

Before

Step 1: When a student starts a thesis: complete the contract, offered by study programme (you can find the documents on the CHL-website)

Step 2: BGM students visit study advisors first to ask to sign the thesis contract; BBC student cc study advisor in first mail to education coordinator or supervisor to ask for permission to start; BVG students have attended the kick-off meeting and do not need to revisit the study advisors

Step 2.1: cc **BBC** (only!) study advisors in first mail to student to ask for permission (only in case **BBC** student has not done so yet)

Permission to start thesis (no need to be checked by supervisor; for information only):

- BGM: 102 credits + all B1 courses
- BBC: 102 credits + all B1 courses + preparatory courses (CHL-20806) + passed Bachelor Assessment (1 credit) + chosen free choice courses
- BVG: 102 credits + all B1 courses

Step 3: Send the signed digital contract to the CHL secretariat office.chl@wur.nl **before** starting with your BSc thesis

Step 4: A folder on share is created for each student (BSc-initials study programme-lastname, firstname-initials of supervisors)

Step 5: The signed digital contract is stored in the folder

During

Step 6: Only BVG students prepare a proposal presentation (5 minutes + max. 5 slides) which is scheduled in week 2. The supervisor is not present

Step 7: Search for a second reader

Step 8: The student schedules together with the supervisor a thesis presentation during one of the thesis presentations meetings of CHL and sends student name, preferred date, final presentation, study programme and title to office.chl@wur.nl The supervisor can find the presentation schedule on w-drive ("Presentation schedule 2020")

Step 8.1: The secretariat invites all students of BGM, BBC, MCH, MME, MNH (not BVG) of the student programme year to the thesis presentations

After

Step 9: Send the signed digital evaluation form (complete!), when a thesis is completed, to office.chl@wur.nl; for BVG students *additionally (next to office.chl@wur.nl)* to bvg.mnh@wur.nl

Step 10: The student sends a digital pdf version of the thesis to the secretariat office.chl@wur.nl; BVG student uploads the thesis on the Brightspace site and sends it to bvg.mnh@wur.nl

Step 11: The secretariat will save a pdf of the signed digital evaluation form in the folder

Step 12: The secretariat will inform the student and supervisor of the registered mark by mail

Step 13: The secretariat will change the name of the folder to the addition of (BSc-initials study programme-lastname, firstname- **month year of completion** initials of supervisors)

Step 14: When the thesis is completed, the folder should contain: the contract, the evaluation form, a pdf of the report

*responsibility of supervisors

*responsibility of student

*responsibility of secretariat

BBC=Bachelor Consumer Studies; BGM=Bachelor Health and Society; BVG=Nutrition and Health

BSc programme	Code	Manual	Specific requirements	Procedure CHL	Assessing weights	Study advisor
BSc Thesis						
BBC Management and Consumer Studies ➔ Specialisation Consumer studies	YSS-82312 BSc Thesis Consumer Studies	BSc Thesis BBC Manual (<i>September 2018</i>)	<ul style="list-style-type: none"> • Fill in thesis contract: 12 ECTS • Literature study (practical part is possible to include) • Fill in evaluation document: CHL supervised for 11 ECTS (91.67%), as 1 credit is reserved for the Bachelor Assessment • Presentation of final results is compulsory 	<ul style="list-style-type: none"> • Presentation is 20 minutes in total (including discussion) 	<ul style="list-style-type: none"> • Research competencies: 30% • Report: 60% • Presentation: 5% • Oral defence: 5% 	Kim Dolman kim.dolman@wur.nl 0317-480424 Gineke Boven gineke.boven@wur.nl 0317-482673
BGM Health and Society	YSS-84312 BSc Thesis Health and Society	BSc Thesis BGM Manual (<i>January 2020</i>)	<ul style="list-style-type: none"> • Students participate in a thesis preparatory course (HSO-31306 Systematic Reviews in Health and Society) • Literature study (practical part is possible to include) • Supervisors will be assigned based on decision between Gerry van Nieuwenhoven and education coordinators in period 3 February • In case a student from BGM contacts a lecturer, first send back to study advisor or education coordinator CHL • Students are required to contact study advisor who signs the contract first • Presentation of final results is compulsory 	<ul style="list-style-type: none"> • Presentation is 20 minutes in total (including discussion) 	<ul style="list-style-type: none"> • Research competence: 30% • Report: 60% • Presentation: 5% • Oral defence: 5% 	Lonneke Debets lonneke.debets@wur.nl 0317-483932 Gerry van Nieuwenhoven gerry.vannieuwenhoven@wur.nl 0317-482500
BVG Nutrition and Health	YNH-80312 BSc Thesis Nutrition and Health	BSc Thesis BVG Manual (<i>March 2019</i>)	<ul style="list-style-type: none"> • Written in English • Students attend a mandatory kick-off meeting in P1,P2,P3,P5,P6 • Literature study (practical part is possible to include) • In week 2 the student is asked to do a proposal presentation (5 minutes + max. 5 slides), hosted by the study programme. The supervisor does not need to be present. • The student joins three workshops (information literacy, presentation skills, scientific writing) and an intermediate check-up, hosted by the study programme. • Presentation of final results is compulsory, <u>supervisor does not have to be present</u> during the BVG thesis student conference (5 times/year: 8 students of 10 minutes presentation + 5 minutes questions) and presentation examiner will send the mark to the supervisor 	<ul style="list-style-type: none"> • Presentation is 15 minutes in total (including discussion) and organized by study programme 	<ul style="list-style-type: none"> • Research competence: 30% • Report: 60% • Presentation: 5% • Oral defence: 5% 	Jill van der Mark-Idzinga Martine Nieboer Rosalie Dhonukshe-Rutten Amanda Jager bvg.mnh@wur.nl 0317-488410

MSc Thesis

Before

- **Step 1:** When a student starts a thesis: the student is responsible to draft a first version of the contract (documents on CHL website) and discuss this during the first meeting with the supervisor
- Prerequisite courses:
 - MCH: YRM-30806, HSO-31806
 - MME: MCB-30806/ YSS-33306, YSS-31806
 - MNH: One thesis-relating course, e.g. CHL-32806, CHL-34303, HNH-51806, CPT-32306 + specialisation A: HNH-31006, HNH-31506/HHN-31606; specialization B: HAP-30306, HNH-32006; specialisation E: to be announced; MNHDL: CHL-33303, CHL-33803;
- **Step 1.1:** Discusses the study progress with the study advisor (study advisor does not need to sign the contract)
- **Step 2:** Sends the signed digital contract to the secretariat office.chl@wur.nl **before** starting the MSc thesis
- **Step 3:** A folder on share is created for each student (MSc-initials study programme-lastname, firstname-initials of supervisors)
- **Step 4:** The signed digital contract is stored in the folder

During

- **Step 6:** In case the student wishes, he/she can apply for a voluntary (unsupervised) thesis ring, by sending a mail to ayla.schwarz@wur.nl
- **Step 7:** The student schedules together with the supervisor a proposal thesis presentation during one of the thesis presentations meetings of CHL and sends student name, preferred date, proposal presentation, study programme and title to office.chl@wur.nl The supervisor can find the presentation schedule on w-drive (“Presentation schedule 2020”)
- **Step 7.1:** The secretariat invites all students of BGM, BBC, MCH, MME, MNH (not BVG) of the student programme year to the thesis presentations
- **Step 8:** The student schedules together with the supervisor a final oral thesis presentation during one of the thesis presentations meetings of CHL and sends student name, preferred date, final presentation, study programme and title to office.chl@wur.nl The supervisor can find the presentation schedule on w-drive (“Presentation schedule 2020”)
- **Step 8.1:** The secretariat invites all students of BGM, BBC, MCH, MME, MNH (not BVG) of the student programme year to the thesis presentations
- **Step 9:** Search for a second reader

After

- **Step 10:** When a thesis is completed, the signed digital evaluation form (complete!) will be sent to the secretariat office.chl@wur.nl
- **Step 11:** The student sends a digital pdf version of the thesis to the secretariat office.chl@wur.nl
- **Step 12:** The secretariat will save a pdf of the signed digital evaluation form and pdf thesis in the folder
- **Step 13:** The secretariat will upload the thesis in the Digital Library (always as confidential)
- **Step 14:** The secretariat will register the mark in AIR/OSIRIS and inform the student and supervisor of the registered mark by mail
- **Step 15:** The secretariat will change the name of the folder to the addition of (MSc-initials study programme-lastname, firstname- month year of completion initials of supervisors)
- **Step 16:** When the thesis is completed, the folder should contain: the contract, the evaluation form, a pdf of the report

*responsibility of supervisors

*responsibility of student

*responsibility of secretary

MSc Internship

Before

- **Step 1: Before** a student starts an internship, the student is responsible to draft a first version of the contract and learning agreement (2 documents on CHL website) and to discuss this during the first meeting with the WU supervisor. Once completed, the student sends the WU contract to the CHL education coordinator to sign (ayla.schwarz@wur.nl). The student is responsible to gather the signatures of the CHL education coordinator and internship supervisor (WU contract), and of the WU supervisor (learning agreement)
- **Step 1.1:** The education coordinator signs the WUR internship contact
- **Step 1.2:** In case of a non-WU contract (contract by the internship provider), the student contacts the secretariat (office.chl@wur.nl) (calculate 2 weeks for this check)
- **Step 1.3:** Check the internship contract with Liaison Office (Oscar van Rootselaar, Daan van Buuren) and respond back to student and education coordinator
- **Step 2:** Send the signed digital contract and learning agreement to the secretariat office.chl@wur.nl **before** starting the internship
- **Step 3:** A folder on share is created for each student (MSc-initials study programme-lastname, firstname-initials of supervisors)
- **Step 4:** The signed digital contract and learning agreement are stored in the folder
- **Step 5:** Contact the internship organization and send the document (MSc Internship: evaluation by supervisor) and standard mail (“W: Drive”)

During

- **Step 6:** After one month, contact the internship organization to check on content, progress, personal performance, problems and cultural issues
- **Step 7:** Contact the WUR supervisor monthly about wellbeing, progress, personal goals, and your plans for the next month
- **Step 8:** Send a draft to university supervisor
- **Step 8.1:** Provide a draft portfolio of products to the internship provider for a check on a correct representation of the organisation and projects, and on confidentiality three weeks before completing the internship
- **Step 9:** Send a final digital version of the presentation to the university supervisor; no need that the university supervisor is present
- **Step 10:** Submit the portfolio of products, the personal reflection report, student number and internship code, and a copy of the oral presentation to the university supervisor and the internship report to internship supervisor
- **Step 11:** Contact the internship organization to remind the host internship supervisor to send the evaluation form with standard mail (“W:Drive”)
- **Step 12:** The internship provider sends the evaluation of the student to the WUR supervisor. The university supervisor calls the internship organization to talk about the completed assessment form and finalize the internship supervision successfully.

After

- **Step 13:** When an internship report is completed, the signed digital evaluation form (complete!) + internship report and reflection report needs to be sent to the secretariat office.chl@wur.nl
- **Step 14:** The secretariat will save a pdf of the signed digital evaluation form and pdf internship report in the folder

- **Step 15:** The secretariat will register the mark in AIR and inform the student and supervisor of the registered mark by mail.
- **Step 16:** The secretariat will save a pdf of the signed evaluation form in the folder
- **Step 17:** The secretariat will change the name of the folder to the addition of (MSc-initials study programme-lastname, firstname- month year of completion initials of supervisors)
- **Step 18:** When the internship is completed, the folder should contain: the contract, the evaluation form, a pdf of the report

*responsibility of supervisors

*responsibility of student

*responsibility of secretary

MSc programme	Code	Manual	Specific requirements	Procedure CHL	Assessing weights	Study advisor
MSc Thesis and internship						
MCH Communication Health and Life Sciences → Specialisation B: Health and Society (MHS)	CHL-80436 MSc Thesis CHL	MSc Thesis Protocol <i>(December 2017)</i>	<ul style="list-style-type: none"> Written in English (or requested otherwise) Presentation of final results is compulsory 	<ul style="list-style-type: none"> Proposal presentation is strongly advised Presentation is 20 minutes in total 	<ul style="list-style-type: none"> Research competence: 30% Report: 60% Presentation: 5% Oral defence: 5% 	Gerry van Nieuwenhoven gerry.vannieuwenhoven@wur.nl 0317-482500
	CHL-70424 MSc Internship CHL	Course guide MSc Internship at Wageningen University <i>(April 2018)</i>	<ul style="list-style-type: none"> Written in English (or requested otherwise) Professional skills and presentation are assessed by organisation supervisor (university supervisor is welcomed to be present, but not required; student sends a digital version of the presentation to the supervisor) Theoretical framework is required: a. overall theoretical framework (report), b. theoretical framework in individual tasks (portfolio) 	<ul style="list-style-type: none"> Professional skills and presentation are evaluated by internship supervisor Report, self-reflection, (presentation), oral defence are evaluated by university supervisor 	<ul style="list-style-type: none"> Professional skills: 35% Report: 35% Self-reflection on internship: 20% Presentation: 5% Oral defence: 5% 	
MME Master Management, Economics and Consumer Studies → Specialisation B: Consumer Studies	CHL-80436 MSc Thesis CHL	MSc Thesis Protocol <i>(December 2017)</i>	<ul style="list-style-type: none"> Written in English (or requested otherwise) Presentation of final results is compulsory 	<ul style="list-style-type: none"> Proposal presentation is strongly advised Presentation is 20 minutes in total 	<ul style="list-style-type: none"> Research competence: 30% Report: 60% Presentation: 5% Oral defence: 5% 	Gineke Boven gineke.boven@wur.nl 0317-482673 Sietse Sterrenburg sietse.sterrenburg@wur.nl 0317- 482958
	CHL-70424 MSc Internship CHL	Course guide MSc Internship at Wageningen University <i>(April 2018)</i>	<ul style="list-style-type: none"> Written in English (or requested otherwise) Professional skills and presentation are assessed by organisation supervisor (university supervisor is welcomed to be present, but not required; student sends a digital version of the presentation to the supervisor) Theoretical framework is required: a. overall theoretical framework (report), b. theoretical framework in individual tasks (portfolio) 	<ul style="list-style-type: none"> Professional skills and presentation are evaluated by internship supervisor Report, self-reflection, (presentation), oral defence are evaluated by university supervisor 	<ul style="list-style-type: none"> Professional skills: 35% Report: 35% Self-reflection on internship: 20% Presentation: 5% Oral defence: 5% 	

MSc programme	Code	Manual	Specific requirements	Procedure CHL	Assessing weights	Study advisor
MNH Nutrition and Health → Specialisation A: Epidemiology and Public Health → Specialisation B: Nutritional Physiology and Health Status → Specialisation E: Nutritional Epidemiology and Public Health (ODL)	CHL-80436 MSc Thesis CHL	MSc Thesis Protocol <i>(December 2017)</i>	<ul style="list-style-type: none"> • Written in English (or requested otherwise) • Theses of MNH A/E specialisations can be supervised by CHL epidemiologist, yet are part of code: HNE-85336, with Edith Feskens as examiner • Theses of MNH B specialisation can be supervised by all CHL staff with a special request for specialization B Nutritional Physiology and Health Status 	<ul style="list-style-type: none"> • Proposal presentation is strongly advised • Presentation is 20 minutes in total • 	<ul style="list-style-type: none"> • Research competence: 30% • Report: 60% • Presentation: 5% • Oral defence: 5% 	Rosalie Dhonukshe-Rutten byg.mnh@wur.nl 0317-488410 Amanda Jager (online master) byg.mnh@wur.nl 0317-482310
	CHL-70424 MSc Internship CHL	Course guide MSc Internship at Wageningen University <i>(April 2018)</i>	<ul style="list-style-type: none"> • Written in English (or requested otherwise) • Internships of <u>all</u> HNE specialisations can be supervised by CHL • Professional skills and presentation are assessed by organisation supervisor (university supervisor is welcomed to be present, but not required; student sends a digital version of the presentation to the supervisor) • Theoretical framework is required: a. overall theoretical framework (report), b. theoretical framework in individual tasks (portfolio) • 	<ul style="list-style-type: none"> • Professional skills and presentation are evaluated by internship supervisor • Report, self-reflection, (presentation), oral defence are evaluated by university supervisor 	<ul style="list-style-type: none"> • Professional skills: 35% • Report: 35% • Self-reflection on internship: 20% • Presentation: 5% • Oral defence: 5% 	