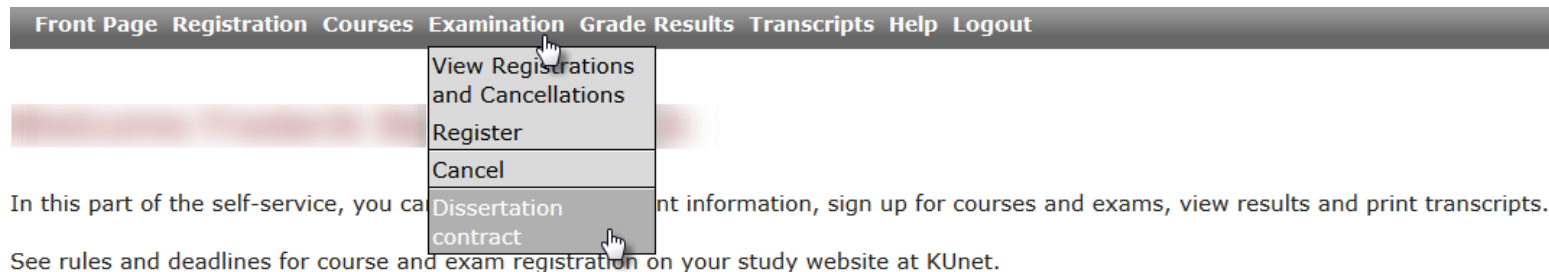




How to fill out your thesis contract

You fill out your thesis contract via [Self Service at KUnet](#)

1. Click on **Enrolment, courses & exams** in the left menu.
2. Under the tab **Examination** you choose **Dissertation contract**.



While you fill out your thesis contract, it will have the status **Being processed**. You can at any point **save** or print your contract and continue at a later point in time. When your thesis contract is completed and ready to be sent for approval, you press **Ready for approval**.



Contract status

Being processed

Contract status

Ready for approval

Contract status

Approved

After you press 'Ready for approval' you must **generate a PDF** edition of your contract. You do this by pressing **Print**. **Mail the PDF to your responsible supervisor**. Write the following in the subject field: **Thesis contract ready for approval**.



While the contract has the status **Ready for approval** you cannot edit the contract.

When your contract is **approved**, you will receive an email from SCIENCE Study Administration with information e.g. the deadline for your thesis. This deadline will also appear in your contract here at Self Service.

Other dissertation participants

If you are to write your thesis in a group and **all members of the group are at the same study programme**, you must choose one of you who is responsible for forming the thesis contract. You must all press **Ready for approval** in your Self Service before the general contract is sent for approval.

State the other group members.

- **Study ID:** State the UCPH username.
- **Email address:** State the Alumni mail, [UPCH username]@alumni.ku.dk, e.g. xyz123@alumni.ku.dk

If you are to write your thesis in a group and **the group members are at different study programmes**, you should not fill out this field. Instead, you must state the other group members under the **Additional Information** entry field. All group members must fill out a thesis contract before your contract can be approved.

Other Dissertation participants

Student number

E-mail address

Add

Activities

Choose the thesis activity that fits

Activities

Name
<input type="text"/>



<ul style="list-style-type: none"> • your study programme • the ECTS volume of your thesis • the institute at which your responsible supervisor is employed. <p>You only have to choose one activity. If there is no suitable option, please contact the SCIENCE Student Service at studenterservice@science.ku.dk.</p>	
<p>Examination type - ECTS – Administrative office</p> <p>This field is automatically filled out once you have chosen your thesis activity.</p>	<div style="text-align: center;"> <div style="background-color: #800000; color: white; padding: 2px 10px; margin-bottom: 5px;">Examination type</div> <div style="border: 1px solid #ccc; height: 20px; width: 150px; margin: 0 auto; position: relative;"> ▼ </div> <div style="display: flex; justify-content: center; gap: 10px; margin-top: 5px;"> <div style="background-color: #800000; color: white; padding: 2px 10px;">Administrative office</div> <div style="background-color: #800000; color: white; padding: 2px 10px;">ECTS</div> </div> </div>
<p>Earlier version</p> <p>This field shows the version of your thesis contract, i.e. what examination attempt it is. The contract begins with the name version 1. If you do not hand in the thesis before the deadline, you have used one examination attempt and the new contract will be named version 2. Use the drop down menu to show earlier versions.</p>	<div style="display: flex; align-items: center;"> <div style="margin-right: 20px;">Earlier version</div> <div style="border: 1px solid #ccc; flex-grow: 1; position: relative;"> ▼ </div> </div>
<p>Dissertation start</p> <p>State the date of beginning (MMDDYY) for your thesis. Read more at Study information > Master's thesis > Purpose, requirements, ECTS and timing, when you can start your thesis.</p>	<div style="display: flex; align-items: center;"> <div style="margin-right: 20px;">Dissertation start</div> <div style="border: 1px solid #ccc; flex-grow: 1; height: 25px;"></div> </div>
<p>Place</p> <p>You should not fill out this field.</p>	



<p>Language</p> <p>State the language of your thesis.</p> <ul style="list-style-type: none"> As a student enrolled in a subject with English as main language, you must write your thesis in English. <p>If you have an approved exemption from the study board to write your thesis in another language, please choose this language and state your exemption under Additional information.</p>	<p>Language <input type="text"/></p>
<p>Open to public</p> <p>State whether or not your submitted thesis may be open to the public once you have submitted your thesis, e.g. available in library circulation. You can change this until the deadline for your thesis.</p>	<p>Open to public <input checked="" type="radio"/> Yes <input type="radio"/> No</p> <p>Annex open to public <input checked="" type="radio"/> Yes <input type="radio"/> No</p>
<p>Annex open to public</p> <p>State whether or not your appendixes may be open to the public once you have submitted your thesis, e.g. available in library circulation. You can change this until the deadline for your thesis.</p>	<p>Open to public <input checked="" type="radio"/> Yes <input type="radio"/> No</p> <p>Annex open to public <input checked="" type="radio"/> Yes <input type="radio"/> No</p>
<p>Externally prepared</p> <p>State whether or not you complete your thesis in collaboration with a public or a private company or organization.</p>	<p>Externally prepared <input type="radio"/> Yes <input checked="" type="radio"/> No</p> <p>External partners <input type="text"/></p>






<p>External partners</p> <p>State the collaborative company or organization whether it is public or private (not subdivision.) Use this format: <i>[Company/Organization], [Public/Private] e.g. Novo Nordisk, Private</i></p>	<p>Externally prepared <input type="radio"/> Yes <input checked="" type="radio"/> No</p> <p>External partners <input type="text"/></p>
<p>Residence abroad (months)</p> <p>If you stay abroad in relation to your thesis, please state how many months the stay will be.</p>	<p>Residence abroad (months) <input type="text" value="0"/></p>
<p>Supervisors</p> <p>Please state the name of your responsible supervisor and if necessary also your external and internal co-supervisors.</p> <ul style="list-style-type: none"> Supervisors (free text): State your supervisors. Before you submit the contract for approval, you must have an appointment with your supervisors. If your responsible supervisor and your internal co-supervisor is employed at different institutes, you must state the dispersion of their supervision expressed in percentage. The percentages should be either 75%-25% or 50%-50%. Use this format: <i>[Name], [email], [responsible supervisor/internal co-supervisor/external co-supervisor] [per cent]</i> <i>E.g. Peter Petersen, pp@science.ku.dk, responsible supervisor, 75%</i> Choose priority and press Add. <i>Anne Andersen, aa@science.ku.dk, internal co-supervisor, 25%</i> 	<p>Supervisors</p> <p>Supervisor <input type="text"/></p> <p>Supervisor priority <input type="text" value="1"/></p> <p><input type="button" value="Add"/></p>



<p>If you are in doubt as to the dispersion of you supervisors, please contact your supervisors.</p> <ul style="list-style-type: none"> • Supervisor priority: State priority 1 at your responsible supervisor and add priorities 2, 3, etc. at your potential co-supervisors (internal and external). 	
<p>Contract no.</p> <p>The contract will be numbered automatically once you press Save.</p>	<p>Contract No. 63301</p>
<p>Contract status</p> <p>While editing, your thesis contract is marked Being processed. Once the status is Ready for approval, you cannot edit the contract.</p>	
<p>Hand in deadline</p> <p>The deadline will appear once your thesis contract has been approved. The deadline is calculated by the administration on the basis of the size of the contract, and the amount of registered parallel activity under Additional Information.</p>	<p>Hand in deadline 03.01.2016</p>
<p>Date for submission</p> <p>The date for submission will appear once you have submitted your thesis.</p>	



<p>Deadline for grading</p> <p>The deadline for grading will appear after you have handed in your thesis. Your supervisor is responsible for the schedule of your thesis defense and it must be within four weeks once you have submitted it.</p>	
<p>Title (max. 1000 characters)</p> <p>State the title of your thesis. You cannot use special characters. You can change your title anytime until the deadline for your thesis. Remember to check the title before you submit your thesis so that the title matches your report.</p> <ul style="list-style-type: none"> As a student enrolled in a subject with English as main language, you must write the title in English. <p>You can translate the title by clicking the grey globe. NB! Remember to press OK in the bottom of the translation window and to save your contract again afterwards. The translated title will appear on your diploma.</p>	<p>Title</p> <div data-bbox="1216 614 1989 721" style="border: 1px solid #ccc; height: 67px; margin-bottom: 10px;"></div> <div data-bbox="1989 606 2056 689" style="text-align: right;">   </div>
<p>Other information:</p> <ul style="list-style-type: none"> If necessary, state if you have courses which run parallel with your thesis, their ECTS volume and their block place. Use this format: <i>I take the following courses parallel with my thesis:</i> 	<p>Other information - Cf. local guidance</p> <div data-bbox="1232 1284 1832 1375" style="border: 1px solid #ccc; height: 57px; margin-bottom: 10px;"></div> <div data-bbox="1832 1300 1888 1348" style="text-align: right;">  </div>



- [Course title], [ECTS], [Block], e.g. Arctic Biology, 7,5 ECTS, block 4

- Declare if you have the study board's approved exemption to write the thesis in another language. Use this format:

I have exemption to write my thesis in another language.

If there are any other information that we should know, you should state it in this entry field.

If you complete your thesis in a group

- State whether you compose the thesis as a collective report or a report consisting of individual contributions. Use this format:
We compose the thesis as a collective report. OR
We compose the thesis as a report consisting of individual contributions.
- State whether you arrange the thesis defense as a group examination or an individual test. Use this format:
We arrange the thesis defense as a group examination. OR
We arrange the thesis defense as an individual test.

- If you are to write your thesis in a group and all the members are at different subjects, please the other group members. Use this format:

I am writing my thesis with

- [Full name], [UPCH username], [subject] e.g. Peter Petersen, xyz123, Biology

All of the group members must fill out a thesis contract before your contract can be



approved.	
<p>Statement of dissertation (max. 2000 characters)</p> <p>State what your thesis is about, i.e. your main thesis statement. You cannot use any special characters. You may change this field any time until the deadline for your thesis.</p>	<p>Statement of dissertation</p> <div data-bbox="1182 459 2042 561"></div>
<p>When your thesis contract is completed and ready to be sent for approval, you press Ready for approval.</p> <div data-bbox="318 778 929 813"> Save Print Ready for approval ✓ Delete Remove attachment </div> <div data-bbox="667 853 1236 885"> <p>Contract status Being processed</p> </div> <div data-bbox="1012 912 1603 944"> <p>Contract status Ready for approval</p> </div> <div data-bbox="1361 976 1960 1008"> <p>Contract status Approved</p> </div> <p>After you press 'Ready for approval' you must generate a PDF edition of your contract. You do this by pressing Print.</p> <p>Mail the PDF to your responsible supervisor. Write the following in the subject field: <i>Thesis contract ready for approval</i>.</p> <p>While the contract has the status Ready for approval you cannot edit the contract.</p> <p>When your contract is approved, you will receive an email from SCIENCE Study Administration with information e.g. the deadline for your thesis. This deadline will also appear in your contract here at Self Service.</p>	

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