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FACULTY PROCEDURES WITH REGARD TO THE MASTER'S DISSERTATIONS IN ADDITION TO GHENT UNIVERSITY'S EDUCATION AND EXAMINATION CODE (E&E CODE)

MASTERS OF SCIENCE IN ENGINEERING
MASTERS OF SCIENCE IN ENGINEERING: ARCHITECTURE
MASTER OF SCIENCE IN URBANISM AND SPATIAL PLANNING

ACADEMIC YEAR 2020–2021

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FOR STUDENTS WHO SELECT A MASTER'S DISSERTATION TOPIC IN 2020–2021 (TYPICALLY 1ST YEAR MASTER STUDENTS) = SELECTION YEAR

DEFINITION OF THE TOPICS

The proposals of topics for the master's dissertation are published by the supervisor (*promotor*) through the faculty's Plato¹ application. For each master's dissertation, Plato provides a set template with the title, problem statement, objectives and standard distribution of the percentages for the final assessment. Furthermore, key words can be added, as well as a website with more information, the location where the dissertation will be written, etc.

The topics for the master's dissertations are written in the language in which the dissertation will be written. Confidentiality aspects may apply (more information can be found on the faculty's website²).

The supervisors or master's dissertation coordinators indicates which master's programmes are targeted with the proposal, and clarifies that choice. The dedicated Study Programme Committee (*opleidingscommissie*, SPC) approves or disapproves the topic.

The Study Programme Committee will either approve or reject the topics. If a Study Programme Committee rejects a proposed topic, it must underpin its decision with respect to the content and communicate this to the supervisor.

The Study Programme Committee communicates the topics to the students, without mentioning the distribution of the percentages for the final assessment.

Time schedule:

- *submitting topics by the supervisors in Plato: **1 January to 1 March 2021***
- *approving the topics by the Study Programme Committees in Plato: **1 March until 1 April 2021***
- *announcing the topics by the Study Programme Committees in Plato: **From 1 April 2021***

STUDENTS' CHOICE

After the publication of the topics the students can obtain extra information on the proposed topics from the supervisors and/or other (external) contact persons. During this period the departments and research groups may organize all kinds of information activities to help the students with their choice.

Each student makes his choice known in Plato. This selection consists of no more than three topics, ranked in order of preference. Especially for their first-choice topic, the students are recommended to contact the supervisors personally in order to get acquainted and to clarify mutual expectations.

Time schedule:

- *students gather information and research groups organize information sessions: **from 1 April 2021***
- *students register their choice: **between 1 May and 31 May 2021***

DEFINE OWN TOPIC

¹ <http://plato.ea.ugent.be>

² Dutch: <http://www.ugent.be/ea/nl/faculteit/diensten/studentenadministratie/masterproef>, English: <http://www.ugent.be/ea/en/education/master-dissertation>

Alternatively, students may formulate their own proposals for their master's dissertation. If this is the case, they need to look timely for a supervisor with knowledge of the subject. The supervisor will enter the proposal as a master's dissertation topic on Plato. The Study Programme Committee will either approve or reject the topics. The above time schedule needs to be followed.

ASSIGNMENT OF THE TOPICS

After all students have made their choice known, the supervisors are given the opportunity to accept a student as a master's dissertation student or not (e.g. when a student registers for a topic proposed by another student or if the student does not possess the required previous knowledge for the topic concerned.) However, there has to be a valid content-related reason for not accepting a student. As a rule, all students are accepted.

If there are several candidates for the same topic, the supervisor is asked to draw up a ranking. Based on the choices of the students and the advice of the supervisors, the Study Programme Committee chairmen works out an assignment proposal and submits this proposal for approval to their Study Programme Committee.

The decision is published through the Plato application and in this way made known to the supervisors, the students, the Faculty Student Administration (FSA) and the Curriculum Committee.

At this point, the students are also informed of the distribution of the percentages for the assessment.

If there are confidentiality issues, the student is asked to sign the relevant confidentiality clause at the start-up meeting between the student and the supervisor/counsellor. This document is available on the FEA website. Students who do not want to sign this document, should inform their supervisor, in which case the student is given a new or adapted topic that is free of confidentiality requirements.

Time schedule:

- *publication of the assignment of the topics by the Study Programme Committee chairman:*
before 1 July 2021

DUO MASTER'S DISSERTATION

Students who want to work together on one master's dissertation topic should contact their supervisor(s) beforehand. The supervisor will determine the specific modalities, taking into account the following guidelines:

- The group consists of 2 students at most.
- Ideally, the supervisor lays down in writing and beforehand the division of tasks in consultation with the students. For each student a time investment is determined comparable to what is usual for an individual master's dissertation.
- As is the case for an individual master's dissertation, an interim evaluation meeting is planned, where the cooperation and distribution of tasks between the students will be explicitly covered. The conclusions of this evaluation meeting are best reflected in a written report.
- In the introduction to the master's dissertation the teamwork is explicitly mentioned along with the similarities and specificities of the activities.
- It is allowed to hand in one master's dissertation (one copy) for both students.
- The viva of the master's dissertation may be joint, where each student agrees to be in charge of a comparable and proportionate share. The viva is evaluated individually.

FOR STUDENTS WRITING A MASTER'S DISSERTATION IN 2020–2021 (TYPICALLY 2ND YEAR MASTER STUDENTS) = DO YEAR

SUPERVISORS

The responsibility of the master's dissertation lies with one or more supervisors. As a general rule, maximum 2 supervisors are appointed. In exceptional cases and on condition of a thorough content-related motivation a third supervisor can be accepted. The Study Programme Committee (SPC) and Curriculum Committee (CurCom) are responsible for this.

At least one of the supervisors belongs to one of the following categories and will be responsible for administrative matters (= described as 'promotor 1' in Plato):

- Professorial staff members
- Postdoctoral assistants
- Research staff in the grade of postdoctoral staff member
- Visiting professors
- Lecturers appointed by agreement with another university or university college

It is possible to differ from these categories, for lecturers-in-charge and co-lecturers within integrating academic university college programmes who were already appointed before 1 February 2013 as lecturer-in-charge or co-lecturer (see OER 2020-2021; Part XII and article 59).

SUPERVISING THE MASTER'S DISSERTATION

A dissertation advisory committee is proposed by the supervisor(s), which comprises at least two people, including the supervisor(s). This dissertation advisory committee will supervise the student during the course of the year. It is therefore important that the student is familiar with the advisory committee from the start of the academic year and can contact them.

Besides regular working meetings, there should be at least one interim evaluation meeting in the presence of the dissertation advisory committee, in which the 'state of the art' of each master's dissertation is orally explained by the student and where the latter may be steered in the right direction should this prove necessary. This interim meeting is not graded, but as evidence that it has taken place, the supervisor must enter the date on Plato.

Time schedule:

- *announcement of the dissertation advisory committee and input in Plato by the supervisor: **before 21 September 2020 (start of the academic year)***
- *interim evaluation meeting: **between early December 2020 and late February 2021***

CONFIDENTIALITY ISSUES

Confidentiality clauses can be a legally binding part of research contracts or serve to protect the option to submit an invention application with respect to results obtained in the master's dissertation. The confidentiality procedures (cf. FEA website) may be optional, or may be obligatory if the master's dissertation is related to research with contractual confidentiality agreements. The application of confidentiality procedures during the master's dissertation work does not prevent public disclosure of

the master's dissertation in the end. This can be done by giving priority to patent protection of valorizable results of, and by extending the embargo on public availability no longer than is strictly necessary. As a rule there is no embargo without valid reasons.

RESEARCH FOR THE MASTER'S DISSERTATION IN COLLABORATION WITH A COMPANY (IN BELGIUM OR ABROAD)

Students that conduct research in collaboration with a company in the framework of their master's dissertation are responsible for the signing of a master's dissertation contract, to be downloaded from the faculty's website. The master's dissertation contract has to be drawn up in threefold and signed by all three concerned parties (following the procedures described on the website) and retained by the student, the company and the supervisor. The supervisor has to register that a master's dissertation contract is used in Plato.

If the master's dissertation is conducted in collaboration with a company abroad, a foreign research or educational institution (e.g. for fieldwork or research activities), but not via Erasmus, then the student is responsible for the registration of the exchange in Oasis (more information on the faculty's website).

SUBMITTING THE MASTER'S DISSERTATION

Time schedule (both for the submission in the second as in the resit examination period):

- *entry of the final titles (in Dutch and English), the language and period of submission by the student, on Plato: **no later than 1 April 2021***
- *approval of titles and language by the supervisor: **no later than 10 April 2021***
- *advice of the Study Programme Committee to the Curriculum Committee: **before May 2021***
- *approval of the title and language by the Curriculum Committee: **meeting of May 2021***

- *submitting the master's dissertation for the second-term examination period: **no later than 31 May 2021***
- *submitting the master's dissertation for the resit examination period: **no later than 15 August 2021***

A. Language of the master's dissertation

The master's dissertation is written in the language of the study programme.

Exceptions are only possible in the *Dutch programmes*, and in the following cases:

- For students who write their master's dissertation in the context of, for example, an international exchange (incoming or outgoing students), where the supervisor(s) do not speak Dutch, the language of the master's dissertation will be determined in consultation with the supervisor.
- In consultation with the supervisor(s) and at the student's express request, the master's dissertation in a Dutch programme can be written in a language other than Dutch. The language of the master's dissertation is indicated on Plato by the student and is, following the advice of the Study Programme Committee, approved by the Curriculum Committee.

The final language of the master's dissertation must be entered by the student on Plato by 1 April 2021.

B. Final title of the master's dissertation

The final Dutch and English title of the master's dissertation are entered by the student by 1 April 2021, in Plato.

In Plato, both a Dutch and English title are entered, irrespective of the language of the master's dissertation. The title of the master's dissertation will appear on the diploma supplement, which is drawn up in both languages. Translation of the title is done in consultation with the supervisor(s).

After approval by the supervisor, the Study Programme Committee and the Curriculum Committee, a title page will be automatically generated in Plato.

C. Form of the master's dissertation

Guidelines relating to the format, appearance, the structure and other similar aspects of the master's dissertation are available in a document on the FEA website.

A title page, generated by Plato, is added to the master's dissertation. The lay-out of the title page is determined by the language in which the master's dissertation is written (Dutch or English).

Extended abstract: The extended abstract has a standard length of minimum 2 and maximum 6 pages (see the FEA website):

- A Dutch master's dissertation is always accompanied by an English extended abstract.
- An English extended abstract, as well as a Dutch translation of the English extended abstract, is always added to the English master's dissertation in a Dutch study programme.
- An English extended abstract is always added to an English master's dissertation in an English study programme.

D. Submitting the master's dissertation

Students have to submit their master's dissertation no later than 31 May 2021 for the second-term examination period and no later than 15 August 2021 for the resit examination period.

The document has to be submitted electronically in PDF format. The PDF document is uploaded in Plato.

At the supervisor's request, and it is up to the students to check this, the master's dissertations are also submitted in hard copy as a reading version, in as many copies as there are members of the assessment committee (with a maximum of three hard copies). The hard copies are submitted by the student in accordance with the principles of sustainability (e.g. printed on two sides of the page, alternatively on recycled paper, whether bound or not, as agreed with the supervisor).

E. Accessibility

All master's dissertations with a pass mark (from 10/20 onwards) are made available electronically within Ghent University through the university library. All master's dissertations with a score of 14/20 or higher are transferred to the open access system (of the university library) without prejudice to the rights of the author, Ghent University and third parties, insofar as they are not bound by confidentiality requirements. If this is the case, the supervisor will indicate in Plato which master's dissertation(s) are subject to confidentiality and from which date onwards they can be transferred to open access.

ORAL PRESENTATION

Every student is required to give an oral presentation on his/her master's dissertation. This presentation is public, insofar as there are no confidentiality requirements. The oral presentation can be organised virtually (e.g. via video conference). The presentations are organized by the Study Programme Committee chairman. The last week of the second-term examination period and the last three days of the resit examination period are reserved for this purpose (in that way, the assessment

committee can read the text and submit the students to a thorough examination). The Study Programme Committee chairman ensures that the date, time and place (or if applicable, an indication of the electronic character) are posted on Plato. This information will appear automatically on the faculty's website.

The oral presentation is done in the language in which the master's dissertation is written. The oral presentation usually takes 30 minutes and is attended by the entire assessment committee. In the event of *force majeure*, the absence is announced to the chairman of the Study Programme Committee and the assessment (one page) is handed to the supervisor.

No image and/or sound recording of an oral defence is allowed, not by the student, the observer or third parties, except if the defence takes place via videoconferencing. Prohibited recordings are inadmissible as evidence in administrative or legal proceedings and are also to be destroyed at the first request.

Time schedule:

- *publication of the presentation schedule of the second-term examination period: **31 May 2021, or at least one week before the presentations***
- *presentations second-term examination period: **21 June 2021 up to and including 25 June 2021***
- *publication of the presentation schedule of the resit examination period: **20 August 2021, or at least one week before the presentations***
- *presentations resit examination period: **8 September 2021 up to and including 10 September 2021**³*

ASSESSMENT COMMITTEE

For each master's dissertation, the Curriculum Committee, by delegating powers from the programme's Examination Board, appoints an assessment committee. Each master's dissertation is evaluated by an assessment committee which comprises at least three members, being one or two supervisors and one to three members of the reading committee (commissioners). The assessment committee's composition differs from the advisory committee in at least one member.

At least one of the commissioners has not been involved in the master's dissertation process. This external commissioner does not have to belong to Ghent University. He or she cannot be a member of the advisory committee. This external commissioner can be a PhD student, if he or she has no link with the advisory committee.

Only in exceptional circumstances can exceptions be made, subject to a reasoned statement by the supervisor and a positive advice from the relevant Study Programme Committee. Commissioners who do not belong to Ghent University must have expertise in the area of the master's dissertation.

Time schedule:

- *supervisor's proposal of the assessment committee: **no later than 10 April 2021***
- *advice of the Study Programme Committee to the Curriculum Committee: **before May 2021***
- *appointment of assessment committee by the Curriculum Committee: **meeting of May 2021***

ASSESSMENT OF THE MASTER'S DISSERTATION

³ Resit examination period 2020–2021: Monday 16 Augustus 2021 up and including Monday 13 September 2021. The presentations can be scheduled on 13 September, provided that the marks are submitted in Oasis on time.

Every master's dissertation is evaluated in consensus by the assessment committee, taking into account the advice of the advisory committee. The master's dissertation is assessed by means of a standard electronic evaluation form and a rubric (example on faculty website).

There are three evaluation categories: the year's work, the master's dissertation or the product and the defence. Each category is subdivided in different sub criteria.

The assessment committee decides on the final result (the reporting process, the oral presentation, obtained results ...) while the advisory committee assesses the work itself (creativity, effort, autonomy ...).

The standard values are as follows:

- 30% of the marks: the year's work (practical and personal aspects)
- 50% of the marks: the master's dissertation or the product (scientific aspects)
- 20% of the marks: the assessment of the defence (10% for the presentation and 10% for answering the questions).

The supervisor may, if desired, adjust the percentages for the three evaluation categories (but not the percentage share of the defence). The supervisor determines the distribution of the final mark calculation when he/she enters the topic of the master's dissertation. When the topics are awarded to the students (by the Study Programme Committee chairman), the percentages are also communicated.

If the score on one of the three evaluation categories is 7/20 or less than 7/20, the committee **can** conclude, by consensus, that the student can no longer pass the entire master's dissertation.

If that is the case, and if the final mark according to the calculation percentages is 10/20 (or more), the final mark will be reduced to the highest failing mark, 9/20.

If these special conditions apply, a specific argumentation and a fair justification is required based on the final competences of the master's dissertation.

The consensus assessment is entered by the supervisor in Plato and approved electronically by the members of the assessment committee. The chairman of the assessment committee can consult the evaluation forms electronically. All committee members have to sign the form electronically in Plato. The supervisor is also required to submit the final score (out of 20) in Oasis.

During the deliberation, there are no compensation rules that apply to the master's dissertation.

Time schedule:

- *signing the evaluation form and submitting the final score on Oasis by the supervisor, second semester: **before 27 June 2021***
- *signing the evaluation form and submitting the final score on Oasis by the supervisor, resit examination period: **before 13 September 2021***

FEEDBACK

Each student is entitled to get feedback on the master's dissertation, both interim feedback, as well as feedback on the final assessment. The advisory committee is responsible for giving interim feedback. The supervisor provides feedback on the final mark.

After the announcement of the examination marks, the student can consult the assessment form. The student can consult the motivate grounds, the partial marks and the final score.

FOR STUDENTS SUBMITTING THEIR MASTER'S DISSERTATIONS IN JANUARY 2021 = THESIS YEAR

GRADUATION AFTER THE FIRST TERM

Article 62, §2 of the Education and Examination Code (E&E 2020-2021) determines that:

“§2. Examination Boards also deliberate by 15 February 2021 at the latest in a graduation year of a Bachelor's, linking or preparatory programme, a Master's programme, the specific teacher training programme or a postgraduate programme, for students who have taken all their examinations at that time. In doing so, article 71 is fully applicable.

With the exception of the Master's dissertation and/or the work placement, first-term or full-year course units cannot be evaluated in the first term.”

PLEASE BEAR IN MIND

Students who take a 'thesis year' (and are eligible to graduate after the first semester), must bear the following in mind:

- Students who continue to work on a previously chosen topic or who want to change their topic, are required to contact the Faculty Student Administration (FSA). The FSA will contact the responsible Study Programme Committee chairman and supervisor and will technically adjust Plato.
- Interim evaluation: an interim evaluation is required, the date of which will be determined in consultation with the supervisor.

TIME SCHEDULE

For students who want to make use of the possibility of graduating after the first term the following *time schedule* applies:

- *submitting the final title and language by the student: **no later than 10 November 2020***
- *approval of title and language by the supervisor: **before 7 december 2020***
- *advice of the Study Programme Committee to the Curriculum Committee: **before January 2021***
- *approval of title and language by the Curriculum Committee: **meeting of January 2021***

- *submitting the master's dissertation first-term examination period: **no later than 11 January 2021***
- *announcement of presentations first-term examination period: **no later than 17 January 2021***
- *public defence: **25 January 2021 up and including 30 January 2021***
- *approval of the evaluation form and entering the final result in Oasis: **before 7 February 2021***

APPOINTING THE ASSESSMENT COMMITTEE

Time schedule:

- *supervisor's proposal of assessment committee: **no later than 20 November 2020***
- *recommendation of the Study Programme Committee to the Curriculum Committee: **before December 2020***
- *appointment of assessment committee by the Curriculum Committee: **meeting of December 2020***

FOR STUDENTS WHO GO ON AN ERASMUS EXCHANGE AND WANT TO COMPLETE THEIR MASTER'S DISSERTATION ABROAD

Students may choose to write their master's dissertation at a foreign university in the context of the ERASMUS Mobility Programme (the specific Erasmus procedures can be found on the faculty's website: 'Going on exchange during your studies'⁴).

The faculty's master dissertation regulations also apply to students who carry out their master's thesis at a foreign university.

Students should observe the following additional rules:

- The responsibility of the foreign master dissertation rests with two supervisors: one promoter of Ghent University (responsible for administrative matters and appointed according to the FEA modalities) and one promoter of the host institution (appointed in accordance with the rules of the host institution). The UGent promoter is familiar with the partner institution and/or with the subject.
- Students indicate in Plato that they do not choose a topic at Ghent University. They register in Plato the preliminary title of the foreign master's dissertation, a short description and / or a work plan, according to the deadlines of the international office. This information must be approved by the UGent supervisor and the study programme committee. If the thesis is not carried out abroad, a UGent topic can be awarded later on via Plato, in consultation with the supervisor and the study programme committee.
- The master's thesis is submitted electronically via Plato and preferably according to the faculty modalities. In consultation with the promoters and depending on the partner institution the hand-in date may be adjusted. The UGent supervisor provides the Erasmus student with necessary extra guidelines.
- The assessment committee consists of at least the supervisory committee and an external commissioner. The external commissioner preferably has affinity with the partner institution and with the subject, but is not the promoter of the home institution, nor of the partner institution.
- The master's thesis is assessed according to the faculty's evaluation forms. The consensus assessment is submitted by the promoter in Plato (and Oasis) and electronically approved by the members of the assessment committee.
- There is at least one public defence, either at the host university or at UGent. The promoters determine in consensus the number and place of the defence (s) and register this in Plato.

⁴ <https://www.ugent.be/ea/en/for-degree-students/international-experience/internationalisation.htm>

TIME LINE 2020–2021

MASTERS OF SCIENCE IN ENGINEERING (-ARCHITECTURE) AND MASTERS OF SCIENCE IN URBANISM AND SPATIAL PLANNING

		action to be taken by ...	deadlines SELECTION YEAR deadlines DO YEAR deadlines THESIS YEAR
September 2020	before 21 September 2020 (start of the academic year)	SUPERVISOR	publishing the names of the advisory committee (in Plato)
	21 September 2020	SUPERVISOR	signing the confidentiality clause by non-Ghent University collaborators in the advisory committee at the start-up (if applicable)
November 2020	no later than 10 November 2020	STUDENT	register the final title and language (in Plato)
December 2020	no later than 7 December 2020	SUPERVISOR	approval of the title and language, and proposal of the assessment committee (in Plato)
January 2021	no later than December 2020	SPC	advising the CurCom on the title, language, and the assessment committee (in Plato)
	meeting of December 2020	CURCOM	final approval of the title and the language, and the assessment committee
	no later than 11 January 2021	STUDENT	submission of the master's dissertation for the first-term examination period
	17 January 2021	SPC	publication of the presentation schedule of the first-term
	25 January 2021 until 30 January 2021	STUDENT/SUPERVISOR/SPC	public defence sessions
February 2021	before 7 February 2021	SUPERVISOR	signing the assessment form in Plato (assessment committee) and registration of the final score in Oasis
	December 2020 – February 2021	STUDENT/SUPERVISOR/SPC	interim evaluation

March 2021	until 1 March 2021 until 31 March 2021	SUPERVISOR SPC	submitting the possible master's dissertation topics (in Plato) approval of the master's dissertation topics (in Plato)
April 2021	from 1 April 2021 1 April 2021 no later than 10 April 2021	SPC STUDENT SUPERVISOR	publishing the dissertation topics in Plato registration of the final title and language (in Plato) approval of the title and language, and proposal of the assessment committee (in Plato)
May 2021	no later than May 2021 meeting of May 2021 no later than mid May 2021 no later than 31 May 2021	SPC CURCOM SUPERVISOR STUDENT	advising the CurCom on the title, language, and the assessment committee (in Plato) final approval of the title and language and the assessment committee signing confidentiality clause by non-Ghent University committee collaborators in the assessment committee (if applicable) register the choice for the master's dissertation topic (in Plato)
June 2021	before 1 June 2021 before 1 June 2021 21 June 2021 until 25 June 2021	STUDENT SPC STUDENT/ SUPERV/SPC	submitting the master's dissertation in the second-term examination period announcement of the presentations of the second-term public defence sessions of the second-term
July 2021	before 27 June 2021 no later than 1 July 2021	SUPERVISOR SPC STUDENT	signing the assessment form in Plato (assessment committee) and registration of the final score in Oasis announcement of the assignment of the topics to students (in Plato) signing confidentiality clause at start-up (if applicable)
August 2021	15 August 2021 at the latest 20 August 2021	STUDENT SPC	submitting the master's dissertation in the resit examination period announcement of the presentation schedule of the resit examination period
September 2021	8 September 2021 until 10 September 2021 before 13 September 2021	STUDENT/ SUPERV./SPC SUPERVISOR	public defence sessions in the resit examination period signing the assessment form in Plato (assessment committee) and registration of the final score in Oasis

