

Steps BSc Thesis at BMO (version 14 December)

Step	What?	Who?	
1 - Registration	<p>Ask your study advisor to send a confirmation to BMO Office that you comply with the prerequisites to start your thesis.</p>	Student	
	<ul style="list-style-type: none"> Your study advisor will then confirm (by email) to BMO Office that you comply with the prerequisites. 	Study Advisor	
	<ul style="list-style-type: none"> Fill in the BSc Thesis orientation form. Send an e-mail to BMO Office (office.bmo@wur.nl) to make an appointment for an intake with the thesis-coordinator. Include <i>BSc Thesis orientation form</i> in your e-mail to BMO Office. 	Student	
	<ul style="list-style-type: none"> When BMO Office has received the <i>confirmation</i> from the study advisor and your <i>BSc thesis orientation form</i>, the Office will schedule an appointment for you with the thesis coordinator. 	BMO Office	
	<ul style="list-style-type: none"> BMO Office adds the student to the BMO Thesis and Internship Brightspace page 	BMO Office	
2 - Intake	<ul style="list-style-type: none"> Intake with BMO thesis coordinator to be informed about the thesis trajectory and to find a supervisor. Any further communication with BMO thesis coordinator goes through this email address: bmo014@wur.nl. 	Student	Thesis Coordinator
3 - Research Proposal	<ul style="list-style-type: none"> Make an appointment with the proposed supervisor, to discuss topic and timing. Fill in the BSc Thesis Contract together with your supervisor (the contract is available on the BMO website, under Education). 	Student	Supervisor
	<ul style="list-style-type: none"> Send the BSc Thesis Contract to office.bmo@wur.nl 	Student	
	<ul style="list-style-type: none"> BMO Office will register you in Osiris. BMO Office will add you to the mailing-list for thesis- and internship students. 	BMO Office	
	<ul style="list-style-type: none"> Sign up for the thesis rings by sending an email to thesisring.bmo@wur.nl 	Student	
	<ul style="list-style-type: none"> The thesis ring coordinator will assign you to a thesis ring and send an email with information about the thesis rings. 	Thesis Ring Coordinator	
4 - Writing	<ul style="list-style-type: none"> Write your thesis and attend thesis rings. 	Student	
5 - Finalizing thesis	<ul style="list-style-type: none"> Hand in your thesis to your supervisor. Upload your thesis on the BMO Thesis & Internship Brightspace for the similarity check. 	Student	

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	<ul style="list-style-type: none"> BMO Office will signal to the supervisor when the similarity check has been done. 	BMO Office		
	<ul style="list-style-type: none"> Supervisor checks the similarity report. Supervisor and examiner approve the draft of the thesis. Supervisor and examiner give feedback on draft thesis. 	Supervisor	Examiner	
6 - Presentation	<ul style="list-style-type: none"> Student consults with thesis supervisor and examiner to find an appropriate day and time for the final presentation and oral defence 	Student		
	<ul style="list-style-type: none"> BMO Office can help in finding a room for the presentation. 	BMO Office		
	<ul style="list-style-type: none"> Present and defend your thesis with the supervisor and examiner 	Student	Supervisor	Examiner
7 – Handing in thesis	<ul style="list-style-type: none"> Send a pdf of your thesis to BMO Office (to be uploaded together with the final grade). 	Student		
	<ul style="list-style-type: none"> Unenroll yourself for the thesis rings by sending an email to thesisring.bmo@wur.nl 	Student		
	<ul style="list-style-type: none"> Thesis Ring Coordinator sends thesis ring performance review to the supervisor 	Thesis Ring Coordinator		
8 – Grading	<ul style="list-style-type: none"> Supervisor and examiner assess the BSc Thesis Supervisor will send the thesis assessment form to BMO Office. 	Supervisor	Examiner	
	<ul style="list-style-type: none"> BMO Office will upload the grade in Osiris 	BMO Office		