# Wageningen University Master Thesis Learning Agreement

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| This Wageningen University (WU) master thesis learning agreement sets out the agreements between a master’s student and a Chair Group. The agreement registers the rights and duties of both parties and is a further supplement and elaboration of the Higher Education and Research Act (WHW), Education and Examining Regulations and the Student Charter.  The form has to be completed for each master’s thesis by the student and a representative of the Chair Group before starting work on the thesis.  The student, supervisor and examiner sign the form and the supervisor archives the learning agreement in OSIRIS.  If the agreement is modified, the amended form will be archived in OSIRIS.  For complaints regarding supervision or assessment, the student can appeal to:  - The study advisor for advice and support  - The Examining Board for advice on procedures or an official complaint  - The Examination Appeals Board  - A Dean or a Confidential student advisor  For additional information see the explanation on page 4. |

1. **Information on student and Chair Group**

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| --- | --- |
| Student: |  |
| Study programme: |  |
| Specialisation: |  |
| Registration number: |  |
| Study advisor: |  |
| Chair Group: |  |
| Course code: |  |
| Course size (EC): |  |

|  |  |
| --- | --- |
| * The student has been informed about the (written) guidelines and rules of the Chair Group for thesis students. | yes/no |
| In case the data collection takes place abroad: |  |
| * Risk assessment needed? | yes/no |
| * The student has been informed about the covid-19 measures applicable in the country in question and taken by the contact organisation. | yes/no |
| * The student and supervisor(s) came to an alternative how the data collection will be done if the student is unable to complete the work on location. | yes/no |

1. **Information on the local contact organisation in case** **the data collection takes place abroad:**

|  |  |
| --- | --- |
| Name organisation: |  |
| Name contact person: |  |
| Phone number |  |
| Email address: |  |

1. **Admission to the thesis**

The student declares that study progress, the topic and the selection of the Chair Group has been discussed with the study advisor before the start date of the thesis.

The student should pass the following prerequisite course(s) before the start of the thesis.

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| --- | --- | --- | --- | --- |
| Course code: |  |  | Passed: | yes/no |
| Course code: |  |  | Passed: | yes/no |

1. **Title and planning**

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| --- | --- |
| Title of the thesis project: |  |
| Start date: |  |
| Progress evaluation date: |  |
| Completion date: |  |
| Special planning arrangements: |  |

1. **Arrangements regarding supervision**

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| (Arrangements regarding the type and frequency of meetings between student and supervisor and on roles and responsibilities if multiple supervisors or multiple Chair Groups are involved): |
| Additional persons involved in the supervision: |

1. **Arrangements regarding facilities**

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| (Work place (office/lab), access to buildings and locations. Availability and use of equipment, materials and facilities): |

1. **Arrangements regarding report**

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| (Language and lay out, time and format of transfer of results and data (data management plan), agreements on secrecy of results, and publicity of the thesis report): |

1. **Arrangements for individual situations.**

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| (Special/unforeseen circumstances, disability, absence for special reasons) |

1. **Signature**

The student agrees to report any relevant changes in circumstances which may affect the results of the project to the supervisor.

The student declares that he/she is familiar with rules and regulations specific to the Chair Group and with rules and procedures related to assessment. The Chair Group declares that they have provided the student with all the relevant information (including rules, regulations, and information on safety issues).

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| --- | --- | --- | --- | --- | --- | --- |
| Wageningen, |  |  |  |  |  |  |
|  |  | Name |  | Date |  | Signature |
|  |  |  |  |  |  |  |
| Student: |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
| Supervisor: |  |  |  |  |  |  |
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**Explanation**

1. **Information for student and Chair Group**

The examiner will be the chair holder or another staff member appointed by the examining board. The supervisor is responsible for daily supervision. Supervisors from an external organisation cannot have a formal role and cannot be involved in the grading. If multiple supervisors and/or Chair Groups are involved, each role should be explained under item 5.

1. **Information on the local contact organisation in case the data collection takes place abroad**

In case of emergency the supervisor has to be able to reach the local contact organisation abroad.

1. **Admission to the thesis**

The student is required to discuss the possibility to start a thesis (in terms of study progress and selection of chair Group) with the study advisor in advance. Chairs may determine a maximum of two prerequisite courses (in total 12 credits) for starting a thesis. These prerequisites have to be published in the study handbook. The student has to pass the exam(s) before being granted access to the thesis.

1. **Description and planning**

In general, reference can be made to an existing Chair Group project proposal, including subject and type of activities. An important aspect is that the student has to write a detailed project description and is aware of all the consequences with respect to type of activities, intensity and planning of work. If the student intends to interrupt the project for exams or a period of leave/absence, this has to be agreed with the supervisor in advance.

It is required make agreement on dates for progress evaluation and completion of the project, with regard to regulations for delay.

1. **Arrangements regarding supervision**

Supervisors have their own guidelines for planning meetings with students and for involving co-workers. In cases where multiple supervisors and Chair Groups are involved, the student should not be confronted with conflicting rules and opinions: one supervisor should be the focal point for the student.

1. **Arrangements regarding facilities**

The Chair Group arranges the facilities required for the student. In general, it should be assumed that the student is unfamiliar with the policy concerning priorities for use of equipment and facilities, and is not aware who is in charge of them. The student needs to be informed that arrangements made are never a guarantee for availability, and that due to unpredictable circumstances, the thesis project may have to be adapted with respect to time planning and/or content. The Chair Group and the student then have to agree solutions together.

1. **Arrangements regarding report**

Specific rules on the lay-out of a report, the transfer of data sets and processed results have to be agreed.

The thesis project may be part of a larger project in which external partners are involved, or in which results may be generated that require confidentially. The university has guidelines regarding protection and embargo of scientific results. Thesis reports can be registered with a restriction on disclosure of contents. The examiners and supervisor(s), however, always need a full copy to be able to assess the student.

All master’s theses have to be uploaded to the Wageningen UR Digital Library through OSIRIS. It is up to the Chair Group and student to decide whether the thesis will be made public or not in the Digital Library.

1. **Arrangement for individual situations**

Students can ask for specific facilities for example in the case of disabilities. The student and Chair Group can ask the study advisor or Dean for students for advice. Additional arrangements for Double Degree students can be included here if needed.