**10 EC master's thesis activities and schedule guideline**

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 (two 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.

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| --- | --- | --- | --- |
| ***% time*** | ***Date /***  ***week*** | ***Activities*** | ***Remarks*** |
|  |  | **Appointment 1:**  Discuss the content of the research, the literature, the target group and possible measurement instruments. |  |
| 15 % |  | *Submit:*  Draft introduction (including literature search and preliminary research question) |  |
|  |  | **Appointment 2:**  Discuss concept introduction and method, literature research and compose hypothesis or research question. |  |
| 30 % |  | *Submit:*  Revised Introduction, your study design and planning and include your hypothesis/research question  And: register thesis in Mobility Online and print your proposal form to have it signed at the 3rd appointment |  |
|  |  | **Appointment 3:**  Discuss the feedback on your introduction and study design, the feedback on your hypothesis/research question and discuss study design (questionnaires, target group, etc). - Including ethical assessment!  And get your proposal form signed | **2nd supervisor present** |
| 60 % |  | *Submit:*  Revised Methods section and proposal for the data analysis and/or outline of result section. | State date in thesis application/proposal form |
|  |  | **Appointment 4:**  Discuss the progress of the data analysis, the feedback on the results section and first ideas of the conclusion.  And evaluate process and communication. |  |
| 80 % |  | *Submit:*  Revised Results section. |  |
|  |  | **Appointment 5:**  Discuss: feedback on Results section and data analysis. Preparation writing the discussion. |  |
| 90 % |  | *Submit:*  Green light version of the MSc thesis (to 1st and 2nd supervisor!) | State date in thesis application/proposal form |
|  |  | **Appointment 6:**  Green light appointment with first and second supervisor: permission/no permission to plan the colloquium. Student delivers colloquium application form to BOZ (with signature of first supervisor). Please note that there have to be at least three weeks between green light and colloquium date. | **2nd supervisor present** |
| 95 % |  | *Submit (ultimately three working days before the colloquium):*  Final version of your master’s thesis with your two supervisors.  Send your master’s thesis (online in Word and PDF) to BOZ and upload your thesis to the library of the University. |  |
| 100 % |  | **Colloquium** |  |