

## **Master thesis Master of Science in Statistics/Master of Science in de Statistiek 2014-2015**

The Faculty of Science has produced a Concept Note. All Master theses written at the Faculty of Science should be in accordance with the regulations in the Concept note.

Programmes use this Concept Note but can 'fit' it to their own needs.

Below you can find the adaptations made for the Master of Science in Statistics/ Master of Science in de Statistiek programme.

The Faculty Concept Note can be found on:

<http://wet.kuleuven.be/onderwijs/mastersthesis/mastersthesisconceptnote>.

### **3.1.**

In the Master of Science in Statistics a written summary of literature study has to be handed in before starting on the actual thesis. This literature study represents 2 ECTS out of the total of 24 ECTS.

### **4.2 Determination of the subject in the Master of Science Statistics**

The choice of supervisor and assignment of the thesis topics is done in several rounds.

In the first round, everyone who can act as a supervisor has to supply a list of at least 3 thesis topic descriptions. Those should be supplied to the secretary by the end of March. The secretary will communicate in April the list to the students in the first year of the program via the website of our programme. The students have 2 weeks to choose at least 2 and at most 3 topics from the list, with a priority assigned (1=first choice, 2=second choice, 3=third choice).

Students are advised to contact supervisors personally with regard to the topics they are interested in. Students who have a suggestion for their own thesis topic should contact possible supervisors well in time, so that, if accepted, the topic can be included in the list.

When the 2 weeks have passed, a subcommittee of the *Programme Steering Committee* will meet and assign a topic to each student to the extent possible. This will be done taking into account the preferences of the students expressed, as well as their background and study progress.

Students who are not assigned a subject during the first round enter the second round. During the first week of the second round, the supervisors can add or remove topics from the list. During the second week, students make new choices from the new list in the same way as in the first round. Finally the *Programme Steering Committee* meets to assign the topics. If there are still students to whom a subject has not yet been assigned, a third round similar to the second one will be held, and so on.

## 5.5

Students have to be adequately supervised by their supervisor. To encourage this, two mid-term contacts are scheduled: one in November and one in March-April.

Before December 1st, the student has to deliver a short summary (max. 5 pages) of the literature study and the forthcoming steps in his/her thesis work to LStat. This document has to be discussed and signed by the supervisor before delivery. A so called 'Thesis progress form' has been posted on <http://lstat.kuleuven.be/masterBologna/studentinformationpage.htm>. This is step 1 of the Thesis Progress Form. The form needs to be handed in at the LStat secretariat.

To ascertain whether the student has made enough progress and is on the right track another contact will be scheduled mid-March. The dates for these sessions will be fixed at the start of the academic year. (Two days in March will be fixed. On those two days, there will be parallel sessions in the morning and afternoon. During each session 4 theses will be presented before a jury.) The sessions are on invitation only

Students are requested to give a 15 minutes summary of their work and an overview of what still needs to be done. The presentation cannot be longer than 15 minutes. This is step 2 of the Thesis Progress Form. Then, promoter and jury members can formulate questions and suggestions for another 15 minutes. At that time, the jury will also decide whether the thesis can be defended in June or whether it has to be delayed to September. The jury will consist of at least 3 people of which the supervisor is one, as a general rule.

The final thesis presentation is scheduled for June or September.

## 6.1

The MSc in Statistics does not use a 'time writing method'.

## 6.2.

The following deadlines apply for the MSc in Statistics:

<b>Hand in literature Study</b>	<b>1<sup>st</sup> presentation</b>	<b>Defense</b>
1 December	Mid March	End of June

In principle the student cannot move away from the standard (December, March, June) deadlines. Only under very special circumstances (e.g., serious health problems) will the student be allowed to postpone. The student needs to apply for approval to postpone their work as soon as possible. This should be done in writing to the Programme Director and Programme Coordinator. They will then decide which of the following deadlines will be applicable to the mentioned student.

<b>Hand in literature Study</b>	<b>1<sup>st</sup> presentation</b>	<b>Hand in thesis</b>	<b>Defense</b>
1 December	Mid March	1 June	End of June
Mid March	End of June	20 August	Beginning of September
1 June	End of September	10 January	End of January

- Before submission of the thesis, the signature of the supervisor is required on the Thesis Progress Form (step 3). This form has to be handed in at the LStat secretariat together with the thesis.
- The student should hand in 3 printed copies to the LStat secretariat, with one additional copy for every co-promoter. Lstat will forward these copies to all members of the jury.
- The student should upload the thesis and the metadata file in Toledo at the same day.
- For the September defense, students are to make individual arrangements with their promoter (concerning e.g. final reading) by July 01/07/2015.

## **7.**

Carefully follow the Language and layout regulations mentioned in the concept note. Do not forget to insert page numbers.

### **7.1.3.**

A (Word and LaTeX) template for the title page for the MSc in Statistics/MSc in de Statistiek can be found on: <http://lstat.kuleuven.be/masterBologna/studentinformationpage.htm>

It is compulsory to use this template.

### **7.1.7 .**

The total length of the thesis (Appendix not included) should be 30 – 50 pages. Program listings, tables and data can be included in the Appendix.

### **7.1.8.**

Students are required to respect rules on intellectual property. Borrowed ideas and concepts are referenced with mention of author and location (book, article, internet; including page references). Literal quotations are put between quotation marks, followed by references to author and location. Breaking the rules of academic integrity is considered as theft of property. Sanctions range from failure marks to expulsion from the programme. LStat has a zero-tolerance policy for such plagiarism.

## **7.2.**

The oral defense is an integral part of the thesis requirements. It represents 6 ECTS out of the total of 24. At the beginning of the academic year 2 days in June and 2 days in September will

be fixed. At those occasions, there will be parallel sessions in the morning and afternoon. During each session 4 theses will be presented. The sessions are not open to public but upon invitation.

If a student follows the English Master of Science in Statistics programme, the defense is in English. If a student follows the Dutch Master of Science in Statistiek programme, then the defense is in Dutch.

Each defense consists of a 12 minute presentation (at most) by the student of his/her work (oral, preferably with the help of slides and/or transparencies), followed by about 18 minutes in which the jury may ask questions. By these questions, the jury members assess the capacity of the student to integrate the knowledge acquired during the master programme and his/her ability to answer challenging questions/comments. Each jury consists of at least 3 people of which the supervisor is one as a general rule. The jury members will, in principle, be the same as during the mid-term presentation.

Students bring their own copy of the thesis to the defense.

#### **8.1.1.**

See 6.2.