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|  | **Process and requirements for BSc thesis projects at BMO Group** |
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| 1 | Mail BMO secretariat to make an appointment for an intake with the thesis coordinator Jos Bijman. Cc your study advisor who will then confirm to the secretariat that you have obtained the necessary prerequisites for admission. Once the secretariat receives this confirmation, they will schedule an appointment for you.  Mail to [office.bmo@wur.nl](mailto:office.bmo@wur.nl) and include:  - name, registration number, name BSc program  - name study adviser  - planning (period, combination with courses)  - courses you plan to include in the free choice part  - personal interest regarding thesis subjects |
| 2 | Intake with BMO thesis coordinator to be informed about the thesis trajectory and to find an appropriate supervisor (from among BMO staff). |
| 3 | Make appointment with proposed supervisor, and decide on topic and timing. Sign **thesis** **contract** and send digital copy to study adviser and BMO secretariat. |
| 4 | Participate in [BSc thesis ring](https://www.wur.nl/en/show/Thesis-rings-information.htm) meetings. Send an email to [thesisring.bmo@wur.nl](mailto:thesisring.bmo@wur.nl) to register with the thesis rings. |
| 5 | Optional: attend final thesis colloquia of fellow students. |
| 6 | Once you have obtained approval for the draft final BSc thesis by your supervisor, send a mail to BMO secretariat to request scheduling your final colloquium (and cc your supervisor). Use the [Colloquium Form BSc Thesis](https://www.wur.nl/en/show/Colloquium-Form-BSc-Thesis.htm) to request BMO secrateriate to schedule your colloquium. |
| 7 | Present your final BSc thesis at the colloquium. |
| 8 | Participate in a final oral examination of the thesis with the supervisor and examiner (usually, directly after final thesis colloquium). |
| 9 | Provide a pdf of the BSc thesis to BMO secretariat (to be uploaded together with the final grade). |
| 10 | The secretariat of BMO will upload the final grade once they have received the PDF of your BSc thesis, and the evaluation form from the supervisors. |

Jos Bijman, 24 February 2020