IFRO Master’s Thesis seminar
21 September 2018

- Thesis contract
- Desks
- Submission and defence
- Where to get help

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Thesis contract

• You register by filling out a thesis contract via Self Service at KUnet (you do not register as you do for courses and projects)
• You can find guidance at your study pages:

Registration and contract

Register for the Master’s thesis by filling in and submitting your thesis contract via Self Service.

Your contract must be approved before the start of your Master’s thesis. It takes up to two months to have your contract approved.

When and how do I draw up a Master’s thesis contract?

You must draw up your contract and submit it for approval two months before you want to start your Master’s thesis.

If you submit your contract later, you risk not having an approved contract ready for when you start your Master’s thesis.

Read more about when you can do your Master’s thesis

How to fill in and submit your Master’s thesis contract:

1. Find the digital Master’s thesis contract via Self Service under the ‘Exams’ tab.
2. Fill in the contract with the help of your supervisor. You can save or edit the contract until you press ‘Ready for approval’. The contract is not valid, as long as the status is ‘In progress’.
3. Press ‘Ready for approval’ once the contract is ready.
4. Create a PDF of the contract under ‘Print’, and send it to your supervisor from your KUnet. Write ‘Thesis contract for approval’ in the subject field. Your supervisor sends your thesis contract for approval to the department.

Guidance on completing your Master’s thesis contract
Thesis contract

- Theses follow the main supervisor’s department

**Starting dates**
- 3 September (only 2018)
- 20 October (only 2018)
- 30 November (2018 and onwards)
- 28 February
- 31 May
- 31 August

- You do not fill out a submission date in the contract. SCIENCE Education will let you know the date when they approve the contract.

- You – and your supervisor – are very welcome to send me a mail or stop by my office at 1st floor in R25, Building A, if you need help filling out the contract.
Desks for thesis writing

• IFRO provides desks in the basement under Rolighedsvej 25 for thesis students
  • Building C for IFS students
  • Building A for other students
• We have far more thesis students than desks – you will not be assigned a personal desk
• Send a mail to sw@ifro.ku.dk
• If you want access outside office hours, we need to know your study card number
• If you do not need a desk for a period, please let us know.
Submission and defence

• A few weeks before submission your supervisor will find an external censor and - together with you - set a date for the defence (no later than 4 weeks after submission)

• Submission:
  • All theses at UCPH are handled in Digital Exam
  • You do not have to hand in physical copies

• Postponements can only be granted by the study board.
Where to find information and get help?

- Requirements for your thesis (there are very few): Take a look at your study pages and/or send me a mail (not Student Services)

MSc in Integrated Food Studies

Report and exam

You conclude your Master’s thesis with

- a Master’s thesis report
- an oral defence based on your Master’s thesis report.

You are registered for the exam once your contract is approved.

**When and how do I submit the Master’s thesis report?**

**What happens if I don’t pass the defence?**

**What are the requirements for my Master’s thesis report?**

Formal rules and requirements for your Master’s thesis report:

- **You must write in English.**
- **You must write an abstract (a summary) in Danish or English.**
- **Attach published/unpublished articles as appendices.** Articles may only be included directly in the thesis, if you or your group are the only authors.
- **You must avoid plagiarism.** You must be aware of this both if you use your own as well as others’ academic work.

  - Read about how to avoid plagiarism

  - Talk to your supervisor about scope and content
Where to find information and get help?

• Rules and regulations: Student Services (we are not allowed to give advice at the departments)

Help Desk can help you with e.g:

• Questions about course and exam registration
• Confirm your study activity and your enrolment status, e.g. for student housing
• Correct errors in registrations or your data
• Change of name and address
• Get your transcript of records
• Certified copy of your diploma
• Correct errors in your diploma
• Withdraw from your programme
• Register your correct CPR number

Examples of what a study and career guidance counsellor can help you with:

• Plan your studies and your time
• Make informed choices
• Stay motivated and deal with doubts as you go
• Receive sparring on your career considerations
• Study abroad
  • **Receive guidance on applications, deadlines, exemptions and complaints**
• Handle what is hard, e.g. failed exams, illness or stress