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|  | **Process and requirements for MSc thesis projects at BMO Group** |
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| 1 | Mail BMO secretariat ([office.bmo@wur.nl](mailto:office.bmo@wur.nl)) to make an appointment for an intake with the thesis coordinator Jos Bijman.  Fill in the [MSc thesis orientation form](https://www.wur.nl/en/show/MSc-thesis-orientation-form-.htm) and include it in your mail to the BMO secretariate.  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 with the thesis coordinator. |
| 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. |
| 4 | Decide, in consultation with supervisor, about an co-supervisor (examiner) and sign **thesis contract**. |
| 5 | Register at the BMO secretariat, by mailing the thesis contract to [office.bmo@wur.nl](mailto:office.bmo@wur.nl) |
| 6 | Join the [thesis ring](https://www.wur.nl/en/show/Thesis-ring-information-MSc.htm) meetings. Send an email to [thesisring.bmo@wur.nl](mailto:thesisring.bmo@wur.nl) to register for the thesis ring. |
| 7 | Obtain approval of your research proposal by the supervisor and the examiner before starting data collection. |
| 8 | Attend three final thesis and/or internship colloquia of other BMO students. Be co-referent for at least one of these three colloquia. Get signatures for attendance at these three colloquia on the **colloquium form.** |
| 9 | Obtain approval of the draft final MSc thesis by your supervisor and the examiner.  Use **colloquium form.** |
| 10 | Consult with thesis supervisor, examiner and BMO secretariat to find appropriate day and time for thesis colloquium. |
| 11 | For scheduling your final MSc thesis colloquium, submit **colloquium form** to the BMO secretariat, as well as an **abstract** of your thesis |
| 12 | Find a co-referent to provide feedback on your presentation at the final MSc thesis colloquium. The co-referent should have read the thesis. |
| 13 | Present a final MSc thesis colloquium. |
| 14 | Participate in a final oral examination of the thesis with the supervisor and examiner (usually, directly after final thesis colloquium). |
| 15 | Provide a pdf of the thesis to BMO secretariat (to be uploaded together with the final grade). The thesis, unless confidential, will become available through the WUR Library. |
| 16 | The secretariat of BMO will upload the final grade once they have received the following documents:  - colloquium form with signatures  - soft copy of your thesis (PDF format)  - evaluation form (with partial grades and final grade, and with signatures and comments by  supervisors) |

Jos Bijman, 24 February 2020