Time	Students' activity	Supervisor's activities and obligations	Other activities
Students' third semester	Preparing for the master thesis	Informal discussions with potential supervisees – informal acceptance/denial for being supervisor	
20-30 May/ 20/30 November	Course enrollment for master thesis		
2 June/ 2 December	Register ideas for topic and possible supervisor on digital form		Heads of sections decide whom should be supervised by whom – together with SUL
15 June/ 15 December	Receive final designation of supervisor	Receive final assignment of supervisees	
	Contact supervisor to develop research question and supervision plan	Discuss research question and supervision plan with supervisees. DECISIVE THAT YOU ARE AVAILABLE DURING THIS PERIOD	
Period before 15 August/ 16 January	Upload digital supervisor contract for approval by supervisor and Head of Studies	Approve digital supervisor contract: research question is elaborated to an extent that allows supervisor to judge if it can fulfill the goals in the course description sufficiently; supervision plan must include dates for submissions of important chapters and dates and themes for supervisor meetings. Preferably accept before 15 August/16 January	Head of Studies receives approved supervisor contract for final approval and approve no later than 15 August/16 January
September/ February		Suggest external examiners qualified for the topic ('censors')	Head of Studies approve suggested 'censors'
	Writing master thesis	Supervise according to supervision plan. Each supervisee has right to 5 hours' supervision.	'Censor' assigned
2 January/ 1 June	Submit master thesis	Together with 'censor': receive master thesis from secretariat	
		Grade master thesis together with 'censor' and upload grade before 31 January/ 30 June. DELAY IS NOT AN OPTION	
31 January/ 30 June			Publication of grade. THIS DEADLINE HAS TO BE MET

Master thesis: Process and supervisor obligations – master theses written in spring semester 2017 and later – *Johannes Michelsen (coordinator)*