

Expectations Regarding the Supervision of the Master's Dissertation for Supervisor and Student

Expectations Towards the Student

Depending on the study program, the master's dissertation may amount to 15, 18 or 24 credits. Since each credit represents 25-30 hours of work for the student, the total amount of work expected is 375-400 hours, 450-540 hours or 600-720 hours, which corresponds approximately to 11, 13 or 17 weeks of full-time work.

- The student thoroughly inquires about the expectations regarding the master's thesis. The student consults the Minerva course MASTERPROEVEN FEB/ MASTER'S DISSERTATIONS FEB, reads the documents (manual, evaluation criteria, procedure, etc.) and regularly checks the announcements.
- The student is expected to achieve the objectives **independently**. This means that the student must demonstrate a great deal of independence in the search for relevant literature, the elaboration of the problem definition and research questions, the set-up of the research, the critical analysis and processing of research data, the editing of the master's dissertation, etc.
- The student takes the initiative to discuss with the supervisor the substantive expectations regarding the subject and the expectations regarding the supervision (type of feedback that can be expected, the extent to which the texts are read, etc.).
- From the beginning, the student makes clear agreements with the supervisor about the method of contacting (e-mail, telephone, through supervisor or departmental secretariat), any interim deadlines, requesting and receiving feedback (by e-mail, by appointment, etc.). The student respects these agreements and always contacts the supervisor himself/herself.
- The student contacts the supervisor in time (approx. 2 weeks in advance) for the interim feedback (deadline: see overview of important data).
- The student agrees with the supervisor in good time (before the start of the summer break) when he/she can turn to the supervisor for feedback during the holiday period (track 1.5 years, 2nd sitting, etc.).
- The student thoroughly prepares contact moments: this can take the form of a brief explanation or presentation of the work done, the timely submission of a piece of text, etc. with a number of specific questions (so that it is clear to the supervisor where problems or difficulties arise). The student records the feedback from the supervisor during the contact moment.
- The student uses the planned lesson- and examination-free periods to work on the master's dissertation (e.g. for students of Business Economics: examination period January - mid-February, for students of Business Sciences: period between examinations and internship, etc.).
- The student is motivated to delve into the chosen master's dissertation subject and is open to the suggestions of his supervisor during the development of the master's dissertation.
- At least once the student provides the supervisor with a preliminary text for feedback. This preliminary text is submitted at the latest one month before the submission date of the master's dissertation (if the text is submitted later, the supervisor can no longer guarantee giving feedback).
- The student does not commit fraud or plagiarism: He/she applies the reference rules correctly and collects and processes data in a deontologically responsible manner. He/she subscribes to the faculty's code of ethics (when submitting the form 'Request for defence of the master's dissertation).

Expectations Towards the Supervisor

The supervisor is expected to guide the student in making his or her master's dissertation. This means that the supervisor helps to monitor the scientific character and feasibility of the master's dissertation (the research); helps to find a good approach; helps with the logical structure; stimulates the student to comply with the planning made; stimulates the student to think critically and to put forward his own ideas and to make well-reasoned choices; helps with possible difficulties and, if necessary, adjusts; gives tips on where relevant information or literature can be found; provides methodological support (or refers to other useful persons); formulates comments, suggestions and critical questions during an interim presentation/evaluation and on timely submitted preliminary texts, etc.; ensures that the student respects the deontological rules in the editing of the master's dissertation. (Provided that the supervisor can follow up and evaluate the work of the student, the student gives them the opportunity to do so).

- The supervisor has an affinity with academic research in the field in which the student is making his master's dissertation.
- The supervisor knows what is meant by the concept of a master's dissertation (objectives, evaluation, etc.). The supervisor discusses the expected trajectory of the master's dissertation with the student, with regard to both the supervision process and the output (evaluation criteria). He/she read the documents on the Minerva course MASTERPROEVEN FEB/MASTER'S DISSERTATIONS FEB.
- The supervisor ensures that the subject matter and the elaboration of the master's dissertation allow the student to achieve the objectives as described in the course specifications and the evaluation form.
- From the beginning, the supervisor makes clear agreements with the supervisor about the method of contacting (e-mail, telephone, through supervisor or departmental secretariat), any interim deadlines, requesting and receiving feedback (by e-mail, by appointment, etc.). The supervisor adheres to the agreements he or she has made with the student and informs the student which moments he or she can or cannot be reached.
- At least once the supervisor provides interim feedback (content, reasoning, structure, etc.) on a preliminary text (if the student has provided this in good time). The supervisor returns any comments and suggestions to the student within a reasonable period of time (approx. two weeks) so that the student can continue working.
- The supervisor reviews (a part of) the master's dissertation thoroughly for language and structure at most once. Feedback on the content can be given at any time.
- In order to ensure that the supervision runs as smoothly as possible, the supervisor ensures that he/she is available to the student at regular intervals so that interim questions can also be answered. An answer is provided within a reasonable time (about a week).
- The **supervisor** is present when the master student presents his or her work (interim feedback, defence of the master's dissertation) and provides feedback afterwards if the master student so requests.