

Step	What to do?	Who?	
1 - Registration	<ul style="list-style-type: none"> Mail BMO secretariat (office.bmo@wur.nl) to make an appointment for an intake with the thesis coordinator. Fill in the MSc thesis orientation form and include it in your mail to the BMO secretariat. CC your study advisor. 	Student	
	<ul style="list-style-type: none"> Your study advisor will then confirm to the secretariat that you comply to the prerequisites for admission. 	Study Advisor	
	<ul style="list-style-type: none"> Once the secretariat receives this confirmation, they will schedule an appointment for you with the thesis coordinator. 	BMO Office	
	<ul style="list-style-type: none"> Secretariat 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 an appropriate supervisor. 	Student	Thesis Coordinator
3 - Research Proposal	<ul style="list-style-type: none"> Make appointment with proposed supervisor, to discuss topic and timing. Fill in the Thesis Learning Agreement ("contract") together with your supervisor. 	Student	Supervisor
	<ul style="list-style-type: none"> Supervisor will decide on an examiner (or: co-supervisor) and puts this information in the Learning Agreement. Examiner needs to give consent. 	Supervisor	Examiner
	<ul style="list-style-type: none"> Register at the BMO secretariat, by mailing the thesis learning agreement to office.bmo@wur.nl 	Student	
	<ul style="list-style-type: none"> Sign up for the thesis ring by sending an email to thesisring.bmo@wur.nl 	Student	
	<ul style="list-style-type: none"> Assign student to a thesis ring and send email with information about thesis rings. 	Thesis Ring Coordinator	
4 - Progress Evaluation	<ul style="list-style-type: none"> No later than 2 months after the start of your thesis, hand in your Research Proposal to both supervisors. 	Student	
	<ul style="list-style-type: none"> The supervisors give comments on and give their approval to the proposal. 	Supervisor	Examiner
	<ul style="list-style-type: none"> Formal Progress Evaluation: Supervisor uploads evaluation in Osiris 	Supervisor	BMO Office
5 - Writing	<ul style="list-style-type: none"> Write your thesis and attend thesis rings. 	Student	

BMO Steps of the MSc Thesis (version 15 June 2021)

6 – Finalizing thesis	<ul style="list-style-type: none"> Attend 3 thesis and/or internship presentations of BMO students. Be co-referent for at least one presentation. Get signatures for attendance on the presentation form. 	Student	
	<ul style="list-style-type: none"> Hand in your thesis to your supervisor, AND hand it in for a similarity check on the Thesis Brightspace. 	Student	
	<ul style="list-style-type: none"> Thesis Ring coordinator will send a sign to the supervisor when that Similarity Check on Brightspace has been used. 	Thesis Ring Coordinator	
	<ul style="list-style-type: none"> Supervisors give feedback and approve the draft thesis. 	Supervisor	Examiner
7 - Presentation	<ul style="list-style-type: none"> Consult with thesis supervisor, examiner and BMO secretariat to find an appropriate day and time for your Oral Defence. 	Student	
	<ul style="list-style-type: none"> For scheduling your final MSc thesis presentation, submit presentation form to the BMO secretariat, as well as an abstract of your thesis 	Student	
	<ul style="list-style-type: none"> Find a co-referent to provide feedback on your presentation at the final MSc thesis presentation. The co-referent should read the thesis. 	Student	
	<ul style="list-style-type: none"> Present your thesis and participate in the oral defence with the supervisor and examiner (usually, directly after your thesis presentation). 	Student	
8 – Handing in	<ul style="list-style-type: none"> Send a pdf of your thesis to BMO secretariat (to be uploaded together with the final grade). The thesis, unless confidential, will be made public through the WUR Library. 	Student	
	<ul style="list-style-type: none"> Fill the Data Management Form and hand in your form and raw data to supervisor. 	Student	
	<ul style="list-style-type: none"> Send Data Management Form and Data to the Data Management Team via office.bmo@wur.nl 	Supervisor	
	<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 thesis supervisor 	Thesis Ring Coordinator	
9 – Grading	<ul style="list-style-type: none"> Supervisor will send the thesis assessment form to the BMO Office. 	Supervisor	
	<ul style="list-style-type: none"> BMO Secretariat will upload the grade in Osiris 	BMO Office	

NOTE: Text marked **yellow** does not apply as long as there is no possibility to present on-campus.