

## BMO MSc thesis procedure

	BEFORE MONTH 1 Preparation	MONTH 1 Start of thesis	MONTH 3 Progress evaluation	MONTH 6 Finalizing thesis	MONTH 6 Handing in thesis	MONTH 6 Thesis defence
Student tasks	1. Explore thesis topics 2. Ask study advisor to confirm that you fulfil the requirements 3. Fill in <a href="#">MSc thesis orientation form</a> & send to <a href="#">BMO Office</a>	4. Set up first meeting with supervisor 5. Fill in <a href="#">Learning Agreement</a> and discuss with supervisor 6. Once approved by supervisor, upload Learning Agreement in OSIRIS	7. Consult your supervisor for a date for your progress evaluation 8. Send research proposal to supervisor & examiner 9. Defend proposal in progress evaluation meeting	10. Conduct research & present chapters in thesis ring, & ask supervisor for feedback on chapters 11. Send draft thesis to supervisor & examiner. 12. When approved by supervisor, upload draft thesis in Brightspace for similarity check	13. Agree with supervisor & examiner on date for defence 14. Upload final thesis in OSIRIS 15. Send <a href="#">BMO office</a> the following documents: a) PDF version of final thesis, b) filled in Data Management Form, & c) final data	16. Invite family and/or friends to defence 17. Prepare 15-minute presentation for defence 18. Try out your presentation & prepare your defence in thesis ring 19. Defend your thesis
BMO Staff	<i>Thesis coordinator contacts you to confirm thesis topic and matches you to supervisor</i>  <i>Thesis ring coordinator sends you instructions for thesis ring attendance &amp; adds you to BMO thesis Brightspace page</i>	<i>Supervisor approves Learning Agreement in OSIRIS</i>	<i>Supervisor &amp; examiner review proposal, send feedback and if approved, sign progress evaluation</i>	<i>Supervisor &amp; examiner review draft, provide feedback, &amp; if sufficient, approve thesis for defence</i>	<i>BMO office sends you invitation for the defence</i> <i>Thesis ring coordinator announces your defence on Brightspace</i>	<i>Supervisor &amp; examiner(s) assess thesis and defence</i> <i>Final grade is communicated through OSIRIS</i>

### Questions? Persons to contact:

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All documents related to the MSc thesis can be found [here](#) and on the [BMO thesis Brightspace](#)