

## BMO MSc thesis procedure

	BEFORE MONTH 1 Preparation	MONTH 1 Start of thesis	MONTH 3 Progress evaluation	MONTH 6 Finalizing thesis	MONTH 6 Handing in thesis	MONTH 6 Thesis defence
Student tasks	<ol style="list-style-type: none"> <li>1. Explore thesis topics</li> <li>2. Ask study advisor to confirm that you fulfil the requirements</li> <li>3. Fill in <a href="#">MSc thesis orientation form</a> &amp; send to <a href="#">BMO Office</a></li> </ol>	<ol style="list-style-type: none"> <li>4. Set up first meeting with supervisor and register for this course – instructions: <a href="http://wur.eu/tir-start">http://wur.eu/tir-start</a></li> <li>5. Fill in <a href="#">Learning Agreement</a> and discuss with supervisor</li> <li>6. Once approved by supervisor, upload Learning Agreement in OSIRIS</li> </ol>	<ol style="list-style-type: none"> <li>7. Consult your supervisor for a date for your progress evaluation</li> <li>8. Send research proposal to supervisor &amp; examiner</li> <li>9. Defend proposal in progress evaluation meeting</li> </ol>	<ol style="list-style-type: none"> <li>10. Conduct research &amp; present chapters in thesis ring, &amp; ask supervisor for feedback on chapters</li> <li>11. Send draft thesis to supervisor &amp; examiner.</li> <li>12. When approved by supervisor, upload draft thesis in Brightspace for similarity check</li> </ol>	<ol style="list-style-type: none"> <li>13. Agree with supervisor &amp; examiner on date for defence</li> <li>14. Email BMO office to request a room, incl. date/time, thesis title &amp; supervisors' names.</li> <li>15. Upload final thesis in OSIRIS <b>AND</b> email <a href="#">BMO office</a>: a) PDF version of final thesis, b) Data Management Form, &amp; c) final data</li> </ol>	<ol style="list-style-type: none"> <li>16. Invite family and/or friends to defence</li> <li>17. Prepare 15-minute presentation for defence</li> <li>18. Try out your presentation &amp; prepare your defence in thesis ring</li> <li>19. Defend your thesis</li> </ol>
BMO Staff	<p><i>Thesis coordinator contacts you to confirm thesis topic and matches you to supervisor</i></p> <p><i>Thesis ring coordinator sends you instructions for thesis ring attendance &amp; adds you to BMO thesis Brightspace page</i></p>	<p><i>Supervisor approves Learning Agreement in OSIRIS</i></p>	<p><i>Supervisor &amp; examiner review proposal, send feedback and if approved, sign progress evaluation</i></p>	<p><i>Supervisor &amp; examiner review draft, provide feedback, &amp; if sufficient, approve thesis for defence</i></p>	<p><i>BMO office sends you invitation for the defence</i></p> <p><i>Thesis ring coordinator announces your defence on Brightspace</i></p>	<p><i>Supervisor &amp; examiner(s) assess thesis and defence</i></p> <p><i>Final grade is communicated through OSIRIS</i></p>

### Questions? Persons to contact:

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*BMO thesis ring coordinator:* Willemien Nieuwstad [thesisring.bmo@wur.nl](mailto:thesisring.bmo@wur.nl)

*BMO office:* Anna Tran [office.bmo@wur.nl](mailto:office.bmo@wur.nl)

**All documents related to the MSc thesis can be found [here](#) and on the [BMO thesis Brightspace](#)**