Dear supervisor of a Biology bachelor thesis,

Thank you for your willingness to act as a supervisor of the “Afstudeeropdracht”, the Bachelor thesis of the Bachelorstudies Biology. In this document you will find important information about the course and its requirements. If you have any remaining questions after reading, do not hesitate to contact us by email ([scriptie.bio@uu.nl](mailto:scriptie.bio@uu.nl)) or by phone (030 253 4143/3111). Also we would like to point you to the course website that you can approach via [http://students.uu.nl/beta/biologie/onderwijs/studieprogramma/major-biologie/scriptiecursus](http://students.uu.nl/beta/biologie/onderwijs/studieprogramma/major-biologie/scriptiecursus). Here you can find answers to frequently asked questions as well as all documents and forms that you need. In case you are not the daily supervisor and/or other members of your team are also involved in the supervision, we request you to inform them about this letter and the attachments.

**GENERAL**

- A student who has not registered in OSIRIS for the course B-B3AFST, is not allowed to start writing the Bachelor thesis (Afstudeeropdracht). If this nonetheless happens, no final score can be assigned.
- The Bachelor thesis is a theoretical component for which 5 weeks (200 hours are available, fitted in 10 weeks in timeslot AD or BC. The end product is in general a well thought-over theoretical paper of 20-25 pages (6000-8000 words).
- It is important that you and your student timely make agreements about mutual expectations. You can use the attached form if you like, but any written agreement will do. Supervisor may have different opinions about matters and to avoid conflicts and disappointments a clear agreement will help. Make agreements with the student about planning and holidays and dates for handing in 1st and 2nd versions and when they will receive your feedback.
- Deadline for handing in the thesis by the student to the supervisor is the last day of the course period. Deadline for handing in the filled-in assessment form, final thesis and rubric, as specified below, to the coordinators is 10 workdays after the end of the course period. Extension is only possible with permission of the coordinators and only if you and your student both agree. It is important in that case to explicitly set a new deadline.

**THESIS**

- The course guide with the formal course description can be found at [http://students.uu.nl/beta/biologie/onderwijs/studieprogramma/major-biologie](http://students.uu.nl/beta/biologie/onderwijs/studieprogramma/major-biologie) (in Dutch).
- Three lectures about writing a thesis, and about finding and referencing literature are mandatory.
- The student hands in a compulsory thesis plan (the ‘scriptieplan’), which is a rough version of main question and ideas, on the deadline date (approx. 2 weeks after the start of the course). This plan should be discussed with the supervisor before handing it to the coordinator. A writing plan is handed to just the supervisor within 3-4 weeks. The supervisor may decide otherwise if necessary.
- The thesis is delivered in two versions: a concept version and a final version. The student receives feedback on both versions. You may want to use the progress form.
- The final version is assessed with the aid of a **rubric** (thesis). Assessment of this type of course contains subjective elements, like how spelling and grammar errors are judged. Moreover, the gain and/or progress may be judged differently by different assessors. The rubric describes criteria for all parts of the thesis, each with an outcome of insufficient – sufficient – good. It is a tool for the assessment of many aspects and has the advantage that all students are assessed in the same way. Additionally, it makes clear to the student how the judgement was made. It is not a calculation table; ultimately, the grade is the judgement and the responsibility of the assessor and 2nd reviewer.
- The final assessment includes assessment of the content, structure, effort and the progress of the student using the rubric.
- The supervisor finds a second assessor for the final report. The second assessor should use maximally 2 hours to read the report and to grade it, independent of the main supervisor. The two assessors agree on the final mark. The role of the 2nd assessor is in general affirmative, if the 1st and 2nd reviewer disagree strongly, the matter should be handed over to the Board of Exams.
- Grading and assessment of the thesis by an examiner with at least a BKO (basic teaching qualification) is mandatory. This can be you as a supervisor, or the 2nd reviewer. Daily supervision, can be done by an experienced PhD student or postdoc, in cooperation with you as formal supervisor.
- The student is informed that his final work need to be checked for plagiarism. This check is the responsibility of the supervisor and examiner, but the student need to upload the thesis to Ephorus. The supervisor needs to declare that the report has been checked – and no plagiarism was detected - on the assessment form.

The Bachelor Thesis is officially finished when:
1. a signed and filled-in assessment form, with Ephorus checkbox marked,
2. filled in rubric,
3. a digital final version of the thesis,
are handed to the coordinators, by mailing it to scriptie.bio@uu.nl

On behalf of the Biology Department we would like to thank you for supervising our students. Any feedback and comments on the course and it content is much appreciated.

Kind regards,

dr. Ton Peeters and dr. Martijn van Zanten

Coordinators Bachelor Thesis
Kruyt Z407/O405 || 030-/2534143/3111 || scriptie.bio@uu.nl ||