

Wageningen University Master Thesis Agreement - Food Sciences Cluster

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 the supervisor(s) of the chair group at the start of the thesis.

The student and a university supervisor(s) of the chair group sign the form. A pdf of the signed form is sent to the university supervisor(s) of the chair group and to the student's study advisor of the master programme.

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 student 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 and specialization: _____
Registration number: _____
Study advisor: _____

Chair Group: Food Chemistry
Course code: _____
Daily Supervisor: _____
2nd Supervisor (if any): _____
Examiner: Prof.dr.ir. J.-P. Vincken
2nd Evaluator¹: _____

The student has been informed about the (written) guidelines and rules described in "FCH introduction to the laboratory" (W:\AFSG\Groups\FCH\Shared documents): yes/no

2. Prerequisite course(s) and admission to the thesis

Course code: _____ Passed:

yes/no

Course code: _____ Passed:

yes/no

¹ This can be the second supervisor.

Study advisor _____ has declared that the student is qualified² for a master thesis (see signed thesis approval form) and that the thesis is part of the student's master programme.

3. Title and planning

Title of the thesis project: _____

 Start date: _____

 Expected completion date: _____
 Special planning arrangements: _____

A MSc thesis of 36 credits will include in total 24 weeks of 42 h/w or 25 weeks of 40 h/w, not including holidays or regular days off. 28 h of work is 1 credit.

Nature of the activities	Planned		Credits
	Weeks 40h	Weeks 42h	
Thesis-ring			1.5
Writing report & Colloquium			
TOTAL			

4. Arrangements regarding 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):

The student will take part in a safety lecture at the start of the thesis, and thesis ring meetings. Moreover, the student will attend Monday Morning Presentations and colloquia from other students.

5. Arrangements regarding facilities

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

- Office hours: Mo-Friday; 8.00-18.00. Working outside office hours is undesirable and only allowed when it is really necessary and has been discussed with supervisor(s). See below
- Never work alone in the lab.
- Equipment should be reserved in advance (never more than 2 weeks ahead).
- The student participates in the lab duties (filling stock, dishes, etc.)
- Shared PC, print facilities and shared lab table.
- During covid19 times, you comply with the FCH's and the university's corona mitigation guidelines (see PDFs sent by email), the most important ones of which are (i) Work from home as much as possible; (ii) Comply with the 1.5 meter distance rule; (iii) Respect the

² This means that the student has completed all the requirements for starting this master's thesis.

maximum corona capacity for laboratories and offices.

- If you cannot complete your MSc thesis in time due to (covid19-related) illness, your contract will be automatically extended with the time lost.
- During covid-19 times, (some of) the points above might be overruled by updates on corona guidelines. Please continue to familiarize yourself with these.

6. Arrangements regarding 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):

- Lab journal and report will be written in English and presentations will be given in English.
- Report will contain an introduction, materials and methods, results and discussion and a conclusion, and should not exceed 60 pages, including references, excluding appendices.
- The draft report will be handed in printed on request of the supervisor and also electronically in order to facilitate a plagiarism scan.
- The final report needs to be handed in before the final presentation.
- Data obtained from this research is property of the Laboratory of Food Chemistry and is it not allowed to share them with others.
- To store (raw) data it is obliged to use the E-lab journal following the Data Management Plan.

7. Arrangements for individual situations.

8. Assessment

The master thesis evaluation form of the Food Science cluster has to be used (see page 8).
The weighting (%) for each part of the assessment:

Learning outcomes (assessment criteria)	Percentage
A. Research competence	30%
B. Thesis report	50%
C. Colloquium	10%
D. Examination	10%

With respect to the report evaluation, this will be mainly based on the draft report. About 6 to 8 weeks after the student started, there will be a mid-term evaluation with the student. During this conversation the student will get a warning if the expected grade on his current work will be less than a 7. This gives the student the opportunity to improve. Nevertheless if you did not receive this warning, this does not automatically mean that your grade will be a 7 or higher.

9. 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, as well as with the up-to-date covid19-related guidelines of FCH. 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:
2 nd supervisor:
Examiner:	Prof.dr.ir. J.-P. Vincken
2 nd Evaluator:

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. Supervisors from an external organisation can only have an advisory role in the grading process. If more supervisors and chair groups are involved, each role should be explained under item 5.

2. Prerequisites and admission to the thesis

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.

The Chair Group (supervisor, education coordinator) has to ask for the thesis approval form, signed by the study advisor to ensure that the student is qualified for starting the master's thesis.

3. 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.

4. 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: The supervisor of the group bearing the code of the thesis should be the focal point for the student. It is recommended to include an intermediate evaluation.

5. 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.

6. Arrangements on report

Specific rules on the lay-out of a report, the transfer of data sets and processed results have to be agreed. Master thesis reports are always written in English.

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 regarding 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.

7. 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.

8. 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 the examiner and a second evaluator. During the examination the examiner (or his/her WU representative) and at least one other WU supervisor/evaluator must be present. Within the Food Science cluster, all Chair Groups are using the same weight (percentages) of the assessment criteria and the same criteria within an assessment cluster on the Excel-form. The student should be informed about this weighting (item 9 of this agreement).

Safety

Before starting laboratory work, the new employee should read the document “**Handbook AFSG**” which can be found on the [AFSG Safety & Environment](#) intranet site.

The new employee / student should understand specific safety matters within his/her laboratory: location of fire extinguisher, eye showers and emergency exit(s). Attend the obligatory course on safety (make sure the safety lecture is planned). Safety lectures are given every 2nd Tuesday of the month from 9:00 - 10:30 by [Cees van de Haar](#) (room 0031; tel. 80117). Information about the location of the lectures will be provided by e-mail.

In case the evacuation alarm sounds (the so called ‘slow whoop’) everybody has to leave the building immediately and follow instructions of the emergency team. Gather on the car parking on the east side of the AXIS-X building. Twice a year there will be an evacuation exercise.

Working after office hours

Office hours are defined as hours from 8:00 – 18:00 h. on Monday to Friday with the exception of public holidays. Working outside office hours in the laboratories is not encouraged. Working outside office hours is allowed if it is really necessary, but **never** work alone in the laboratory. Everyone working (both in office and laboratory) outside office hours must register at the reception.

During week days the AXIS building is open from Monday-Friday 7:00 - 22:00 h.

- a. In between 18:00 – 7:00 h, all FCH-labs and FCH-annexes will be locked and can only be entered by the AXIS WUR-keycard.
- b. If you (assume that you) are the last person who is leaving a lab, turn off the light and radio.
- c. You can work until 22:00 h. At 21:45 h. an alarm will go off and you have to leave the building before 22:00 h. From 22:00 - 7:00 h. the AXIS is closed to all people.

In the **weekend and on public holidays** the AXIS is open from 9:00 – 19:30 h. When you enter the AXIS building it is obliged to register at the reception office. At 19:15 an alarm will go off and you have to leave the building before 19:30 h. Before leaving the building you have to sign OUT at the reception office. Please take notice of points a-f, mentioned below.

- a. You need a WUR-keycard to enter the AXIS buildings, all FCH-labs, FCH-annexes and to leave the building.
- b. The building only can be entered at the reception-side. When you need the West side entrance (e.g. to visit Q3) a special keycard can be provided at the reception or in the secretary office.
- c. Sign in at the reception, and do not forget to sign out when leaving.
- d. You are not allowed to work in the laboratory, unless one of the following activities, or alike, needs to be performed: (i) Checking if equipment is running properly (e.g. GC, (U)HPLC, micromalting system); (ii) Inoculation of media for microbiological experiments; (iii) Starting and stopping time course incubations. When performing these activities, or alike, it is obliged to wear a “no-movement” alarm (place it on your waistband to prevent a FALSE alarm). Ask for the “no-movement” alarm at the reception. If you are a BSc/MSc student, your supervisor (PhD student) should be informed about your laboratory activities.
- e. In exceptional cases, BSc/MSc/PhD students are allowed to perform more extensive lab-work, but only when a 2nd person is present in the same laboratory room (regardless of the type of work). Beforehand, register yourself in the agenda at Jolanda’s office, to help notifying each other. In all cases, discuss your activities with your direct supervisor and the (assistant) professor.
- f. If you (assume that you) are the last person who is leaving a lab, turn off the light and radio.

Master thesis evaluation Wageningen University - Food Science cluster

Name chair group		Input Percentage per Chairgroup	
Name student		1 Chair Group	100%
Registration number		2 Not applicable	0%
Study programme		3 Not applicable	0%
Specialisation		<input type="checkbox"/> pdf handed in	
Code thesis		Signature	
Short title thesis			
Date examination			
Supervisor chair group			
Extra supervisor or outside chair group			
Examiner			

NB. Items mentioned under *Research competence* and *Thesis report* are intertwined and should be regarded as belonging together.

		Grading mark 1-10	Weighing factor	Relative weight
Research competence				
1 Commitment and perseverance	Includes amounts of work and results obtained		15%	30%
2 Initiative and creativity	Includes problem solving ability		20%	
3 Independence			15%	
4 Efficiency in working with data	Includes acquisition/retrieval of data and information; accuracy in working, and quality of results (how, reliability)		20%	
5 Handling supervisor's comments and development of research skills	Includes practical skill, social awareness (functioning in a team and making good use of sources available), analytical skills (going from research question to research methods)		20%	
6 Keeping to the time schedule	Includes organisation of the work and adaptation of plans		10%	
Thesis report				
1 Relevance research, clearness goals, delineation research			10%	50%
2 Theoretical underpinning, use of literature	Includes development of scientific understanding/insight, technological synthesis (implementation in technical		35%	
3 Use of methods and data	Includes innovation of methods		10%	
4 Critical reflection on the research performed (discussion)	Includes critical attitude to literature and work of others, next to the same attitude to own methods and data. It also includes analytical skills (what do the result imply?)		35%	
5 Clarity of conclusions and recommendations			5%	
6 Writing skills			5%	
Colloquium				
1 Graphical presentation	Use of means other than verbal expression		30%	10%
2 Verbal presentation and defence	Includes focus on main theme (take-home message), interaction with audience, structure and conclusion		70%	
Examination				
1 Defence of the thesis			50%	10%
2 Knowledge of study domain			50%	

!! NOT YET ALL GRADES ENTERED !!

TOTAL 0.0

FINAL GRADE

Comment by supervisor

Comment by 2nd reviewer/examiner