

Appendix A: Chair Group Genetics Master Thesis Agreement

This Wageningen University (WU) master thesis agreement sets out the agreements between a master's student and a chair group. The agreement registers the rights and duties of both parties and is a further supplement 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's thesis by the student and a representative of the chair group before starting work on the thesis.

The student and a university representative sign three copies of the form. Both receive a copy. The third is sent to a representative of the programme: the study advisor.

If the agreement is modified, the student will receive a copy of the amended form.

For complaints regarding 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 student advisor

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: Laboratory of Genetics
Course code: _____
Supervisor(s): _____
Examiner a¹: _____
Examiner b²: _____

The student has been informed about 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

¹ This can be the supervisor.

² This name can be entered later.

3. Admission to the thesis

Study advisor _____ declares that the student is qualified³ for a master thesis and that the thesis is part of the student’s programme.

4. Title and planning

Title of the thesis project: _____

Date of completion parts of thesis: _____

Start date: _____

Completion date: _____

Special planning arrangements: _____

5. Arrangements re supervision

(Arrangements regarding the type and intensity of student and supervisor meetings and on roles and responsibilities if more supervisors or more Chair Groups are involved):

6. Arrangements re facilities

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

7. Arrangements re 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):

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

8. Arrangements for individual situations.

(Special/unforeseen circumstances, disability, absence for special reasons)

9. Assessment

The Wageningen University [assessment form](#)⁴ for thesis has to be used.

The weighting (%) for each part of the assessment:

Learning outcomes (assessment criteria)	percentage
A. Research competence	45
B. Thesis report	45
C. Colloquium	5
D. Examination	5

The assessment will be conducted in week
(on)

10. Signature

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

The student declares that he/she is familiar with both the Chair Group and assessment form rules and procedures. The Chair Group declares that they have provided the student with all the relevant information (including rules, regulations, and safety issues).

Wageningen,

Name

Date

Signature

Student:

.....

Supervisor(s):

.....

Examiner a:

.....

Examiner b:

.....

⁴<https://teamsites.wur.nl/sites/OWI/Toetsbeleid%20assessment%20policy/Assessment%20MSc%20thesis/MS%20Thesis%20assessment%20form%20WU%20uk%20v%2012%20Def.xlsm>

Explanation

1. Information for student and Chair Group

The study advisor has to be contacted regarding the progress of the student and his/her qualification for a master's thesis. The study programme (study advisor) has to be informed about the arrangements a student wants to make for his/her thesis project in order to establish whether the programme permits the student to take this thesis, and to keep records of the student's progress.

The examiner will be the chair holder responsible for the thesis. The supervisor is responsible for daily supervision. Supervisor from an external organisation cannot have a formal role, and cannot be involved in the grading as they are not qualified lecturers. If more supervisors and chair groups are involved, each role should be explained under item 5. WUR employees working outside the university section (e.g. researchers) have the same status as supervisors (WU lecturer).

2. Prerequisites

Chairs may determine 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) before being granted access to the thesis.

3. Admission to the thesis

The Chair Group (supervisor, education coordinator) has to contact the study advisor personally to ensure that the student is qualified for starting the master's thesis.

4. Description and planning

In general, reference can be made to an existing Chair Group project proposal, including subject and type of activities. An important aspect is that the student has to write a detailed project description and is aware of all the consequences with respect to type of activities, intensity and planning of work. If the student intends to interrupt the project for exams or a period of leave/absence, this has to be agreed with the supervisor in advance.

5. Arrangements on supervision

Supervisors have their own guidelines for planning meetings with students and for involving co-workers. In cases where more supervisors and Chair Groups are involved, the student should not be confronted with conflicting rules and opinions: One supervisor should be the focal point for the student. It is recommended to include an intermediate evaluation.

6. Arrangements on facilities

The Chair Group arranges the facilities required for the student. In general, it should be assumed that the student is unfamiliar with the policy concerning priorities for use of equipment and facilities, and is not aware who is in charge of them. The student needs to be informed that arrangements made are never a guarantee for availability, and that due to unpredictable circumstances, the thesis project may have to be adapted with respect to time planning and/or content. The Chair Group and the student then have to agree 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 may 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 guidelines re 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 be able to assess the student.

From October 2009, all master's theses have to be uploaded to the Wageningen UR Digital Library through the AIR (Administration Enrolment data and Results). It is up to the 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 for example in the case of disabilities. The student and Chair Group can ask the study advisor or Dean for students for advice. Additional arrangements for Double Degree students can be included here if needed.

9. Assessment procedure

In 2006, the Examining Boards and Board of the Education Institute decided that all WU Chair Groups have to use the standard assessment form for theses and appoint two examiners. The Chair Group can adjust the weight (percentages) of the assessment criteria on the Excel-form. The student should be informed about this weighting (item 9 of this agreement).