Research Project Application Form

Graduate School of Natural Sciences

Use of this form is mandatory for all research projects as described in the programme annex of the OER, notably final thesis work (“afstuderen”). All boxes must be filled out, unless stated otherwise. Items that are not applicable may be marked ‘NA’. The form must be handed in by the student at the student desk (“studentenbalie”), Minnaert Building room 1.20, before starting the project.

Note: this form can only be filled out completely after you have discussed the project setup with your intended project supervisor!

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Student** | | | | |
| **Name of MSc programme** | | Click here to enter text. | | |
| **First and last name of student** | | Click here to enter text. | | |
| **Email address** | | Click here to enter text. | | |
| **Student number** | | Click here to enter text. | | |
| **Project supervisor (first examiner)** | | | | |
| **Name and title (must be a Utrecht University staff member)** | | Click here to enter text. | | |
| **Faculty, department and Research group (chair)** | | Click here to enter text. | | |
| **Email address** | | Click here to enter text. | | |
| **Daily supervisor Fill out this section only if the project supervisor is not the daily supervisor!** | | | | |
| **Name and title** | | Click here to enter text. | | |
| **Affiliation** | | Click here to enter text. | | |
| **Address** | | Click here to enter text. | | |
| **Telephone number** | | Click here to enter text. | | |
| **Email address** | | Click here to enter text. | | |
| **Second examiner** | | | | |
| **Name and title (must be a Utrecht University staff member)** | A second UU staff examiner is only mandatory for research projects of more than 30 EC. For smaller research projects or internships, the second examiner can be replaced by an internal or external expert. Click here to enter text. | | | |
| **Faculty and Research group (chair)** | Click here to enter text. | | | |
| **Email address** | Click here to enter text. | | | |
| **Research project** | | | | |
| **Title** | | Click here to enter text. | | |
| **Location** | | Please give the UU faculty and research group (chair), or the name of the host institute. In the case of a host institute, please also fill out the ‘work placement agreement’. Click here to enter text. | | |
| **Note on project parts I & II:** by default, the single project is split into two parts that are considered separate courses. Therefore, both parts have to possibility of a re-take exam conform the rules as laid down in the OER. At the end of part II, the entire project is assessed and the student will receive a numerical mark. At the end of part I, the project up to that point is assessed, and the student will receive a V (pass, ‘voldoende’), ONV (fail, ‘onvoldoende’), or AANV (extension, ‘aanvulbaar’) mark. This is considered the go/no-go for starting part II. Students that started their master’s programme prior to 1 September 2016 have the right to a single project (parts I and II combined). Students that want this option should discuss this with their programme coordinator, and, if elected, only the questions pertaining to part II need to be filled out. | | | | |
| **Course code part I** | | To be filled out by programme coordinator! Choose an item. | | |
| **Number of credits part I** | | To be filled out by programme coordinator! Only OER-defined numbers are allowed. Click here to enter text. | | |
| **Course code part II** | | To be filled out by programme coordinator! Choose an item. | | |
| **Number of credits part II** | | To be filled out by programme coordinator! Only OER-defined numbers are allowed. Click here to enter text. | | |
| **Project starting date** | | Click here to enter a date. | | |
| **Ending date part I** | | The length of the project should be 0.7 x number of credits + 2 weeks, in full-time weeks. (The 2 weeks is to accommodate assessment.) Please correct this amount for agreed upon holidays, time needed for concurrent courses, etc. Please note that the ending date is *not* just the time when the student must be finished, but the latest date at which the *assessment* of the part must be finished. Click here to enter a date. | | |
| **Ending date part II** | | (Same comments apply as for part I.) Click here to enter a date. | | |
| **Short description of the project, including aims** | | Click here to enter text. | | |
| **Agreements between student and supervisors** | | | | |
| **Number of hours available for supervision** | | | | Click here to enter text. |
| **Planning/timing of the supervision (e.g. ‘weekly meetings’)** | | | | Click here to enter text. |
| **Agreed student work load (e.g. full time, 4 days/week, etc.)** | | | | Click here to enter text. |
| **Student absence (holidays, courses, etc.)** | | | | Click here to enter text. |
| **Supervisor absence (holidays, conferences, etc.)** | | | | Click here to enter text. |
| **Presentations to be held** | | | | Click here to enter text. |
| **Lab/group meetings to be attended** | | | | Click here to enter text. |
| **Other activities agreed upon** | | | | Click here to enter text. |
| **Copyright[[1]](#footnote-1)** | | | | |
| **By signing this document, the student declares to transfer the copyright of any and all products, including the tangible and intellectual products, of the research project to Utrecht University, if the research project is a Utrecht University-internal project. For research projects outside of Utrecht University the copyright of any and all products, including the tangible and intellectual products, of the research project are specified in the Work Placement Agreement.  In all cases, the rights of the student by scientific standards to be a co-author of publications or to be otherwise acknowledged are still recognized. The student is allowed and must upload his final assessed thesis to the university publication archive IGITUR. At a later stage, the thesis may be made public via IGITUR, or its access may be restricted temporarily or indefinitely.** | | | | |
| **Signatures** | | | | |
| **Student signature and date (Must be signed when form is handed in at the student desk.)** | | |  | |
| **Project supervisor signature and date (Must be signed when form is handed in at the student desk.)** | | |  | |
| **Track coordinator name, signature, and date**  **(Only for thesis research in the MSc Artificial Intelligence)** | | |  | |
| **Master’s programme coordinator name, signature, and date (Must be signed when form is handed in at the student desk.)** | | |  | |
| **Examination board member name, signature and date  (Approval and signature will be obtained by student desk.)** | | |  | |

1. In exceptional cases, the copyright statement may be revised after conferral with the research project coordinator, via [science.researchprojectcoordinator@uu.nl](mailto:science.researchprojectcoordinator@uu.nl). [↑](#footnote-ref-1)