

## Master thesis regulations

### Master in Physics and Astronomy

This document describes the different phases in the process, the evaluation, and the regulations. The regulations become effective from the academic year 2013-14 onwards.

The details of the evaluation procedure are in the document *Master thesis evaluation*.

The VUB regulations concerning the master thesis, along with the additions from the WE faculty, can be found in appendix A.

#### 1. choice of subject and promotor

- the master thesis can be performed
  - in one of the research units of the department Physics and Astronomy of the VUB
  - in one of the research units of the department Physics and Astronomy of the UGent
  - in another research unit (also outside of the VUB), with agreement of the "Opleidingsraad" (Study programme committee)
- announcement of possible subjects and promotors
  - the list of subjects is sent to all master students by email in October. The list is drawn up in English.
  - the list can also be found on the department's website (<http://we.vub.ac.be/en/master-theses-program-master-science-physics-and-astronomy>)
- the promotor is defined in the "Onderwijs- en examenreglement" (Teaching and examination regulations) of the VUB and the faculty (appendix A)

The following sentence was added to article 118, §3:

DNTK addition: The concerned ZAP member may choose to have a post-doctoral researcher act as co-promotor to his/her research group.

- choice of subject, agreement student-promotor

The promotor makes together with the student a description of the work to be performed. This *agreement between student and promotor* is submitted by the student to the president of the examination committee before November 1<sup>st</sup>. The template of this agreement can be found in the document *Evaluation master thesis*.

- approval subject and promotor
  - The proposed subjects and agreements are submitted for approval to the examination committee in November

After approval by the examination committee, and before December 1<sup>st</sup>, the student submits the registration form to the secretariat of the faculty (see <http://we.vub.ac.be/files/formulieren/masterproef.pdf>)

#### 2. announcement of the regulations of the evaluation criteria

In October, the regulations, along with the list of possible subjects, are sent to all Master students. The regulations are also put on the website of the education, along with the

description of the evaluation criteria.

### 3. final title, composition and agreement of the reading committee

- deadline to submit final title and proposal reading committee: first week of May, at the secretariat of DNTK and to the president of the examination committee.
- the reading committee consists of the promotor (and co-promotor) plus two reading committee members.
- the proposals are submitted for approval to the examination committee during the month of May.

### 4. the manuscript

- the manuscript must be written in English
- a summary in publishable form must be included in the master thesis.
- the manuscript is submitted in printed and electronic form the last Friday before the start of the exam period.
- number of copies: one copy for each member of the reading committee, and for the president and secretary of the examination committee, to be submitted at the faculty secretariat or directly to the jury members, plus one copy for the faculty. The jury members can choose between an electronic or a printed version.

### 5. presentation and defence

- the oral defence is obligatory
- the oral defence takes place during the examination period
- the oral defence is public
- presentation is to be made in English.
- the public defence consists of a presentation of 20 minutes plus 15 minutes for questions and discussion
- the presentation is aimed at a public of fellow students and specialists in the subject.

### 6. evaluation

- the oral public defence of the theses is followed by a closed session, during which the global mark is determined and the feedback report for the student is drawn up.
- score distribution
  - dedication and work during the year: 20/100, by promotor (and co-promotor)
  - manuscript: 50/100, by the reading committee
  - presentation+defence: 30/100, by the full jury

### 7. feedback

During the closed session after the oral defence, the evaluation report is drawn up by the full jury. Upon request, this feedback report is transferred to the student.

## **Appendix A:**

Education and examination regulations VUB, including the additional regulations from the faculty WE

[http://we.vub.ac.be/sites/default/files/files/OER%202018-2019\\_aanvullendWE.pdf](http://we.vub.ac.be/sites/default/files/files/OER%202018-2019_aanvullendWE.pdf)

Specifically for master thesis: chapter V