

Master of Statistics

Thesis Milestones in Toledo

A short introduction for the Master thesis student
2018-2019

Purpose of the Master's thesis Milestones

- The different milestone forms offer you (the student), your supervisor(s) and the faculty a tool to **centralize and streamline all communication** regarding your master's thesis.
 - Offer guidelines about timing and requested actions
 - Document the different steps in the master thesis procedure
 - Formalize the contact moments (minimum 3, at different stages of the work) between the student and his/her promoter/supervisor
 - Avoid misunderstandings between student and supervisor

Good to know

- The milestones are common to all KU Leuven faculties. Faculty-specific information is always indicated at the top of each form. Read all the information carefully before you start !
- The milestone forms are divided into 3 categories:
 - A. important to read at the start of the master's thesis (preparation)
 - B. to use when you're writing your master's thesis (interim versions, etc.)
 - C. important to read/to do before submitting the final version (finalization)
- Every milestone form has a top part to be filled in by you and - if feedback is expected - a bottom part to be filled in by one or more other people (supervisor, mentor, faculty employee,...). What is expected from you is always listed at the top under "Method - Instructions".

Good to know

- To request feedback from your promoter/supervisor, fill in his/her email address in the corresponding box.
 - External (co-)supervisors will receive an automatically generated mail with token and link to get automatically access to the Milestones form. They don't need to have a Toledo account.
 - Internal (co-)supervisors/promotor with Toledo account will also get an invite. They can decide (via Instellingen portfolio) if they want to receive a 'warning' mail or only a Toledo portfolio notification.
- After saving a form, the entered information can no longer be **changed**, but it is possible to still **add** information afterwards.
- The deadline for each Milestone should be respected. Once the deadline is passed, the student will still be able to process the Milestone, but the status will then be 'Too late'. Not meeting the deadline(s) can have (negative) consequences for the whole master thesis procedure and your graduation time.

Good to know

- Once your ISP (containing the master thesis) has been approved, you will be added in the corresponding Master Milestones Toledo portfolio :
 - Master's thesis
 - Master's thesis QASS
- The Milestones flow is similar for both groups, except for :
 - Research proposal/start report :
 - QASS students : deadline is November 1st. See also our website <https://lstat.kuleuven.be/masterBologna/master-thesis-1-year-programme> for all info.
 - Master of Statistics students : deadline is December 1st. These students were already assigned a thesis topic at the end of the previous academic year or at the start of the actual academic year. See also our website <https://lstat.kuleuven.be/masterBologna/master-thesis-2-year-programme>
 - First contact with promoter/(co-)supervisor :
 - QASS students : at the latest 15 January, after the approval of your thesis proposal and the assignment of a promotor
 - Master students : at the latest 15 November, before handing in your research proposal (see above)

Master of Statistics – Milestones flow

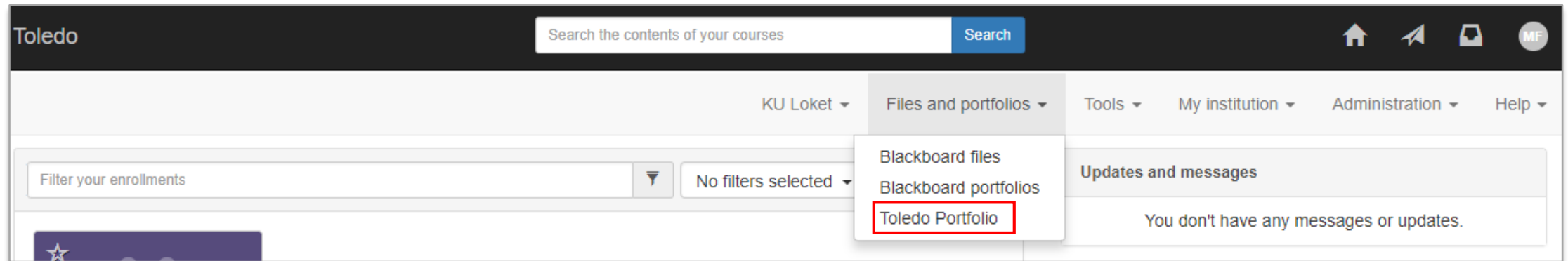
Category	Milestone		Deadline	Acceptance/Confirmation needed from	Feedback needed from
A	Acceptance and purpose	Endorse the faculty guidelines regarding the master thesis	1/12/2018	Student	NA
	Useful information	List of information and tools that may come in handy	1/12/2018	Student	NA
	Plagiarism/scientific integrity	Statement on plagiarism	1/12/2018	Student	NA
	1st mandatory contact with promotor	Confirmation of meeting between (co-)promotor and student before handing in research proposal	15/11/2018	Promotor	Promotor
B	Research proposal/Start report	Description of the proposal for the research elaboration	1/12/2018	Promotor	Promotor
	2nd mandatory contact with promotor	Confirmation of meeting between (co-)promotor and student before intermediate presentation	1/03/2019	Promotor	Promotor
	Intermediate presentation	Permission to have intermediate presentation	1/03/2019	Promotor	Promotor
	Feedback on Individual assignment (= intermediate presentation)	Confirmation that intermediate presentation was given and feedback understood	15/04/2019	Promotor	Promotor
	3rd mandatory contact with promotor	Confirmation of meeting between (co-)promotor and student before submission of thesis	15/05/2019	Promotor	Promotor
	Embargo	You can request an embargo to be placed on the research	1/06/2019	Promotor + Faculty Responsible+ Program Director	NA
C	Submission of final master thesis	Request for permission to submit the master's thesis	1/06/2019	Promotor	Promotor





















QASS – Milestones flow

Category	Milestone		Deadline	Acceptance/Confirmation needed from	Feedback needed from
A	Acceptance and purpose	Endorse the faculty guidelines regarding the master thesis	1/12/2018	Student	NA
	Useful information	List of information and tools that may come in handy	1/12/2018	Student	NA
	Plagiarism/scientific integrity	Statement on plagiarism	1/12/2018	Student	NA
B	Research proposal/Start report	Description of the proposal for the research elaboration	1/11/2018	Promotor	Promotor
	1st mandatory contact with promotor	Confirmation of meeting between (co-)promotor and student after confirmation of thesis topic	31/01/2019	Promotor	Promotor
	2nd mandatory contact with promotor	Confirmation of meeting between (co-)promotor and student before intermediate presentation	1/03/2019	Promotor	Promotor
	Intermediate presentation	Permission to have intermediate presentation	1/03/2019	Promotor	Promotor
	Feedback on Individual Assignments (=Intermediate presentation)	Confirmation of promotor that intermediate presentation was given	15/04/2019	Promotor	Promotor
	3rd mandatory contact before submission final defense	Confirmation of meeting between (co-)promotor and student before submission of thesis	15/05/2019	Promotor	Promotor
	Embargo	You can request an embargo to be placed on the research	1/06/2019	Promotor + Program Director + Faculty Responsible	NA
	Submission of final master thesis	Request for permission to submit the master's thesis	1/06/2019	Promotor	Promotor

How to access the Milestones tool in Toledo?

- Start the Toledo portal
 - Files and portfolios > Toledo portfolio























	Portfolio	#	Title	Start	End	Description	Status
 	Master's thesis Milestones	0	A. Contact with promotor - Thesis topic	26/10/18	15/11/18	Confirmation of meeting between (co-)promotor and	To do
 	Master's thesis Milestones	0	A. Acceptance and purpose	26/10/18	01/12/18	Endorse the faculty guidelines regarding the	To do
 	Master's thesis Milestones	0	A. Plagiarism/Scientific integrity	26/10/18	01/12/18	Statement on plagiarism	To do
 	Master's thesis Milestones	0	A. Research proposal / Start report	26/10/18	01/12/18	Description of the proposal for the research elaboration	To do
 	Master's thesis Milestones	0	A. Useful information	26/10/18	01/12/18	List of information and tools that may come in handy	To do
 	Master's thesis Milestones	0	B. Contact with promotor - Intermediate presentation	26/10/18	01/03/19	Confirmation of meeting between (co-)promotor and	To do
 	Master's thesis Milestones	0	B. Feedback on individual assignments	26/10/18	15/04/19	Request for feedback on an individual assignment in the	To do
 	Master's thesis Milestones	0	B. Contact with promotor - Submission of thesis	26/10/18	15/05/19	Confirmation of meeting between (co-)promotor and	To do
 	Master's thesis Milestones	0	B. Embargo	26/10/18	01/06/19	You can request an embargo to be placed on the research	To do
 	Master's thesis Milestones	0	C. Final submission of master's thesis: advice from	26/10/18	01/06/19	Request for permission to submit the master's thesis	To do

Final deadlines

KU LEUVEN





















LEUVEN STATISTICS RESEARCH CENTRE

	Portfolio	#	Title	Start	End	Description	Status	
		Master's thesis Milestones	0	A. Contact with promotor - Thesis topic	26/10/18	15/11/18	Confirmation of meeting between (co-)promotor and	To do
		Master's thesis Milestones	0	A. Acceptance and purpose	26/10/18	01/12/18	Endorse the faculty guidelines regarding the	To do
		Master's thesis Milestones	0	A. Plagiarism/Scientific integrity	26/10/18	01/12/18	Statement on plagiarism	To do
		Master's thesis Milestones	0	A. Research proposal / Start report	26/10/18	01/12/18	Description of the proposal for the research elaboration	To do
		Master's thesis Milestones	0	A. Useful information	26/10/18	01/12/18	List of information and tools that may come in handy	To do
		Master's thesis Milestones	0	B. Contact with promotor - Intermediate presentation	26/10/18	01/03/19	Confirmation of meeting between (co-)promotor and	To do
		Master's thesis Milestones	0	B. Feedback on individual assignments	26/10/18	15/04/19	Request for feedback on an individual assignment in the	To do
		Master's thesis Milestones	0	B. Contact with promotor - Submission of thesis	26/10/18	15/05/19	Confirmation of meeting between (co-)promotor and	To do
		Master's thesis Milestones	0	B. Embargo	26/10/18	01/06/19	You can request an embargo to be placed on the research	To do
		Master's thesis Milestones	0	C. Final submission of master's thesis: advice from	26/10/18	01/06/19	Request for permission to submit the master's thesis	To do

KU LEUVEN

LEUVEN STATISTICS RESEARCH CENTRE





















3 mandatory contact moments

	Portfolio	#	Title	Start	End	Description	Status	
		Master's thesis Milestones	0	A. Contact with promotor - Thesis topic	26/10/18	15/11/18	Confirmation of meeting between (co-)promotor and	To do
		Master's thesis Milestones	0	A. Acceptance and purpose	26/10/18	01/12/18	Endorse the faculty guidelines regarding the	To do
		Master's thesis Milestones	0	A. Plagiarism/Scientific integrity	26/10/18	01/12/18	Statement on plagiarism	To do
		Master's thesis Milestones	0	A. Research proposal / Start report	26/10/18	01/12/18	Description of the proposal for the research elaboration	To do
		Master's thesis Milestones	0	A. Useful information	26/10/18	01/12/18	List of information and tools that may come in handy	To do
		Master's thesis Milestones	0	B. Contact with promotor - Intermediate presentation	26/10/18	01/03/19	Confirmation of meeting between (co-)promotor and	To do
		Master's thesis Milestones	0	B. Feedback on individual assignments	26/10/18	15/04/19	Request for feedback on an individual assignment in the	To do
		Master's thesis Milestones	0	B. Contact with promotor - Submission of thesis	26/10/18	15/05/19	Confirmation of meeting between (co-)promotor and	To do
		Master's thesis Milestones	0	B. Embargo	26/10/18	01/06/19	You can request an embargo to be placed on the research	To do
		Master's thesis Milestones	0	C. Final submission of master's thesis: advice from	26/10/18	01/06/19	Request for permission to submit the master's thesis	To do

KU LEUVEN

LEUVEN STATISTICS RESEARCH CENTRE





















Informative milestones

	Portfolio	#	Title	Start	End	Description	Status	
		Master's thesis Milestones	0	A. Contact with promotor - Thesis topic	26/10/18	15/11/18	Confirmation of meeting between (co-)promotor and	To do
		Master's thesis Milestones	0	A. Acceptance and purpose	26/10/18	01/12/18	Endorse the faculty guidelines regarding the	To do
		Master's thesis Milestones	0	A. Plagiarism/Scientific integrity	26/10/18	01/12/18	Statement on plagiarism	To do
		Master's thesis Milestones	0	A. Research proposal / Start report	26/10/18	01/12/18	Description of the proposal for the research elaboration	To do
		Master's thesis Milestones	0	A. Useful information	26/10/18	01/12/18	List of information and tools that may come in handy	To do
		Master's thesis Milestones	0	B. Contact with promotor - Intermediate presentation	26/10/18	01/03/19	Confirmation of meeting between (co-)promotor and	To do
		Master's thesis Milestones	0	B. Feedback on individual assignments	26/10/18	15/04/19	Request for feedback on an individual assignment in the	To do
		Master's thesis Milestones	0	B. Contact with promotor - Submission of thesis	26/10/18	15/05/19	Confirmation of meeting between (co-)promotor and	To do
		Master's thesis Milestones	0	B. Embargo	26/10/18	01/06/19	You can request an embargo to be placed on the research	To do
		Master's thesis Milestones	0	C. Final submission of master's thesis: advice from	26/10/18	01/06/19	Request for permission to submit the master's thesis	To do

KU LEUVEN

LEUVEN STATISTICS RESEARCH CENTRE

For Master of Statistics
1 individual assignment =
intermediate presentation



	Portfolio	#	Title	Start	End	Description	Status
	 Master's thesis Milestones	0	A. Contact with promotor - Thesis topic	26/10/18	15/11/18	Confirmation of meeting between (co-)promotor and	To do
	 Master's thesis Milestones	0	A. Acceptance and purpose	26/10/18	01/12/18	Endorse the faculty guidelines regarding the	To do
	 Master's thesis Milestones	0	A. Plagiarism/Scientific integrity	26/10/18	01/12/18	Statement on plagiarism	To do
	 Master's thesis Milestones	0	A. Research proposal / Start report	26/10/18	01/12/18	Description of the proposal for the research elaboration	To do
	 Master's thesis Milestones	0	A. Useful information	26/10/18	01/12/18	List of information and tools that may come in handy	To do
	 Master's thesis Milestones	0	B. Contact with promotor - Intermediate presentation	26/10/18	01/03/19	Confirmation of meeting between (co-)promotor and	To do
	 Master's thesis Milestones	0	B. Feedback on individual assignments	26/10/18	15/04/19	Request for feedback on an individual assignment in the	To do
	 Master's thesis Milestones	0	B. Contact with promotor - Submission of thesis	26/10/18	15/05/19	Confirmation of meeting between (co-)promotor and	To do
	 Master's thesis Milestones	0	B. Embargo	26/10/18	01/06/19	You can request an embargo to be placed on the research	To do
	 Master's thesis Milestones	0	C. Final submission of master's thesis: advice from	26/10/18	01/06/19	Request for permission to submit the master's thesis	To do

KU LEUVEN

LEUVEN STATISTICS RESEARCH CENTRE

Advice of supervisor **prior** to upload of thesis in KULoket

Example of a Milestone in Toledo

	Titel	B. Feedback on individual assignments	 Post-it
	Omschrijving	Request for feedback on an individual assignment in the framework of the master's thesis	
	Looptijd	26/10/18 - 15/04/19 ⓘ	
	Status	Te doen - Je kan nog (nieuwe) gegevens toevoegen aan het formulier.	

Once you had your intermediate presentation, fill in a summary of the received feedback in the "Student notes after verbal feedback from the supervisor/mentor". Send it to your promotor/supervisor for him/her to check/confirm that received feedback was well understood. Use the button "Ask feedback" at the bottom of the form.
A copy of your intermediate presentation can be uploaded/attached.


How to contact your supervisor for feedback?


- Only possible for forms where feedback is requested
- Go to Button “Ask Feedback”
- Window: Forward task to :

Forward task to:

Select from list below:
No supervisors are assigned to this task

Or search:



To:  An Carbonez

Remark. You can add a note to your feedback request. This note will not be part of your portfolio.

Cancel

Ask feedback

Settings to get e-mail notifications

Settings

Language: [Change your My Portfolio / Toledo language.](#)
(after changing your default language, refresh this page)

Notifications: ☒ I want to receive email notifications for incoming feedback requests and received feedback.

Save

Cancel

Conclusion

- Master's thesis Milestones capture and streamline the communication between student and promoter/supervisor
- Offers guidelines about timing and requested actions
- Does not replace the regular face-to-face contact moments with the promoter/supervisor during the whole master thesis work-in-progress
- Does not replace the KULoket workflow and deadlines for timely upload of the final thesis