

## Thesis and Placement Regulations – Part B

### Name of the programme

### Faculty of Science

*Instructions are given in blue italics. Please delete them after completing the described instructions.*

#### Programme details

ISAT code (CROHO)	
Number of credits	EC
Duration of the programme	years
Programme Director	
Thesis/placement Coordinator	
Type of project(s) applicable	Thesis/placement
Code(s) of applicable project(s)	

#### 1. Introduction

This document contains the programme specific regulations for thesis/placement projects. These are supplementary to the faculty-wide regulations set down in the Thesis and Placement Regulations – Part A. The Thesis and Placement Regulations – Part B also specifies possible reasoned deviations from the faculty-wide regulations. The Thesis and Placement Regulations – Part B were approved by the Faculty Board on **MM DD, 2023**.

#### 2. Admission

- Specify additional admission criteria*
  - Specify additional guidelines and procedures for application*
  - Include agreement form in appendix 1*
  - Specify possible reasoned deviations from the regulations in Part A*
- See par. 3.1 and 3.2 in Part A*

Admission criteria for the thesis/placement project (additional to those specified in Part A) are:

- Fill in...*
-

The mutual agreements between the student and the supervisor(s) are described in the Agreement Form included in appendix 1.

*Delete if not applicable:*

Reasoned deviations from the regulations regarding admission set in Part A:

Programme specific regulation	Deviates from paragraph in Part A:	Reason

### 3. Requirements

#### 3.1 Requirements for the thesis/placement project

- *Specify which types of projects are allowed, e.g. student placements (internal or external), internships, theses, research projects (fundamental or applied)*
- *Specify required academic level*
- *Specify additional requirements for the project*
- *Specify programme specific required content of the project*

*See par. 3.1 in Part A.*

The following requirements for the thesis/placement project (additional to those specified in Part A) apply:

- a. *Fill in...*
- b.

#### 3.2 Requirements for external placements

*In case no external placements occur in the programme, state 'not applicable'*

*In case external placements do occur in the programme:*

- *Specify any additional requirements/criteria for the external placement, e.g. minimum number of employees, specific facilities, required participation of student in team meetings, etc. (see par. 3.1.c in Part A)*

Not applicable

*OR*

The following requirements for external placements (additional to those specified in Part A) apply:

- a. *Fill in...*
- b.

#### 3.3 Requirements for the On-site Supervisor

*In case there are no On-Site Supervisors for projects in the programme, state 'not applicable'*

*In case the programme does work with On-Site Supervisors:*

- *Specify any additional requirements/criteria for the On-Site Supervisor, e.g. PhD title, level and type of current position, number of years of working experience, specific knowledge, skills or experience, etc. (see par. 4.1 in Part A)*
- *Specify any additional requirements and expectations regarding the supervision and the frequency of contact/meetings between the On-Site Supervisor and the student (see par. 7.2.1 and 7.2.2 in Part A)*
- *Specify any additional information on the role of the On-Site Supervisor during the placement (in relation to the role of the VU-Supervisor) (see par. 4.1 and 6.2 in Part A)*
- *Specify the expected frequency of contact/consultation between the VU-supervisor and On-Site Supervisor*

Not applicable

*OR*

The following requirements and expectations regarding the On-Site Supervisor (additional to those specified in Part A) apply:

- Fill in...*
- 

#### 4. Timings and deadlines

- *Describe the timeline for the thesis/placement project, including deadlines for admission, the research proposal and the final report.*
- *Describe the frequency and timings of contact/consultation between the VU-Supervisor and the student.*
- *Specify possible reasoned deviations from the regulations regarding the timeline and deadlines in par. 4.2.1, 4.2.4 in Part A*

Timeline ... *describe*

*Delete if not applicable:*

Reasoned deviations from the regulations regarding the timeline set in Part A:

Programme specific regulation	Deviates from paragraph in Part A:	Reason

#### 5. Go/No Go evaluation

##### 5.1 Requirements for the research proposal

- *Describe the requirements for the research proposal the student should hand in for the Go/No Go evaluation (see par. 4.2.2.a in Part A)*
- *Describe any other documents/material the student should hand in for the Go/No Go evaluation (see par. 4.2.2 in Part A)*

- *Specify possible reasoned deviations from the requirements for the research proposal as described in par. 4.2.2 in Part A*

The research proposal should fulfil the following requirements (additional to those specified in Part A):

- a. *Fill in...*
- b.

*Delete if not applicable:*

Reasoned deviations from the regulations regarding the research proposal set in Part A:

Programme specific regulation	Deviates from paragraph in Part A:	Reason

## 5.2 Procedure and criteria for the Go/No Go evaluation

- *Describe when and how the student should apply for the Go/No Go evaluation.*
- *Describe the criteria for the Go/No Go evaluation.*
- *Include the Go/No Go evaluation form(s) in appendix 2.*
- *Specify possible reasoned deviations from the procedure, timings and criteria regarding the Go/No Go evaluation as described in par. 4.2 in Part A*

Procedure ... *describe*

The Go/No Go evaluation is done according to the following assessment criteria:

- a. *Fill in...*
- b.

The Go/ No Go evaluation form(s) is/are included in appendix 2.

*Delete if not applicable:*

Reasoned deviations from the regulations regarding the Go/No Go evaluation set in Part A:

Programme specific regulation	Deviates from paragraph in Part A:	Reason

## 6. Assessment

### 6.1 Assessment categories

- *Describe any additional assessment categories (apart from the 4 categories described in Part A) if applicable (see par. 6.2.4 in Part A)*

- *Specify possible reasoned deviations from the assessment procedures and regulations as described in par. 6.2.4 in Part A)*

The final assessment of the thesis/placement project is based on the following categories (as described in the Thesis and Placement Regulations – Part A, par. 5.2.4):

1. Final report
2. Presentation
3. Execution and research skills
4. Academic attitude

*Delete if not applicable:*

Apart from the assessment categories described in part A, the following assessment category applies:

- *Fill in...*

*Delete if not applicable:*

Reasoned deviations from the regulations regarding the assessment categories set in Part A:

Programme specific regulation	Deviates from paragraph in Part A:	Reason

## 6.2 Requirements for the final report

- *Describe the procedure (when and how) for handing in the final report (see par. 6.2.1 and 6.2.6e in Part A)*
- *Describe the requirements for the final report, including the required language (see par. 6.2.6 (a-c) in Part A)*
- *Specify the deadline for the first check on general requirements (admissibility) of the final report (see 6.2.2 in Part A)*
- *Specify possible reasoned deviations from the procedure and requirements regarding (handing in) the final report as described in par. 6.2.1-6.2.3 and 6.2.6 (a, b, d and e) in Part A*

The student should hand in the final report by ... *describe procedure and deadline*

The final report should fulfil the following requirements:

- a. *Fill in...*
- b.

*Delete if not applicable:*

Reasoned deviations from the regulations regarding (handing in) the final report set in Part A:

Programme specific regulation	Deviates from paragraph in Part A:	Reason

### 6.3 Requirements for the presentation

- *Describe the procedure and guidelines for the oral/poster presentation (see par. 6.2.7 in Part A)*
- *Specify possible reasoned deviations from the procedure and requirements for the presentation as described in par. 6.2.7 in Part A*

The presentation ... *describe procedure and guidelines*

*Delete if not applicable:*

Reasoned deviations from the regulations regarding the presentation set in Part A:

Programme specific regulation	Deviates from paragraph in Part A:	Reason

### 6.4 Assessment criteria and forms

- *Describe the criteria and weighting of the assessment categories (see par. 6.2.4 and 6.2.6-5.2.9 in Part A)*
- *Include the assessment forms for the VU-Supervisor, Second assessor and, if applicable, the On-site Supervisor in appendix 3 (see par. 6.1.2, 5.1.3 and 6.2.5 in Part A)*
- *Specify possible reasoned deviations from the assessment procedures and regulations as described in par. 6.1 and 6.2 in Part A that were not already addressed (see esp. par. 6.1.1 and 6.2.6g)*

Assessment criteria for the final report are:

- Fill in...*
- 

Assessment criteria for the presentation are:

- Fill in...*
- 

Assessment criteria for the execution and research skills are:

- Fill in...*
- 

Assessment criteria for the academic attitude are:

- Fill in...*
- 

*Delete if not applicable:*

Assessment criteria for extra assessment category are:

- Fill in...*
-

Weighting of the assessment categories for the final grade:

Final report	%
Presentation	%
Execution and research skills	%
Academic attitude	%

*Add extra categories if applicable*

The assessment forms for the VU-Supervisor, Second assessor and, if applicable, the On-Site Supervisor are included in Appendix 3.

*Delete if not applicable:*

Reasoned deviations from the regulations regarding the assessment set in Part A:

Programme specific regulation	Deviates from paragraph in Part A:	Reason

#### 6.4 Re-submission

- Describe the maximum time period for handing in a re-submission after the request for a re-submission is made. Include possible exceptions for July and August when applicable. (see par. 6.2.6i in Part A)*
- Describe any additional information on the procedure and requirements regarding re-submissions.*

The maximum time period for handing in a re-submission (after the request for a re-submission has been made by the student) is ... *describe max time period*. The assessors will decide on a deadline for the re-submission within the maximum time period.

#### 7. Administrative procedure

- Specify the deadline for registration by Coordinator after receiving the assessment forms from the VU-Supervisor (see par. 6.3.1 in Part A).*
- Describe the procedure for delivering all necessary documents (final report and assessment forms) to the Education Office. Specify who is responsible for delivering the final report: VU-Supervisor or student) (see par. 6.3.2 in Part A)*
- Specify possible reasoned deviations from the administrative procedure as described in par. 6.3 in Part A*

The VU-Supervisor will fill in the final assessment form, containing the final grades, substantiated by the feedback of both assessors. The VU-Supervisor will send the forms (the final assessment form and the forms of both assessors) to the Coordinator, who will hand in the forms for registration at the Education Office within ... *fill in ...* days after receiving the assessment forms from the VU-Supervisor.

The procedure for delivering all necessary documents (the final report and assessment forms) to the Education Office is as follows: ... *describe the steps and responsibilities*

*Delete if not applicable:*

Reasoned deviations from the regulations regarding the administrative procedure set in Part A:

Programme specific regulation	Deviates from paragraph in Part A:	Reason

## **8. Other deviations**

Other reasoned deviations from the regulations set in Part A:

Programme specific regulation	Deviates from paragraph in Part A:	Reason



## **Appendix 1 – Agreement Form**

## Appendix 2 – Go/No Go evaluation form(s) (example)

### Administrative details of the student

Name student	
Student number	

### Administrative details of thesis/placement

BSc/MSc programme	
Specialization	
Code and EC	

*The evaluation is carried out under responsibility of the VU-Supervisor, unless otherwise specified in the Thesis and Placement Regulations - Part B.*

### Decision

- ☐ No Go  
☐ Go  
☐ Renewed evaluation needed

*the student can apply for a renewed evaluation according to the criteria and period stated in the Thesis and Placement Regulations - Part B. The student has the right to appeal to the outcome of the Go/No Go evaluation with the Examination Board.*

Criteria*	Not applicable	sufficient	Not sufficient
Research proposal			
<i>Explanation</i>			
Possible ethical issues addressed			
<i>Explanation</i>			
Self-check BETHCIE			
<i>Explanation</i>			
Research data management plan			
<i>Explanation</i>			
Execution of project so far			
<i>Explanation</i>			
Any other criteria mentioned in Part B. (to be filled in yourselves)			

\* please, fill in X whether n.a. or (not) sufficient.

### Reaction On-site Supervisor

Not applicable	sufficient	Not sufficient
<i>Explanation</i>		

## **Appendix 3 – Assessment forms**