD. The first examiner, who supervises the student and is directly involved in the thesis research topic, is to be affiliated with the Psychology programme at the UT as a teacher and/or researcher. A further requirement is that the first examiner/supervisor is to be affiliated with the (department of the) master's specialization you selected. This may only be derogated from following approval by the track (specialization) coordinator of the master's specialization concerned. When the first examiner/supervisor holds a PhD, the second examiner is at least a lecturer (MSc/drs). When the first examiner does not hold a PhD, he or she is at least a PhD candidate. An external, third supervisor can be engaged as an advisor to the master thesis committee. If a student (and/or supervisor) in an exceptional case wishes to derogate from the above requirements on the master thesis committee, the student has to submit an application thereto with the Psychology examination board.

1.2 Finding a master thesis project

Finding a suitable project is time-consuming. The student needs to be aware of this to start off well. The ways to find a project are presented here, but will also be explained in more detail and specified for the master's specialization you chose at the introductory lecture during the first week of your master's programme (September or February). For every specialization there is a coordinator, called track coordinator. These are:

HFE	L. David, MSc.	l.david@utwente.nl
CRS	dr. S. Zebel	s.zebel@utwente.nl
PPT	dr. A.M. Sools	a.m.sools@utwente.nl
HPT	dr. C.H.C. Drossaert	c.h.c.drossaert@utwente.nl
LS	dr. H. van der Meij	h.vandermeij@utwente.nl

1. The first option is choosing from available projects.

A list of subjects can be found at

www.utwente.nl/en/psy/graduationweb/master/assignments-master-thesis

The exact procedure differs per specialization and is described on this page. In some cases you need to contact the supervisor of a specific thesis subject yourself and in other cases you need to contact the track coordinator first.

2. The second option is that you search yourself for available projects offered by companies or institutes.

In order to be able to determine the suitability of a master thesis project you have to keep in mind that the core of a master thesis project implies a design or a research component (including empirical, evaluative and reflective aspects, grounded in a theoretical and scientific framework). If you would like to search yourself for available projects offered by companies or institutes please address the following questions:

- What is the relevance of the project for the target organization and/or for the academic discipline Psychology, especially the specific master's specialization?
- If applicable, will there be sufficient and qualitatively adequate guidance from the company/organization?
- Is the problem indicated a real problem? Are the formulated research questions embedded in relevant literature?
- Will there be sufficient opportunities to find out what causes the problem, or to collect the needed information?
- Is it possible to complete the project in the time given?
- Does the project generate student's enthusiasm and commitment?

Before you approach an organization about a position/project they offer, contact the track coordinator first. The university has long-existing contacts with many organizations. Even if there is not an assignment available via the aforementioned websites, the university might already be in contact with an organization for a project or has contacts available to approach. Therefore, it is important that you first check with the track coordinator whether there are existing contacts before you approach an organization. The track coordinator can also assess the suitability of the project for your master thesis.

Note: International students may need a work permit to execute a master thesis project in a company or institute. In this regard, students should contact the Faculty's Office for International Affairs, Ravelijn 3270: internationalstudentsupport-bms@utwente.nl

3. The third option is that you come up with your own (internal) project.

In this case, the student has to send a brief research proposal (one A-4 page) to the track coordinator. This should include a clear problem definition, adjacent research questions, scientific relevance and feasibility, and the expected outcomes of the project. If the project seems feasible (e.g. sufficiently concurring with the faculty's expertise, possibility to embody scientific research questions, doable in the given period), the coordinator will try to find a supervisor who is willing and able to supervise the project.

2 Starting your thesis

2.1 Arrangements with the supervisor

Once being allocated to a supervisor you need to make clear arrangements with him/her about what you may expect from each other, and which tasks and responsibilities both you and your supervisor have. The following (partly already set) arrangements should at least be discussed:

- The supervisor explains the learning goals and assessment to the student.
- Expectations (of both student and supervisor) are being discussed regarding:
 - Product: intermediate documents and final thesis. The documents to be discussed are to have been submitted no later than three working days prior to the meeting (unless otherwise agreed upon with the supervisor(s)). The documents to be discussed are to be paginated and include the name, date and list of literature (if applicable).
 - Process: the student and his/her supervisor should be specific about how and when both parties will keep in touch. The student holds first responsibility of staying in contact with the supervisor.
 - Communication: the student is advised to note down decisions and actions to be taken (no more than 1 A4 page), and to submit them to the 1st supervisor within one week.
- The student informs the external coach/supervisor (if applicable) precisely and timely on their role (advisor) in their graduation project and sends him/her a copy of this graduation guide.
- The UT supervisor holds responsibility of the assessment and grading.
- In case the University of Twente supervisor and the external supervisor do not know each other the student is advised to check with his/her supervisors whether it is desired that they meet at the beginning of the project. This will allow them (next to become acquainted) to discuss roles and responsibilities.
- Other specific circumstances that student or supervisor think are relevant for the professional relationship.

Besides this it is our experience that it is really important and helpful to discuss your research question thoroughly in the first few meetings and to agree on and write it down carefully as soon as possible.

2.2 Planning and process

The following points of interest are relevant for the thesis planning and thesis process:

- A guideline has been developed for the number of meetings, the contents of those meetings, the times the second supervisor is to be present and the overall schedule. This guideline is available via www.utwente.nl/en/psy/graduationweb/master/starting-thesis and in appendix B of this document. Depending on the type of project and the process, this guideline may be (somewhat) derogated from in mutual consultation.
- Start the thesis-writing-process as soon as possible after commencing the project.
- While planning the master thesis process, ask your supervisor when he/she will be absent (e.g. conference, vacation), and make sure to consider this in your time-line.
- Make sure that you have plenty of time available to work on their master's thesis. For a master's thesis of 30 EC, the graduation process takes on average 840

hours. Spread equally over 3 periods, this averages to 28 hours per week! The time required to complete the master's thesis varies, and depends on the difficulty level of the project, the set-up of the research, the engagement of any external parties, and the skills, capabilities and diligence of the student.

- Your conduct and actions and the course of the process (incl. completion within the scheduled time) are all taken into account in the assessment of the master's thesis.
- Should progress not accord to plan, it is imperative that you and/or your supervisor contact the study adviser (for additional support, adjustment of the planning, etc.).

2.3 Formal arrangements

Once you have started your thesis there are several relevant formal arrangements to take care of as described below.

Register your thesis in Mobility Online

Mobility online is the UT system that is used to register thesis projects. As soon as you know what Master thesis project you are about to start, you are required to register your thesis project in *Mobility Online*. The registration process in Mobility Online consists of several steps which you all have to complete before you can actually graduate. In the Mobility Online system there are different 'pipelines' for internal and external thesis projects. Therefore, you first have to choose between option A or B as described below. When you're not sure which option you should choose please contact the Educational Affairs Office.

Option A: When you do your Master thesis project in a **UT (internal) topic** you need to register in the so-called "Graduation – standard pipeline"

Option B: When you do your Master thesis project **externally in an organisation/company** (with a third supervisor from this organization/company) or when you do your Master thesis project **abroad** (outside the Netherlands) you need to register in the extended so-called "Graduation pipeline"

After you've chosen option A or B please register your thesis in Mobility Online by following the corresponding procedure described **in the schedule on the next page**.

Submit the thesis proposal form

One of the first steps in Mobility Online is to fill out the thesis proposal form (in other words graduation contract). You need to discuss the proposal form and the corresponding appendix with your supervisor(s). Once you have completed the proposal form and the appendix, **submit the signed proposal form together with the (signed) appendix to the Educational Affairs Office (Citadel Building room H436: printed and signed)**.

Approval of the ethics committee

When your project and supervisor have been determined and you do research with human subjects, you need to submit your research project for ethical review to the [Ethics Committee](#). This is in principle for all intended research within the faculty of Behavioral Science involving humans in an indirect (i.e. file or social media research) or direct manner (i.e. experiments, surveys, interviews). Submit the ethical approval form always in accordance with your supervisor. You can only start the research data collection after you gained ethical approval.

Procedure for registering thesis in Mobility Online

<p>Procedure A: Graduation – standard pipeline <u>Internal thesis</u></p> <p>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 Master thesis).</p>	<p>Procedure B: Graduation pipeline (extended) <u>Thesis in an organization (externally)</u></p> <p>N.B. This procedure starts already before the start of your Master thesis project. If you want to apply for a scholarship please timely check your eligibility for a scholarship at https://www.utwente.nl/en/study-abroad/mobility-online/</p>
<p>Step 1: Please register in the so-called Graduation-basic pipeline within six weeks after the start of you thesis via this web link: https://www.service4mobility.com/europe/BewerbungServlet?identificator=ENSCHED01&kz_bew_pers=S&kz_bew_art=OUT&aust_prog=INT_GRAD&sprache=en</p> <p>Please pay special attention to the following required information:</p> <ul style="list-style-type: none"> You need to fill out the course code. Please choose the correct course code from the table at the end of this chapter/schedule*. Please also fill out under the heading ‘Additional remarks’: <ol style="list-style-type: none"> Your specialization (CRS/HFE/PPT/HPT/LS) and The amount of EC’s the project is worth (so for PPT 10 or 30 and for the other specializations 25 or 35) <p>After you’ve registered correctly you will receive an e-mail with a web link that you need for future access to your account with Mobility Online.</p> <p>Step 2: Log in and download the application form and also fill out the Appendix to this application form, print both, have them signed and submit to the EAO.</p> <ul style="list-style-type: none"> The Appendix can be downloaded here and is also available in appendix C of this document. Please submit the application form (signed by your 1st supervisor) <u>simultaneously</u> with the Appendix in printed form (signed by both your 1st and 2nd supervisor) at the Educational Affairs Office (EAO/BOZ) (Citadel H436). <p>If all is well, EAO/BOZ will approve your application and you will receive a confirmation email from Mobility Online.</p>	<p>Step 1: At the start of your thesis, please register in the (extended) so-called Graduation pipeline via this web link: https://www.service4mobility.com/europe/LoginServlet?identificator=ENSCHED01&sprache=en&kz_bew_art=OUT&kz_bew_pers=S&aust_prog=grad&trans_roll_id=8&fromApplication=1</p> <p>After you’ve registered correctly you will receive an e-mail with a web link that you need for future access to your account with Mobility online. EAO/BOZ will check your application within a week and if all is well you will receive a confirmation email from Mobility Online.</p> <p>Step 2: Answer question regarding type of thesis</p> <ul style="list-style-type: none"> Fill out that you are doing an external Master thesis Project (with a third supervisor from a company or organization and/or abroad) Please note that if you want to choose the internal project here you’re in the wrong ‘pipeline’ (see option A & B mentioned above). <p>Step 3: Fill out the proposal form and also fill out the Appendix to this application form, print both, have them signed and submit to the EAO.</p> <ul style="list-style-type: none"> The Proposal form needs to be completed as soon as your research proposal has been approved by your first supervisor (N.B. called Committee Chair in Mobility Online). You need to fill out the course code. Please choose the correct course code from the table at the end of this chapter/schedule*. Please also fill out under the heading ‘Additional remarks’: <ol style="list-style-type: none"> Your specialization (CRS/HFE/PPT/HPT/LS) and The amount of EC’s the project is worth (so for PPT 10 or 30 and for the other specializations 25 or 35) The Appendix can be downloaded here and is also available in appendix C of this document. Please submit the application form (signed by your 1st supervisor) <u>simultaneously</u> with the Appendix in printed form (signed by both your 1st and 2nd supervisor) at the Educational Affairs Office (EAO/BOZ) (Citadel H436).

	<p>If all is well, EAO/BOZ will approve your application and you will receive a confirmation email from mobility online.</p> <p>Step 4: Answer the scholarship question</p> <ul style="list-style-type: none"> • If you are working on your Master thesis project at the UT, or in a company/an organisation <u>within</u> the Netherlands, or in a company/an organisation <u>in your home country</u>, indicate 'No'. • If you are working on your Master thesis project in a company/an organisation outside of the Netherlands or your home country, indicate 'Yes'. • For more information: https://www.utwente.nl/en/study-abroad/mobility-online/ <p>Step 5: Fill out the residential address where you will stay during your Master thesis project.</p> <p>Step 6: Fill out expected return date</p>
--	--

Table Course codes (for Step 1 in Procedure A and Step 3 in Procedure B)

Course code	EC's	Specialization
201300102	10	Master thesis Positive Psychology and Technology
201300112	30	Master thesis Positive Psychology and Technology
201400214	25	Master thesis Conflict, Risk and Safety
201500172	35	Master thesis Conflict, Risk and Safety
201400213	25	Master thesis Human Factors & Engineering Psychology
201500175	35	Master thesis Human Factors & Engineering Psychology
201600170	35	Master thesis Health Psychology & Technology
201600169	25	Master thesis Health Psychology & Technology
201400212	25	Master thesis Learning Sciences
201500173	35	Master thesis Learning Sciences

3 Working on your thesis

3.1 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 please check:

www.utwente.nl/en/com/qualtrics

Students working on their thesis project can also make use of departmental software to collect and/or analyse data. As the master'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.

Wherever possible, the research results will be incorporated in an article submitted to an academic journal. 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. Your 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.

3.2 Monitoring product, process and communication & additional support

It is recommended that you and your supervisor together reflect on the product, process and communication at least a few months after you've started your master 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.

To support you in (the reflection on) your master thesis process also a meeting is scheduled on this. In this meeting, organized by the study adviser, at least the following topics are being discussed:

- Master thesis schedule
- Study and research skills
- Future (after finishing your master(thesis))

Besides this you can always make an individual appointment with the study adviser. You may consult her for all kinds of study related questions, such as the topics mentioned above but also in case of personal issues that affect your study progress.

For advice on your data analysis you can consult the people of the Methodology shop.

For more information: <https://www.utwente.nl/en/bms/m-store/>

For the development of skills regarding language/writing/communication there is the Language Centre (TCP). For more information: <https://www.utwente.nl/ces/tcp>

Also at the UT there is the Student Affairs, Coaching & Counselling Desk. It provides services as a student counselor, career counselor, student psychologist, and also various

training courses (like: 'self-management', graduating, job interviews). For further information, go to: <https://www.utwente.nl/en/ces/sacc/>

3.3 Tips for writing your thesis

The final thesis (bachelor and master) layout and content guidelines are in line with the APA (American Psychological Association) guidelines (Publication Manual of the APA, most recent version). Succinctly put, these guidelines are the following. As concerns its layout and contents, the final 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, submitted both in English and in Dutch. 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 within your field, i.e., 10 to 25 pages excluding appendices. This applies to both the bachelor's and the master's thesis.

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.
- justify text (right margin is aligned).
- always consult the APA manual

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.

The following English-language thesis writing guide (on a website) is helpful should you be looking for more information and tips on how to write your thesis:

[Writing Guide](#)

4 Assessment

Students obtaining their master's degree are assessed on 6 components, listed on two forms, which you can find below. Please make sure that you are familiar with the assessment components before you finish your thesis.

The graduation examiners will score each component (max. score of 100). Note: each component is to be graded with at least a satisfactory score (min. score of 55).

The assessment forms can be found at the Master's Graduation web:

www.utwente.nl/en/psy/graduationweb/master/assessment

Assessment form 1 master's thesis components 1-5 - the graduation supervisors fill in the (digital) form prior to the colloquium. They print and (both!) sign the completed form in 3-fold (for BOZ, for the student and for the first supervisor).

Assessment form 2 master's thesis component 6 (presentation) - to be completed and signed by the graduation supervisors at the time of the colloquium on an NCR form (white form for BOZ, pink form for the student, yellow form for the supervisor(s). BOZ delivers the NCR form to the supervisor prior to the colloquium (together with the diploma).

5 Finalising the master's examination

5.1 Green light and registering for the master's examination

This is the point where your master's thesis is approved. You can now start arranging your colloquium.

No later than 15 working days prior to the colloquium, you are to submit the completed Psychology Master's Examination Registration form to the Educational Affairs Office (BOZ, Citadel H436), the form can be found via www.utwente.nl/en/psy/graduationweb/master/finalising-master or in appendix E of this document.

A few days after you've submitted the Examination Registration form to BOZ you will receive a link to the master's exit evaluation '**Final Programme Satisfaction Survey MSc-PSY**' by email. The programme director requests that you fill in this form conscientiously. It is very important that the master programme is properly evaluated. You need to have completed it (and have received a confirmation e-mail) on the day of your colloquium at the latest.

5.2 Preparing your colloquium

It may sound clichéd, but your presentation will be most successful when you properly prepare. Below you can find some important information and tips for your colloquium:

- Visit a few colloquia of other students. Colloquia are open to the public, so you are free to visit them.
- Consider the audience that will attend your colloquium, and make sure not to overcomplicate matters. Not everyone attending is a specialist and people might not know anything about your topic, so go easy on the jargon, etc.
- 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've got the presentation down pat, you will only know this for certain when actually giving it. You will also feel more confident when having given it once before.
- Have a look at the room in advance and also check the equipment you plan to use. This can best be done during a break. Consult with the building manager or reception staff.

Powerpoint 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're 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.
- Don't use too many slides.

The colloquium 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 the committee and the attendants (consult on this with your supervisors beforehand).

5.3 Submitting the thesis report and finalizing in Mobility Online

Submit the following, at the latest on the day of your colloquium:

1. Thesis (digitally, via email) to BOZ-PSY-CES@utwente.nl (in *.doc and *.pdf)
2. Confirmation email exit evaluation (as mentioned above at 5.1). Send the confirmation email you receive after finishing the survey to boz-psy-ces@utwente.nl
3. Upload your thesis to UT Student Theses (<http://essay.utwente.nl>). More instructions about how to upload your thesis you can find at: <http://essay.utwente.nl/upload.html>
After uploading the thesis the student, the supervisors and the administration office of your faculty will be notified by means of an automatically generated e-mail. The thesis will be available in UT Student Theses within 3 working days and will be attached to your student file in the UT archive.
Note: your grade will only be registered after you have submitted the thesis to BOZ and the library, have returned the evaluation form and finished your thesis in Mobility Online (see below).
4. (In consultation with your supervisor) submit a CD or memory stick to your supervisors containing your contact details and relevant information and data regarding your thesis/research, such as SPSS syntax/data file, research materials, articles.

Finalize your thesis in Mobility Online

The registration process in Mobility Online consists of several steps which you all have to complete before you can actually graduate. At the stage of completing your Master thesis project you have to take several steps in the system to finalize your thesis. The procedure in Mobility Online is described **in the schedule on the next page**.

Note: you have registered your thesis in Mobility Online at the start of your thesis and at that time you received an e-mail with a web link that you need for access to your account with Mobility online.

Procedure for finalizing thesis in Mobility Online

Procedure A: Graduation – standard pipeline <u>Internal thesis</u>	Procedure B: Graduation pipeline (extended) <u>Thesis in an organization (externally)</u>
<p>You already finished step 1-2 at the start of your thesis.</p>	<p>You already finished step 1-6 at the start of your thesis.</p>
<p>Step 3: Mark your project as finished</p> <ul style="list-style-type: none"> • You can mark your project as finished as soon as you have received the Green light for your colloquium and you have submitted the completed Psychology Master's Examination Registration form to the Educational Affairs Office. 	<p>Step 7: Login to Mobility Online again and mark changes to be made</p> <ul style="list-style-type: none"> • In case the content of your Master thesis project (title or thesis description) and/or the duration of your Master thesis project have changed please alter the information during this step. <p>Step 8: Mark the Required Deliverables as sent</p> <ul style="list-style-type: none"> • You can mark the deliverables as sent after your colloquium has been scheduled, you have handed in the Evaluation Form at the EAO and you have uploaded your thesis in the UT repository and have sent it to the EAO. <p>The EAO will check the deliverables and will register your grade for the Master thesis project in Osiris. Afterwards the Mobility Online registration will be marked as 'finished'. This is the end of the registration.</p>

Appendix A

Goals/objectives and final attainment targets of the master's programme in Psychology at the University of Twente

Programme objectives

The learning objectives and attainment targets of the Psychology programme, both bachelor and master, are established on the basis of the domain-specific framework, the requirements set by a postgraduate programme, the professional field and the context of "Psychology at a technological university".

The Psychology master's programme consists of five specialisation tracks, of which students select (at least) one. Technology as a means, and the relationship between technology and mankind (High Tech, Human Touch) are key areas in each specialisation track. The five specialisation tracks are:

- Conflict, Risk & Safety (CRS) (in English)
- Health Psychology & Technology (HPT) (in English)
- Human Factors & Engineering Psychology (HFE) (in English)
- Learning Sciences (LS) (in English)
- Positive Psychology & Technology (PPT) (in Dutch)

The master's programme continues to build on the attainment targets of the Psychology bachelor's programme. During the master's, each track constitutes a deepening of the knowledge obtained during the bachelor's degree, and competences acquired in the field of research and design will be developed to a more advanced level. This means that the student is required to work more independently on a more complex design or research assignment and to demonstrate the ability to contribute to the development of a scientific theory, model or tool.

The programme prepares students for the independent practice as a psychological professional, such as an adviser, coach/trainer or policy officer. For example, alumni of various specialisations are working as behavioural scientists at the police or defence, as coach/trainer at an education centre, as human factors expert or consultant, or as policy officer or coordinator of health psychology interventions. After completing the master's programme, graduates can also choose a scientific career (PhD). The master's thesis and, if selected, the internship, ensure that the student gained insight into the future professional field and developed an idea of personal career desires and prospects.

Students who completed the master's specialisation Positive Psychology & Technology have mastered basic professional skills in the field of diagnostics and treatment of psychological disorders, and are capable of applying these skills in practical situations, in order to be able to work as a basic psychologist in individual counselling after graduation. If possible, they can obtain a basic registration in Psychodiagnostics and meet the prerequisites for the post-academic programme to become a licensed health care psychologist.

Final attainment targets of the programme

1. The graduate has mastered disciplinary and specialist knowledge and skills at an advanced level The graduates of the Psychology master's programme at the University of Twente have:

- 1.1 specialist and in-depth knowledge of and insight in contemporary theories, technologies and methods/instruments in the field of their chosen specialisation;
- 1.2 the skills to critically analyse and assess disciplinary concepts, theories, models and procedures in a professional manner, as well as the skills to apply and integrate them to solve a complex issue in a new context in the field of their chosen specialisation;
- 1.3 knowledge of and insight in dilemmas, methods and processes of academic and applied psychological research and the ability to assess the quality of research;

2. The graduate has research/design competences at an advanced level The graduates of the Psychology master's programme at the University of Twente are individually and largely independently able to:

- 2.1 analyse complex psychological problems and relate them to a theoretical framework, in such a way that it results in a researchable question or a workable problem statement. In case of a design assignment, either internal or external, the student can adequately translate the needs, desires and requirements of the clients into a tangible problem statement;
- 2.2 make a reasoned selection of research methods and instruments that fit the problem statement and theoretical framework, and to collect, describe, process and analyse information in an adequate and transparent manner, resulting in valid and reliable research outcomes;
- 2.3 design an intervention or instrument for complex psychological problems using a systematic approach, taking into account the characteristics of the people involved during the design process as well as the ethical standards;
- 2.4 reach a clearly phrased conclusion and discussion on the basis of reflection and critical judgement for an individually executed research or design assignment, in which research results are critically assessed and interpreted in relation to the original problem statement and theoretical framework, recent research and, if applicable, social and ethical aspects;
- 2.5 in research/design assignments, provide theoretical and practical implications and convincing substantiated recommendations for further research and/or for the optimization and implementation of the developed interventions;
- 2.6 achieve the development of new, original, knowledge and ideas and to contribute to the development of theories, models and/or instruments;
- 2.7 provide a report on the executed research and design assignment in a clear and concise manner, containing a logical, insightful structure, correct language use, an academic style of writing and application of the common scientific standards and conventions;
- 2.8 hold a target audience-oriented, informative, convincing and appealing presentation with effective use of media, about an executed research and/or design assignment and discuss and defend research design, results and conclusions.

3. Academic and professional skills and attitude aspects

The graduates of the Psychology master's programme at the University of Twente (UT) have general, academic and professional skills at an advanced level that they can employ for the benefit of their future careers. The skills concerned are:

- 3.1 the attitude and skills to be able to critically reflect on and form an opinion on the meaning and value of scientific knowledge, as well as being able to reflect and pass judgement on their own work and professional actions;
- 3.2 the attitude and skills to be able to initiate their own learning and working process, shape and adjust it in a goal-oriented and methodical manner and bear a great extent of responsibility for their own learning and working process;
- 3.3 information skills: being able to localize relevant recent, specialist information sources and being able to critically assess their usefulness and reliability;
- 3.4 sufficient social and communication skills and strategic insight to be able to pleasantly work together with customers, supervisors, clients and peers;
- 3.5 general oral communication skills (skills of expression, reasoning, communicating in a professional context, being able to present yourself in a group and the professional field);
- 3.6 specifically applicable to the master's specialisation Positive Psychology & Technology: the graduate has mastered professional competences in the field of diagnostics, counselling, and treatment of psychological disorders and is, in case they completed a 'clinical' internship, demonstrably capable of applying these skills to practical situations.

Appendix B

B.1 Guideline planning masterthesis project 10EC (PPT – in Dutch)

Hieronder vind je de richtlijnen voor de planning en het aantal gesprekken.

Jouw eigen planning (een tweetal data voor het inleveren van bepaalde stukken, zie onderstaand overzicht) en afrondingsdatum leg je in overleg met je begeleider(s) vast in je masterthesecontract. In de eerste kolom vind je een indicatie van waar een activiteit ongeveer zou moeten staan in de tijd.

Let op: de gehele master dient binnen een studiejaar te zijn afgerond. De masterthese dient binnen 5-6 maanden te zijn afgerond.

% tijd	Datum / week	Activiteiten	Opmerking
		Gesprek 1 Eerste gesprek over inhoud van het onderzoek, literatuur, mogelijke methode en verwachtingen	
15 %		<i>Inleveren:</i> Opzet inleiding (inclusief voorlopige doel- en vraagstelling en literatuuronderzoek) (richtlijn omvang inleiding: max 5 pagina's)	
		Gesprek 2 Bespreken: opzet inleiding, doel- en vraagstelling, literatuuronderzoek, opzet methode en tijdsplanning	
30 %		<i>Inleveren:</i> Inleiding, concept methode en concept masterthesecontract	
		Gesprek 3: Bespreken: feedback inleiding (inclusief hypothesen), methode, data-analyse, weergave resultaten in verslag	2^e begeleider aanwezig
60 %		<i>Inleveren:</i> Conceptverslag resultaten, databestand en syntax (mits van toepassing).	Datum in mastercontract vermelden
		Gesprek 4: Bespreken: product, proces en communicatie Feedback op resultaten en analyse. Voorbereiden schrijven discussie.	
80 %		<i>Inleveren:</i> Conceptverslag, inclusief resultaten en discussie (richtlijn omvang discussie 3-5 pagina's)	
		Gesprek 5: Feedback op resultaten en discussie.	

90 %		<i>Inleveren:</i> Concept eindverslag.	Datum in mastercontract vermelden
		Gesprek 6: Groen licht gesprek en feedback op concept eindverslag. Groen licht indien verslag in huidige vorm met minimaal een 6 beoordeeld kan worden.	2^e begeleider aanwezig
95 %		<i>Inleveren (minimaal 3 werkdagen voor colloquium):</i> Definitieve masterthese en in Mobility online aangeven dat project is afgerond. Voorbereiden colloquium	
100 %		Colloquium	

B.2 Guideline planning masterthesis project 25-35 EC

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.

% time	Date / week	Activities	Note
		Meeting 1 Initial meeting on research and literature contents and expectations	
5%		<i>Submit:</i> 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%		<i>Submit:</i> 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%		<i>Submit:</i> 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%		<i>Submit:</i> Data collection materials	State date in master's thesis contract
		Meeting 5 Discuss: materials, green light for starting data collection	
		Start data collection	

50%		<i>Submit:</i> Data analysis proposal	
		Meeting 6 Discuss: product, process and communication. Progress of data collection, data analysis and presentation of results in report	
70%		<i>Submit:</i> 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%		<i>Submit:</i> Draft report, including results and discussion	
		Meeting 8: Feedback on results and discussion	
90%		<i>Submit:</i> 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%		<i>Submit (at least 3 working days prior to the colloquium):</i> Final master's thesis and mark your project as finished in Mobility online. Prepare colloquium	
100%		Colloquium	

Appendix C

Appendix to proposal form Masterthesis Psychology

(submit to PSY/MPS Educational Affairs Office Citadel Building room H436: printed and signed, together with the Proposal form from Mobility online)

Student

Name: _____ Student number: _____

Theme/Graduation specialization*:
(*CRS/LS/HFE/HPT/PPT)

Schedule (refer to [Master's thesis guidelines and rules](#) on Graduation web)

For 25-35 EC thesis

Activity	% time	Date
Submit introduction, draft method	20%	
Submit data collection materials	30%	
Submit draft results, data file and syntax	70%	
Submit draft final report (for 'green light' meeting)	90%	
Scheduled completion date / colloquium	100%	

For 10 EC thesis (PPT)

Activity	% time	Date (week number)
Submit introduction, draft method	30%	
Submit draft results, data file and syntax	60%	
Submit draft final report (for 'green light' meeting)	90%	
Scheduled completion date / colloquium	100%	

Public nature of the thesis

By signing this document the following condition is agreed on:

The thesis is a public document that will be published in the repository of the Library of the University. The Examination Board can allow in specific circumstances deviation from the public nature of the thesis. A request for changing the confidentiality of the thesis should be submitted as soon as possible after the start of the graduation project (but at least 15 days before the master's examination). The student can submit a written motivated request to the Examination Board per [web-application-form](#). The supervisor needs to support this request by mail to the Registry (<mailto:examencommissiebms@utwente.nl>).

Signatures

Agreed on 20

Signature 1st supervisor / examiner (committee chair):

Signature 2nd supervisor / examiner:

Signature external supervisor (advisor)

Signature student:

Appendix D

Psychology Master's Examination Registration Form

Educational Affairs Office – Citadel H436

Psychology master student registers, no less than 15 work days in advance, for the Psychology MASTER'S EXAMINATION dated..... (= colloquium date)

Personal information

Name:

First names (in full):

Date and place of birth:

Address:

Postcode and town:

Telephone (during office hours):

Email address (not a UT address, this for correspondence after graduation):

Student number:

Specialization:

Thesis title :

Master thesis report

You are requested to submit one copy of your master's thesis report (digitally, in Word and PDF formats), to the PSY/MPS Educational Affairs Office by way of the following address: boz-psy-ces@utwente.nl. You have to upload your thesis to the library's repository through the following link <http://essay.utwente.nl/upload.html>. The thesis is public.

The Examination Board can in specific circumstances allow deviation from the public nature of the thesis. See the Examination Board website for more information <https://www.utwente.nl/bms/examboard/for-students/changing-confidentiality-thesis/> and how to send a request for changing the confidentiality of your thesis.

If you want to publish your thesis after graduation > contact your supervisors to ask permission.

Change of address?

Change of address as of:

New address:

Postcode and town:

Telephone:

Colloquium

Date:

Time: (9:00, 11:00, 14:00 or 16:00)

Location: (determined by Educational Affairs Office, submit any preference to the Office)

Expected number of persons attending the colloquium:

The undersigned hereby declares that the student meets all requirements to be allowed to graduate:

Approval 1st thesis supervisor:

Name: (signature) date

Approval student: (signature) date

Courses yet to be completed/to be graded:

Warning: the date of the exam/assignment of the last course to be completed is the date from which you can start arranging the colloquium. Two days prior to your colloquium your grade has to be submitted in Osiris. If this is not the case, the colloquium will be canceled and you have to start this procedure again from the start.

Course code	Course name	examination / assignment hand in date