CIEM0400
Thesis Preparation
introduction & how-to guide
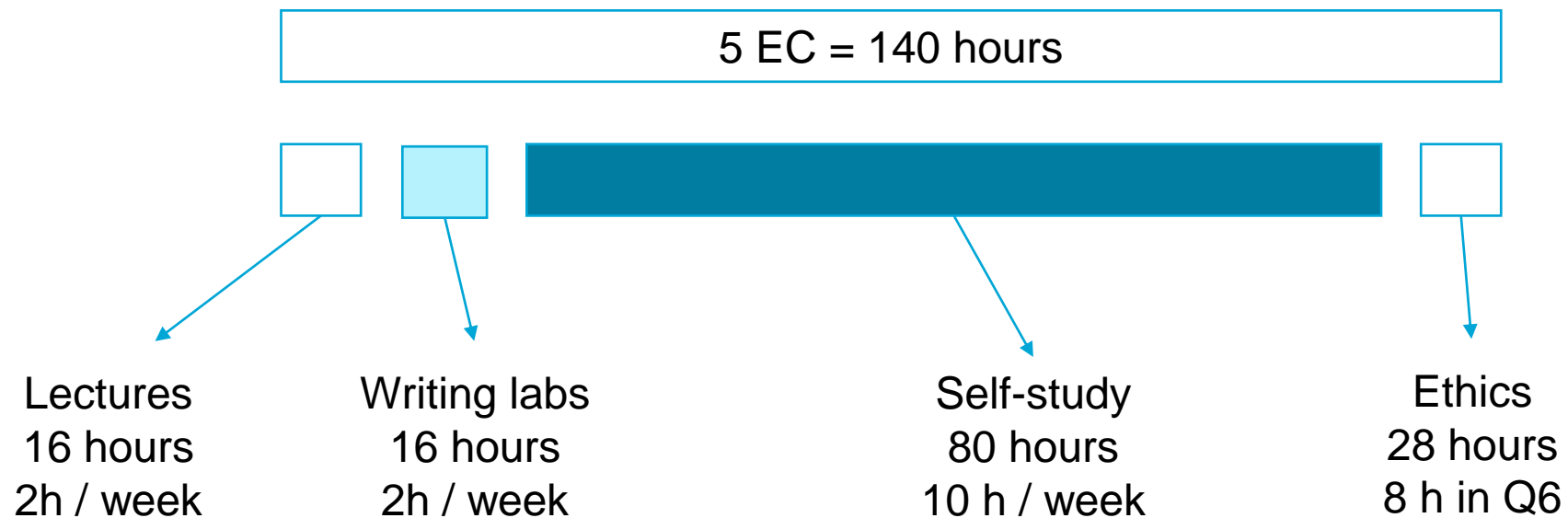
05-09-2023

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Learning objectives

Upon the successful completion of the course, the student is able to:

- formulate research scope and question(s),

- develop a literature review,

- develop a conceptual framework,

- develop a research methodology, data collection plan, and planning,

- evaluate the risks of a research plan (HREC, DMP, Lab Servant),

- formulate a (personal) standpoint on professional and research ethics,

- develop skills featuring Open Science tools.

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Course content

- 5 EC (of which 1 EC Ethics)

- Most of which, most hours spend writing and reading.

5 EC = 140 hours

Lectures	Writing labs	Self-study	Ethics
16 hours	16 hours	80 hours	28 hours
2h / week	2h / week	10 h / week	8 h in Q6

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Course content

Week no.	Theme	Scheduled activities
Year 2, Q1 – week 8	Hand in ethics portfolio	Deadline: ethics portfolio
Year 2, Q2 – week 1	Research introduction, scoping and questions	Lecture (2) + Writing Lab (2)
Year 2, Q2 – week 2	Literature review (incl. library)	Lecture (2) + Writing Lab (2)
Year 2, Q2 – week 3	Conceptual frameworks	Lecture (2) + Writing Lab (2)
Year 2, Q2 – week 4	Research methodology, data collection & planning	Lecture (2) + Writing Lab (2) **Deadline: Hand in concept work plan for review**
Year 2, Q2 – week 5	Risk evaluation of research (e.g. HREC, DMP, Physical safety)	Lecture (2) + Writing Lab (2) **Deadline: Peer-review ethics portfolios**
Year 2, Q2 – week 6	Professional & research ethics	Lecture (2) + Obligatory Workshop Ethics (2) Writing Lab (2) **Deadline: Peer-review work plans**
Year 2, Q2 – week 7	FAIR data principles and Open Science tools	Lecture (2) Writing Lab (2)
Year 2, Q2 – week 8	No lectures – writing week	Writing Lab (2) **Deadline: Final workplan is mailed to supervisor**
Year 2, Q3 – week 1	Start MSc thesis project	Kick-off with full MSc thesis project committee

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Assessment CIEM0400

- Assessment workplan is performed by the **Responsible supervisor, thesis prep team, ethics learning line team**

Element	Percentage	Type of assessment	Who assesses
Workplan – content	75 %	Pass / fail	Responsible lecturer
Workplan – risk assessments	15 %	Pass / fail	Responsible lecturer (+ data steward + HREC if required by protocol)
Workplan – writing & presentation skills	10 %	Pass / fail	Responsible lecturer
Ethics portfolio + Workplan – ethics reflection	20 %	Pass / fail	Ethics learning line
Attendance and collaboration	5 %	Pass / fail	Responsible lecturer
Total score	100%	**Pass / fail**	

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Please note!
This is an on-campus course.
There will be NO online support
& there is obligatory attendance in week 6.

Pre-requisite(s)

- Max. ECT deficit of 60 credits (thesis (30), thesis prep (5), additional modules/courses (10), missing courses (15)).

We suggest that you start CIEM0400 the quarter before you start your Master's Thesis project (CIEM0500).

Why not earlier:

- Prevents double work of you and your supervisor

- Ensures that there is a smooth transition from CIEM0500 to the MSc thesis project

- Ensures focus on a timely topic for your MSc thesis project

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Pre-requisite(s)

Before joining CIEM0400, you should already have:

1. picked a thesis topic,

2. arranged your responsible supervisor,

3. arranged a contact person at the company you want to perform your thesis project (for in-company graduations only),

4. registered to the mailinglist related to the quarter in which you follow CIEM0400,

5. registered your MSc project

6. finalized and handed in your ethics portfolio – assignments 1 – 4.

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How to arrange these things?

1. Pick a thesis topic

2. Go to the 'Pick a thesis topic'

3. Go to the website featuring your track

4. You'll find an overview of the latest information regarding where to find potential topics, and/or who to contact.

(If you have a brilliant idea or a company in mind, you now have the time to find out whether this topic is worthy of an MSc thesis, or a company has a nice topic lying on the shelf).

Please note!
The Brightspace page came live yesterday, so it might take us a few days to get all the information related to your track online!

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How to arrange these things?

2. Arrange your responsible supervisor,

1. When MSc thesis projects are posted, generally the contact person's details are in the post

2. When you are directly contacting someone, you have their contact details

3. Ensure that:

   - This contact person can and wants to supervise your MSc thesis project after CIEM0400.

   - This contact person can sign off on your kickoff documents!!

   - This contact person has time to look at your workplan in week 5 and week 9 of the quarter in which you follow CIEM0400

   - You both have the same ideas about your thesis topic

4. If so, you found your responsible supervisor for CIEM0400 and your MSc thesis project (CIEM0500)

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How to arrange these things?

3. Arrange a contact person at the company

1. If a company is involved, generally this is written in the project description, or the responsible lecturer knows this.

2. In case you want to cold-call a company, first:

   - Ask a relevant lecturer in your track, they might have an easier way into the company

   - Ask the study association of your track, they might have an easier way into the company

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How to arrange these things?

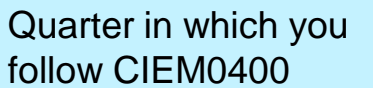**4. Registered to the Brightspace mailing list**

1. Go to the Brightspace page of CIEM04000 (2023/2024) Thesis Preparation

2. Go to Collaboration >> Groups

3. Join the Mailinglist with the name of the quarter

You now receive all relevant information related to the Thesis Preparation course that runs in your quarter

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How to arrange these things?

5. Register your MSc project

1. Go to the Brightspace page of CIEM04000 (2023/2024) Thesis Preparation

2. Go to the tab "Assignments"

3. Fill in the survey related to the assignment "Registration MSc thesis topic – Q2"

Quarter in which you follow CIEM0400

You have now registered your thesis topic

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How to arrange these things?

6. Finalize & hand in your ethics portfolio – assignments 1 - 4

1. Go to the Brightspace page of the Ethics Learning Line

2. Check whether you handed in all assignments

3. Check in week 4 of Q1 whether you received feedback on the assignments

4. Improve your ethics portfolio accordingly

5. Hand in the full Ethics portfolio **on the Brightspace page of CIEM0400 (2023/2024) Thesis Preparation!!!**

   Go to Assignments and hand it in using "Ethics portfolio – Q2 - final versions"

   Deadline: Friday 27 October (week 8) of the quarter before you enroll CIEM0400

Quarter in which you follow CIEM0400

For those that have not yet handed in anything, we are trying to reopen the brightspace page of the Ethics Learning line. Stay tuned! When this is possible again, I'll post a message on the Brightspace page of CIEM0400

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Questions

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