

Step	What needs to be done?	Who is responsible?	
1 - Registration	<ul style="list-style-type: none"> Mail BMO Office (office.bmo@wur.nl) to make an appointment for an intake with the thesis coordinator. Fill in the MSc thesis orientation form and include it in your mail to the BMO Office. Ask your study advisor to send a confirmation to the BMO Office that you comply to the prerequisites to start your thesis. 	Student	
	<ul style="list-style-type: none"> Your study advisor will then confirm to the BMO Office that you comply to the prerequisites for admission. 	Study Advisor	
	<ul style="list-style-type: none"> Once the BMO Office receives this confirmation, they will schedule an appointment for you with the thesis coordinator. 	BMO Office	
	<ul style="list-style-type: none"> BMO Office adds the student to the BMO Thesis and Internship Brightspace page 	BMO Office	
2 - Intake	<ul style="list-style-type: none"> Intake with BMO thesis coordinator to be informed about the thesis trajectory and to find an appropriate supervisor. 	Student	Thesis Coordinator
3 - Research Proposal	<ul style="list-style-type: none"> Make appointment with proposed supervisor, to discuss topic and timing. Fill in the Thesis Learning Agreement ("contract") together with your supervisor. 	Student	Supervisor
	<ul style="list-style-type: none"> Supervisor will decide on an examiner (co-supervisor) and puts this information in the Learning Agreement. Examiner needs to give consent. 	Supervisor	Examiner
	<ul style="list-style-type: none"> Register at the BMO Office, by mailing the thesis learning agreement to office.bmo@wur.nl 	Student	BMO Office
	<ul style="list-style-type: none"> Sign up for the thesis ring by sending an email to thesisring.bmo@wur.nl 	Student	
	<ul style="list-style-type: none"> Thesis Ring Coordinator assigns student to a thesis ring and sends email with information about thesis rings. 	Thesis Ring Coordinator	
4 - Progress Evaluation	<ul style="list-style-type: none"> No later than 2 months after the start of your thesis, hand in your Research Proposal to both supervisors. 	Student	
	<ul style="list-style-type: none"> The supervisors give comments on and give their approval to the proposal. 	Supervisor	Examiner
	<ul style="list-style-type: none"> Formal Progress Evaluation: Supervisor sends the evaluation to BMO Office who put it in Osiris 	Supervisor	BMO Office

BMO Steps of the MSc Thesis (version 23 March 2022)

5 - Writing	<ul style="list-style-type: none"> Write your thesis and attend thesis rings. 	Student	
6 - Finalizing thesis	<ul style="list-style-type: none"> Attend 3 thesis and/or internship presentations of BMO students. Be co-referent for at least one presentation. Get signatures for attendance on the presentation form. 	Student	
	<ul style="list-style-type: none"> Hand in your thesis to your supervisor, AND hand it in for a similarity check on the BMO Thesis and Internship Brightspace. 	Student	
	<ul style="list-style-type: none"> BMO Office will send a message to the supervisor when the Similarity Check has been done. 	BMO Office	
	<ul style="list-style-type: none"> Supervisor checks the similarity report in. 	Supervisor	
	<ul style="list-style-type: none"> Supervisors give feedback and approve the draft thesis. 	Supervisor	Examiner
7 - Presentation	<ul style="list-style-type: none"> Consult with thesis supervisor, examiner and BMO Office to find an appropriate day and time for your Presentation. 	Student	
	<ul style="list-style-type: none"> For scheduling your final MSc thesis presentation, submit Presentation form to the BMO Office, as well as an abstract of your thesis 	Student	
	<ul style="list-style-type: none"> Find a co-referent to provide feedback on your presentation at the final MSc thesis presentation. The co-referent should read the thesis. 	Student	
	<ul style="list-style-type: none"> Present your thesis on campus and participate in the oral defence with the supervisor and examiner. 	Student	
8 - Handing in	<ul style="list-style-type: none"> Send a pdf of your thesis to BMO Office (to be uploaded together with the final grade). The thesis, unless confidential, will be made public through the WUR Library. 	Student	
	<ul style="list-style-type: none"> Fill out the Data Management Form and hand in your form and raw data to supervisor. 	Student	
	<ul style="list-style-type: none"> Send Data Management Form and Data to the Data Management Team via office.bmo@wur.nl 	Supervisor	
	<ul style="list-style-type: none"> Unenroll yourself for the thesis rings by sending an email to thesisring.bmo@wur.nl 	Student	
	<ul style="list-style-type: none"> Thesis Ring Coordinator sends thesis ring performance review to thesis supervisor 	Thesis Ring Coordinator	
9 - Grading	<ul style="list-style-type: none"> Supervisor and examiner will each fill in an assessment form and decide on the final grades, creating a third assessment form. 	Supervisor	Examiner
	<ul style="list-style-type: none"> Supervisor will send all 3 thesis assessment forms to the BMO Office. 	Supervisor	
	<ul style="list-style-type: none"> BMO Office will upload the grade in Osiris 	BMO Office	