

To-do list and timeline

When	Who	What
A few months before the start of the graduation project (Sem. 2, year 1)	Student	Finds a graduation project
	Student & thesis supervisor (& external supervisor)	Meet with the thesis supervisor
Start of the graduation project	Student	Meets with the thesis supervisor Registers via online form Enrols via Osiris
	Non-EU/EEA-students	Registers the UNL Internship Agreement
Phase 1: preparation phase (4-6weeks after the start of the graduation project)	Student	Writes and submits research plan to the thesis supervisor
Phase 2: project phase (26-28weeks after completing phase 1)	Student	Works on the graduation project and thesis
Min. 2 months before the end date of the graduation project	Thesis supervisor	Submits composition thesis committee to the EC AI&ES
Min. 1 month the EC AI&ES meeting when you plan to graduate	Thesis supervisor	Organizes final presentation
	Student	Confidentially applies - writes a public summary or public version Prepares the final presentation
Min. 10 working days before sharing the thesis with the thesis committee (end date graduation project)	Student & thesis supervisor (& external supervisor)	Follow procedure Confidentiality
Min. 15 working days before sharing the thesis with the thesis committee (end date graduation project)	Student	Sends the final thesis to the thesis supervisor
	Thesis supervisor	Tests the thesis for fraud and plagiarism
Max. on the end date of the graduation project as indicated in the form	Student	Shares the thesis with thesis committee
Min. 10 working days before the EC AI&ES meeting when you plan to graduate	Student	Sends required documents to CSA EE
Before the final presentation	Thesis committee	Reads the thesis
Last day – the final presentation	Student & thesis committee	Gives the final presentation
		Defends the graduation project
Last day – the final assessment	Thesis committee	Assess and grade the graduation project
Last day – after the final assessment	Chair thesis committee	Emails the final assessment form to the CSA EE