

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: _____

Supervisor(s): _____

Examiner b¹: _____

Course code: _____

Examiner a²: _____

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:

yes/no

Course code: _____

Passed:

yes/no

3. Admission to the thesis

Study advisor _____ has stated that the student is qualified³ for a master thesis and that the thesis is optional for the programme of the student.

¹ This name can be entered later.

² This can be the supervisor.

³ This means that the student has completed all requirements for starting with this master thesis.

4. Title and planning

Title of the thesis project:

Date of completion parts of thesis:

Date of start:

Date of finish:

Special arrangements for planning:

5. Arrangements on supervision

(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)

9. Assessment

The [assessment form](#)⁴ 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:

⁴ <https://portal.wur.nl/sites/owi/kwaliteitszorg/Policy Documents and Forms/Thesis assessment form WU UK v9.xls>

Explanation⁵

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.

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 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.

⁵ This Master Thesis Agreement form is established by the Board of the Education Institute in September 2009: it is a revision of the Thesis Contract used at WU since January 1996.

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.

9. Assessment procedure

Examining Boards and Board of the Education Institute have [decided](https://portal.wur.nl/sites/owi/kwaliteitszorg/Policy%20Documents%20and%20Forms/thesis-letter-061102.pdf)⁶ 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.

⁶ <https://portal.wur.nl/sites/owi/kwaliteitszorg/Policy%20Documents%20and%20Forms/thesis-letter-061102.pdf>