

THESIS CONTRACT for EMABG STUDENT



THESIS CONTRACT FOR ALL EMABG STUDENTS

- The thesis contract needs to be completed for each thesis project conducted by EMABG students (i.e. with and without joint supervision).

STATUS OF THE THESIS CONTRACT

- The thesis contract formalizes the agreements made between the student and the departments. It is a supplementation and elaboration of the rights and obligations that student and supervisors have. In case of joint supervision, the contract specifies the roles and obligations of staff from both universities involved in the supervision.

FILL IN AND SIGN THE CONTRACT

- Before any thesis activities begin, this form must be filled in for all thesis courses by the student and the representatives of the departments from the universities involved.
- The student and the two department representatives must each sign three completed forms. Each will receive an original, and a copy will also be sent to the study coordinators and the EMABG secretariat.
- In case of joint supervision: representatives of both universities need to sign this form.
- After adding to and/or changing the contract, the student will be given a new copy.

PROBLEMS AND COMPLAINTS

- If there are any problems or complaints having to do with supervision or evaluation please contact the study coordinator or look at the host university website for procedures.

PLEASE USE THESE INSTRUCTIONS WHEN COMPLETING THIS FORM!!!

1. GENERAL INFORMATION

Student :

EMABG year : 1 / 2

Current host university:

Registration no. :

Department :

Study coordinator:

1st supervisor of thesis:

Course code:

2nd supervisor of thesis:

Amount of ects:

Examiner :

Is joint supervision required for fulfilling requirements for obtaining double degree? Yes/No

In case of a joint thesis also fill in the details for your first host university:

University:..... Registration no.:

Department:..... Study coordinator:.....

Supervisor :..... Course code:.....

Examiner:.....

2. GENERAL DESCRIPTION AND PLANNING FOR THE THESIS (see also section 3)

Subject :

Planned starting date : ...-...-..... Special circumstances concerning planning:
 Planned completion date : ...-...-.....

Intensity : ... hours / week

Other comments: :

3. MAGNITUDE OF ACTIVITIES, PLANNED AND ACTUAL*

Nature of the activities	Planned weeks
Total number of weeks	

*Can be updated in project plan

4. PREREQUISITE SUBJECTS (those which must still be completed)

Code	Name	Credits	Planned completion
.....	before starting completing thesis
.....	before starting completing thesis

5. AGREEMENTS REGARDING JOINT SUPERVISION, REPORTING AND EVALUATION

5.1 Supervision

Action	Planned date(s)
Approval of project plan* by supervisor(s) of both universities (within 4 weeks after the start of the thesis work)	
Student writes a monthly written update ("joint supervision logbook") to supervisors of both universities	No dates needed
Three formal discussion moments between student and supervisor(s) of both universities – (via video-conferencing, Skype, phone, etc.)	1. 2. 3.
Discussion (over e-mail) with supervisor(s) of both universities about the draft of the thesis report	

* background and detailed description of the topic (min. 2 pages), written by the student

5.2 Reporting

1. Student writes a report of the performed thesis research.
2. Student keeps logbook on all the above mentioned activities (feedback, written updates, etc). Logbook, signed by supervisors and student, is handed in before the exam.

5.3 Evaluation

At the exam, at least the examiners and the student are present. Form of the exam is dictated by the rules of the host university. In case of a joint thesis, an exam will be held via video-conferencing or Skype when the local situation permits this. The examiners will jointly agree on the mark. The following aspects are subject of evaluation

A Research competence

- 1 Commitment and perseverance
- 2 Initiative and creativity
- 3 Independence
- 4 Efficiency in working with data
- 5 Handling supervisor's comments and development of research skills
- 6 Keeping to the time schedule

B Thesis report

- 1 Relevance research, clearness goals, delineation research
- 2 Theoretical underpinning, use of literature
- 3 Use of methods and data
- 4 Critical reflection on the research performed (discussion)
- 5 Clarity of conclusions and recommendations
- 6 Writing skills

C Oral presentation

- 1 Graphical presentation
- 2 Verbal presentation and defence

D Examination

- 1 Defence of the thesis
- 2 Knowledge of study domain

6. AGREEMENTS REGARDING FACILITIES AT THE HOST UNIVERSITY *[workplace, availability of apparatus + materials,, building access, printing costs]*

7. SPECIFIC ARRANGEMENTS REGARDING RESEARCH OR PUBLICATION OF THESIS *[confidentiality etc]*

Please note that in all cases the obtained information, data and knowledge is property of the research group and needs to be handled confidentially. Supply of confidential information to others is only allowed after written permission of the daily supervisor.

In case other or more specific agreements are made, please mention them here:

8. SIGNING THE AGREEMENT

Student
.....
[place]
.....
[date]

Study coordinator current host university	Thesis supervisor current host university	Examiner current host university
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.....

Only in case of joint supervision

Study coordinator first host university	Thesis supervisor first host university	Examiner first host university
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