Research Project Application Form

Graduate School of Natural Sciences

Use of this form is mandatory for all large research projects, notably final thesis work ("afstuderen"). It must be handed in by the student at the student desk ("studentenbalie") responsible for the registration of the grades of the respective MSc programme, prior to starting the project.

Student	
Name of MSc programme	
First and last name of student	
Email address	
Student number	
Project supervisor	
Name and title (must be a Utrecht University staff member)	
Email address	
Daily supervisor **Fill out this section only if the project supervisor is not the daily supervisor!**	
Name and title	
Affiliation	
Address	
Telephone number	
Email address	
Research project	
Title	
Starting date	
Ending date	
Number of ECTS	

Short description of the project, including aims	

Agreements between student and supervisors	
Number of hours available for supervision	
Planning/timing of the supervision (e.g. 'weekly meetings')	
Agreed student work load (e.g. full time, 4 days/week, etc.)	
Student absence (holidays, courses, etc.)	
Supervisor absence (holidays, conferences, etc.)	
Intermediate evaluations of student performance (specify at least two dates)	
Presentations to be held	
Lab/group meetings to be attended	

Other activities agreed upon	
Primary assessment criteria. **(please see appendix for examples)**	
Copyright	
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. 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	
Project supervisor signature and date	
Master programme coordinator name, signature, and date	

Appendix: an incomplete list of possible assessment criteria

- Level – Theoretical level, practical/experimental level, understanding of the underlying matter, amount of work in relation to number of ECTS
- Problem handling – Methods, techniques, design instrumentation, implementation, experiments
- Skills – Analytical skills, model building, distinguishing matters of major and minor importance, evaluation, independence, collaboration, self-reflectiveness, planning
- Effort and attitude
- Originality
- Relevance, valorization
- Report/Thesis – literature survey, problem statement, style of writing, quality of Dutch/English, report structure, textual structure, coherence/consistency, conclusions/recommendations, neatness
- Oral presentation – presentation/public speaking skills, structure, discussion skills, presentational aids

Assessment Form for a Research Project or Thesis Project

Graduate School of Natural Sciences

Use of this form is mandatory for all large research projects, notably final thesis work ("afstuderen"). It must be filled out by the project supervisor and sent to the student desk (OSZ).

Student	
First and last name	
Student number	
Telephone	
Email address	
Name of master's programme	
Research Project	
Project title	
Number of ECTS	
Grades	
Grade for final presentation	
Grade for written thesis	
Final grade (this grade will be recorded in OSIRIS and included in the student's grade list)	
Reviewer signatures	
Project supervisor / first reviewer name (must be a Utrecht University staff member), signature, and date	
Second reviewer name (must be a Utrecht University staff member), signature, and date	

Experts If internal or external experts have been consulted, please note them here	
Name and title	
Affiliation	
Email address	
Name and title	
Affiliation	
Email address	

Assessment

Describe the project and student performance elements that have influenced the final grade significantly; notably strong and weak points. Please refer to the appendix for a list of common assessment criteria. Be sure to include the primary assessment criteria as agreed upon in the project application form. From your assessment, it must be clear to the student and the board of examiners how the final grade was constructed. The final presentation and written thesis must always be included here and must also be graded separately.
Programmes have the option to replace this section by a separate, programme-specific assessment form.

Publication

All theses must be uploaded to and stored in the IGITUR archive by the student. By default, theses are made available on-line to the

general public. In exceptional cases, theses can be (1) published under embargo, i.e. become public only after a certain date, or (2) non-open access, i.e. not accessible to the general public anytime. Please use the options below only when absolutely necessary!

☐ **The thesis is withheld from publication (embargo) until …… (date), because …**

☐ **The thesis will not be published (no open access), because …**

Appendix: an incomplete list of possible assessment criteria

- Level – Theoretical level, practical/experimental level, understanding of the underlying matter, amount of work in relation to number of ECTS
- Problem handling – Methods, techniques, design instrumentation, implementation, experiments
- Skills – Analytical skills, model building, distinguishing matters of major and minor importance, evaluation, independence, collaboration, self-reflectiveness, planning
- Effort and attitude
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- Oral presentation – presentation/public speaking skills, structure, discussion skills, presentational aids

Grades

Grades are assigned on a scale of 1 to 10, the lowest passing grade being 6. Unit grades must be assigned below 6, and halves are allowed from 6.5 and upwards. A coarse guideline to the meaning of the individual grades is:

10	outstanding
9	excellent, publishable in acclaimed peer-reviewed journals
8	good, possibly publishable
7	very satisfactory, average
6	satisfactory, meets minimum standards
5 and below	unsatisfactory

For a student to be eligible for a cum laude diploma, the minimum final thesis grade must be 8.5.