

MSc thesis

Business Economics

2016



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Thesis Procedure Business Economics

Organisation:

1. Student checks whether he/she fulfils the prerequisites for writing a thesis with the Business Economics Group and thinks about his/her interests (on our website examples of thesis subjects can be found).
2. Student should organise an intake with dr. Monique Mourits. Intakes can take place on Tuesdays from 13.00-13.30 hrs. or Thursdays from 13.00-13.30 hrs. Duration: approx. 30 minutes. Contact the secretary (Jeanette.Lubbers@wur.nl) for an appointment. The secretary will check whether the student meets the prerequisites in the CSA system. At the end of the intake the student will be introduced to the supervisor.

Getting started

3. Student and supervisor fill in the thesis contract and deliver it to the secretary. The contract can be found on the website (<http://www.wageningenur.nl/BEC>) and in this document. This contract ensures that agreements made between supervisor and student are official. It has to be signed by the student, supervisor and professor and delivered to the secretary. Copies will be given to everybody involved, including the study advisor

Research proposal

4. Student writes a research proposal (in English or in Dutch: the Dutch written proposals should also include an English title), the supervisor sends the proposal to the secretary and organises the date of the first colloquium with the secretary. The secretary adds your picture and other information to the Thesis photo gallery at the Business Economics Group. Information that should be on the proposal is: full name of the student, registration number, title, course code, start- and ending date, supervisors (including supervisors from other groups or organisations).

Colloquium about the research proposal

5. An MSc Student (BSc student not) present his/her research proposal in 15 minutes and there is 5 minutes time for discussion. The language of the colloquium is English. Student should prepare a PowerPoint. BSc as well as MSc Thesis students have to visit the presentations of other thesis students! (See colloquium attendance list). The colloquia are scheduled on the first and third Thursday of every month. Not later than three days before the presentation the student should inform the secretary about the title. The secretary will send an announcement to all tutors of Business Economics, all current thesis students and all students who followed the relevant courses in the academic year (before). The supervisor gets a presentation list that has to be signed by all students present and it should be handed to the secretary afterwards.

Writing the report

6. The research will be executed as described in the research proposal. The student writes a report in either Dutch or English. The final version can be printed on costs of the Business Economics Group. We have our own pre-printed covers, which should be used. Three copies of the final version should be provided to the Business Economics Group: one for the supervisor, one for our own archive and one for the WUR library. Students who have doubts about their writing skills or who think their writing could still be improved are encouraged to contact the Wageningen Writing Lab (WWL). For information about what they can do and how to contact them see <http://www.wageningenur.nl/writinglab>

Colloquium about the results

7. The student (BSc and MSc) presents his/her final results by preparing a PowerPoint. Presentation is in English. The colloquia are scheduled on the first and third Thursday of every month. Not later than three days before the presentation the student should inform the secretary about the title. The secretary will send an announcement to all tutors of Business Economics, all current thesis students and all students who followed the relevant courses in the academic year (before). The colloquium takes 20 minutes presentation and 10 minutes discussion and should be in English. The supervisor gets a presentation list that has to be signed by all students present and it should be handed to the secretary afterwards.

Finalisation

8. The supervisor decides whether the quality of the report is sufficient to finalise the thesis by means of an oral examination. Upon finalisation, the supervisor organises a date for an oral examination with prof. Hogeveen or dr. Meuwissen. During this examination (approx. 45 minutes) the student will have the opportunity to defend the thesis research.

In case the student is not able to finalise the thesis within 8 weeks after the in the thesis contract indicated end date (see point 4 of thesis contract), two things will take place:

1. An insufficient grade (<5.5) will be registered for the thesis. This grade will be changed at the moment the student has handed in a final version which is assessed as sufficient upon examination;
2. Further supervision of the thesis will be limited to the assessment of the final version of the thesis.

In case of a thesis delay due to exceptional circumstances the supervisor can decide to extent this registration moment.

Final grade

9. To assess the final grade for the thesis work, the examiner and supervisor evaluate several aspects: Research competence (35%), Thesis report (50%), Final Colloquium (5%), Examination (10%). More details can be found in the official WU evaluation form.

See for additional information our website: <http://www.wageningenur.nl/BEC>

Wageningen University Master Thesis Agreement

This Wageningen University (WU) master thesis agreement serves to lay down agreements between a master student and a chair group. The agreement registers rights and duties of both parties and is a further supplementation 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 thesis by the student and a representative of the chair group before the start of the study activities.

Student and representative sign three copies of the form. Both receive a copy. A third one is sent to a representative of the programme: the study advisor mentioned below.

When the agreement is modified the student will receive a copy of the adjusted form.

For complaints on the 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 advisor for students

For additional information see the **Explanation** on page 4.

1. Information on student and chair group

Student: _____
Study programme: _____
Registration number: _____
Study advisor: _____

Chair group: _____
Course code: _____
Supervisor(s): _____
Examiner a¹: _____
Examiner b²: _____

The student is informed upon the (written) guidelines and rules of the chair group for thesis students: yes/no

2. Prerequisite course(s)

Course code: _____	Passed:	<table border="1"><tr><td>yes/no</td></tr></table>	yes/no
yes/no			
Course code: _____	Passed:	<table border="1"><tr><td>yes/no</td></tr></table>	yes/no
yes/no			

3. Admission to the thesis

Study advisor _____ has stated that the student has met all requirements for starting with this master thesis and that the specified thesis is part of the programme of the student.

¹ This can be the supervisor.

² This name can be entered later.

4. Title and planning

Title of the thesis project: _____

Date of start: _____

Date of final draft: _____
(= start date + (number of ects /1.5 ects/week) weeks,
in case of full-time enrolment):

Last date of grade registration* _____
(= indicated date of final draft + 8 weeks,
in case of full-time enrolment)

Special arrangements for planning: _____

*) if the thesis is not finalised by this date, an insufficient grade (<5.5) will be registered. After this date, supervision is limited to the assessment of the final version of the thesis.

5. Arrangements on supervision including mid-term evaluation

(Arrangements on the type and intensity of meetings of student and supervisor on role and responsibilities when more supervisors or more chair groups are involved)

6. Arrangements on facilities

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

7. Arrangements on report

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

8. Arrangements for individual situations.

(Circumstances beyond one's control, disability, absence for special reasons, additional double degree arrangements)

9. Assessment

The [MSc Thesis assessment form](#)³ for theses of WU has to be used.

The percentages in the assessment form that will be used are:

Learning outcomes (assessment criteria)	percentage
A. Research competence	
B. Thesis report	
C. Colloquium	
D. Examination	

The assessment will be done in week (on)

10. Signature

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

The student declares to be acquainted with rules and procedures of the chair group and with the assessment form. The chair group declares to have provided the student with all relevant information (including rules, regulations, safety issues).

Wageningen,

Name

Date

Signature

Student:

.....

Supervisor(s):

.....

Examiner a:

.....

Examiner b:

.....

³. Click "Yes" > "edit" > "OK" and save to your own location.

Explanation⁴

1. Information student and chair group

The study advisor has to be asked for advice on the progress of the student and qualification for a master thesis. The study programme (study advisor) has to be informed about the arrangements students want to make for thesis projects in order to establish whether the programme allows the student to take this thesis and to keep record of the student's progress.

The examiner will be the chair holder being responsible for the thesis. The supervisor takes care of daily supervision. A supervisor from an external organization can not have a formal role, and can not be involved in the marking because he is not a qualified lecturer. If more supervisors and chair groups are involved each role should be explained under item 5. WUR employees outside the university section (e.g. researchers) can be regarded as supervisor like a WU lecturer.

2. Prerequisites

Chairs can require 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) to gain access to the thesis.

3. Admission to the thesis

The chair group (supervisor, coordinator education) should contact the study advisor personally to be informed about the student being qualified for starting with the master thesis.

4. Description and planning

In general reference can be made to a previously described project proposal of the chair group with subject and type of activities. It is considered very important that the student writes a detailed project description and is aware of all consequences with respect to type of activities, intensity and planning of work. If the student intends to interrupt the project for exams or leave the supervisor should agree in advance.

5. Arrangements on supervision

A supervisor will have his own rules for planning meetings with students, for involvement of co-workers. Especially when more supervisors and chair groups are involved it should be avoided that the student is confronted with conflicting rules and opinions. Only one supervisor should be the focal point for the student. It is strongly recommended to include a (mid-term) moment of evaluation to discuss progress and adjust the agreement if needed.

6. Arrangements on facilities

The chair group takes care of the facilities the student needs. In general it should be assumed that the student is not familiar with the policy concerning priorities for use of

⁴. Please note Department of Social Sciences has a MSc Protocol with Specific Rules and Regulations and the other three Departments aPlease note Department of Social Sciences has a MSc Protocol with Specific Rules and Regulations and the other three Departments an MSc Thesis Guide (final draft as per December 2013).n MSc Thesis Guide (final draft as per December 2013).

equipment and facilities, and is not aware who is in charge of them. It should be explained to the student that arrangements can never be a guarantee for availability and that because of unpredictable circumstances the thesis project may have to be adapted with respect to time planning and/or content. Chair group and student have to find solutions together.

7. Arrangements on 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 can be part of a larger project in which external partners are involved, or in which results may be generated that require confidentiality. The university has rules on 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 assess the student.

From October 2009 all master theses have to be uploaded to the Wageningen UR Digital Library through the AIR (Administration Enrolment data and Results). It is up to the involved chair group and student to decide whether the thesis will be made public or not in the Digital Library.

8. Arrangement for individual situations

Students can ask for specific facilities e.g. to work with a disability. Student and chair group can ask study advisor or dean for students for advice. Additional arrangements for Double Degree students can be included here if needed.

9. Assessment procedure

Examining Boards and Board of the Education Institute have [decided](#)⁵ in 2006 that all chair groups of WU have to use the standard assessment form for theses and two examiners. The chair group can adjust the weight (percentages) of the assessment criteria on the excel-form. The student should be informed on this (item 9 of this agreement).

The completed assessment form for the thesis has to be uploaded to the AIR.

⁵ <https://portal2.wur.nl/sites/owi/kwaliteitszorg/Policy Documents and Forms/thesis-letter-061102.pdf>

Attendance list thesis colloquia BEC

Name:

Registration number:

Thesis code:

Required number of presentations:

Signature:

The university organises many colloquia as part of BSc and MSc theses, internships or scientific symposia. Attending colloquia helps you to prepare for your own colloquium, to get ideas for your thesis research and to put the thesis research into a broader scientific and societal context.

As a thesis student at BEC you are obliged to attend a minimum number of colloquia, before you can complete your thesis. The number to attend depends on the number of credits of the thesis:

- 12 ECTS : 6 colloquia presentations
- 24-27 ECTS : 15 colloquia presentations
- 30-33 ECTS : 18 colloquia presentations
- 36-39 ECTS : 21 colloquia presentations

What you should do:

- Attend the colloquium (information about the colloquia schedule will be send by e-mail to all BEC thesis students).
- Ask the staff member that is present at the colloquium for a signature in the table on the next page to prove that you attended the colloquium presentation. You have to obtain the signature directly after the colloquium.
- Make a copy of your final list and take this to Jeanette Lubbers when planning the date for the oral exam. Keep this paper for your own administration.

Number	Date	Title presentation	Name / initials + signature staff member
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			

Number	Date	Title presentation	Name + initials/signature staff member
11			
12			
13			
14			
15			
16			
17			
18			
19			
20			

21			
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