Research Thesis

Thesis procedure for students writing their thesis in Fall 2023

1. **Mid-term meeting period March/April 2023**: Enrolment for the regular research thesis (15 ECTS) is done through course label UCTHS150 in the pre-enrolment module. The same for the new 7,5 ECTS Capstone thesis [UCTHS075].

2. **Monday, 29 May at the latest**: You send an email to the relevant Fellow or Track Coordinator, indicating a potential thesis topic and, if you want to, a preference for a specific supervisor. You can find an overview of the academic disciplines and Fellow contact information here: [https://students.uu.nl/en/university-college-utrecht/academics](https://students.uu.nl/en/university-college-utrecht/academics)

3. **June**: The Fellow advises you on steps to take to find a supervisor.
   
   **NB “Halfie” SCI thesis writers**: Start planning and talking to people *before the summer* about the best way and place to complete the practical part of your thesis (for instance, lab work)

4. **By 1 September (in week 1) at the latest**: The Fellow sees to it that all thesis writers who have taken the necessary steps are matched with a supervisor and that non-UCU supervisors are informed of UCU procedures and grading criteria.

5. **As soon as you know who will supervise you**: You set up a meeting with them.

6. **Monday, 18 September at the latest**: You complete an online form to register for the thesis, including a brief research proposal, which is then sent to the Fellow (you will receive an email with the link to the form in September).

7. **Monday, 2 October at the latest**: The Fellow approves the proposal or advises you on necessary changes.

8. **Before the hand-in deadline**: The Fellow makes sure that second readers are found and informs them of UCU procedures and grading criteria.

9. **Friday, 22 December 2023**: Hand-in deadline
    
    You submit your thesis in Blackboard and send it by email to your supervisor and your second reader.

   *You can find the UCU thesis extension request form in Osiris Case. An extension request must be submitted at least one week before the submission deadline. Please note that late or non-submission of your thesis may have grading consequences.*