

2023-2024

Regulations & Guidelines Bachelor thesis

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1. Introduction and justification

This document was created to inform both students and their supervisors about expectations and feedback and evaluation procedures during the course of the bachelor thesis/internship.

Students are expected to discuss the state of affairs and any problems regarding the bachelor thesis project with their supervisors on a regular basis and at pre-arranged times. The modalities of these discussions are defined in this document. Regular feedback and evaluation moments have the advantage that:

- the supervisors can better monitor the bachelor thesis and get a better view of the bachelor thesis progress. Thus, any misunderstandings, shortcomings or errors can be corrected or rectified immediately.
- year efforts and skills such as work planning, organization and communication are adequately taken into account in the final evaluation.
- it helps the student in his/her learning process toward a full-fledged bachelor's degree, and ultimately a better bachelor thesis.

In addition to using these regulations and guidelines, it is important that the student is aware that it is his/her responsibility to check his/her Canvas, the [Internship Portal](#) and the student email address regularly (at least twice a week). Via **Canvas**, you will find all relevant information for the bachelor thesis, as well as templates and important announcements and deadlines. You will use the **Internship Portal** to submit your bachelor thesis proposal/preference and to submit reports and documents. You can also download templates via Internship Portal. Finally, on Internship Portal you will be notified of specific deadlines for documents to be submitted. A small tutorial on Internship Portal can be found in the PowerPoint presentation that the bachelor thesis coordinator gave at the start of the academy hunt (Kick-off presentation) and in Appendix 1 of this document.

*The entire teaching staff of the bachelor programs wishes the student and their supervisors
an exciting and educational bachelor thesis period*

2. What is the bachelor thesis?

The bachelor thesis is the piece of work that completes a professional bachelor's degree programme. With the bachelor thesis, a student demonstrates analytical and synthetic abilities and/or independent problem-solving skills at the level of an entry-level professional. The paper reflects the student's general critical-reflective disposition and/or research disposition.

2.1. Bachelor thesis: internship and realization

❖ The course unit "Bachelor thesis" includes three components:

- 1) **An internship period** (one semester) in which the student analyzes and tackles a problem from the field (of the field of study of the student's own study program). The internship is the collection of all activities within a business context that lead to the realization of a bachelor thesis (see below). The student reports regularly on his/her activities (see Feedback and evaluation process).
- 2) A design and/or practical **realization of a technical topic (product realization and bachelor thesis)** at the end of the internship period that reflects the solution to the problem from the professional field.

Product realization can be viewed very broadly, depending on the study program and the company. Some examples of realization are:

- Convert a machine
- Adjust the control of a machine
- Write software
- Write instructions for a new product coming to market
- Make a design
- Develop a training package
- Conduct research
- ...

The agreements regarding what exactly the student will accomplish is clearly recorded in the start-up report (see Feedback and evaluation process).

- 3) An **bachelor thesis** at the end of the internship period that reflects the problem statement and the process to the solution of the problem from the field.

After submitting the thesis, the student must also present and defend the written bachelor thesis orally before a jury. During that defense, the student must also always demonstrate the product realization. However, how the student can demonstrate this depends on the type of realization:

- The student incorporates photographs into the thesis.
- If the realization is movable, the student can bring the realization to the defense.
- A realization in the company can be demonstrated by an observation by the college and company promoter, combined with photos and/or videos during the presentation.
- Software, a design, a training package.... can be demonstrated by sending attached files, this is best done in a format that does not require special software.
- In some cases, the realization is only a text document (study, research report,...). In this case, the student submits this report as a separate document (PDF format) as an attachment. The document may not be incorporated into the thesis. In this case, the thesis becomes a description of the process of creating the document.

❖ The agreements around what exactly the student will accomplish are established at the latest during the first week of the internship (see Feedback and evaluation process). Depending on the size of the bachelor thesis project, the bachelor thesis can be carried out by one or a maximum of two students.

- ❖ As a rule, the bachelor thesis takes place during the second semester of the final course phase (mid-February - end of June). In exceptional cases this may be deviated from (see Prerequisites for including the bachelor thesis in the ISP).
- ❖ The entire course unit “Bachelor thesis” amounts to 30 credits, which corresponds to a study load of 700 hours (for administration, internship, working out a practical realization, writing/presenting the thesis). In other words, the student works full-time on his/her bachelor thesis.

2.2. Bachelor thesis: The technical topic

The technical subject of the bachelor thesis is at the professional-oriented bachelorlevel and is based on the subject matter of the professional-oriented bachelorcourse. The topic:

- is preferably an answer to a **concrete practical issue from industry**. Students translate this practical issue into a useful end product for industry that is scientifically supported by a practical research and/or literature review.
- can also be a **practical study in campus De Nayer’s labs**, with the goal of building or expanding didactic test stands or putting new devices into use. Again, students translate a practical issue into a useful final product that is scientifically supported by a practical research and/or literature review.
- must lead to a **measurable end result**. The definition of the assignment should take this into account. Clearly defined objectives facilitate proper evaluation of the project.

Companies, Thomas More and students can propose an bachelor thesis topic and corresponding internship placement.

Examples of topics & associated objectives:

Examples of the Bachelor of Electronics-ICT:

Sample graduate course in ICT

Topic: Interactive screen in the office

Objectives: To continue building a Touchscreen screen displaying an interactive dashboard with the following components: Already developed ideas (still finishing): Webinars, Bootcamps. Other ideas to be developed: Schedule of consultants (Who in?), Weather, Meeting room availability, Ability to project live (via network?), Todo’s, Take-home for registrations/form on events, Recent pictures.

Sample graduate course in Electronics

Topic: Smart Room Reservation System (SRRS)

Objectives: The objective of the bachelor thesis is to design a system where the occupancy of a room can be dynamically displayed on a screen next to the door, preferably via Epaper. The design should be extremely low power and should be able to communicate with the other screens via RF. The data is retrieved from a database via IOT and distributed to the screens via RF.

Examples of the Bachelor of Automotive Technology

Example 1

Subject: Traxxon gearbox diagnostics

Objectives:

- Work with the department expert gearboxes, Product Development, ZF and the DAVIE team to develop a diagnostic process.
- Develop needed tooling for our dealers which can be incorporated into the RMI Diagnostic Assistant (RMI-DA).
- Examining how the ZF Tisch test works.
- It must be possible to establish a communication link between a disassembled gearbox and the vehicle.
- A test routine should be available in DAVIE with appropriate conditions for testing a gearbox outside the powertrain.
- An English-language document explaining step by step all the actions the technician must perform should be prepared.

Example 2

Topic: The influence of DPF regenerator fuel additive on diesel vehicles

Objectives:

- Describe the operation of a fuel-borne catalytic element.
- Establish a comprehensive protocol to test the DPF regenerator.
- Demonstrate through various measurements and tests the impact of the product. on emissions on different vehicles.

To make a conclusion of the measurements made on the influence of the catalytic element.

2.3. Objectives of the bachelor thesis

The bachelor thesis is the piece of work that completes a professional bachelor's degree. With the bachelor thesis, a student demonstrates analytical and synthetic abilities and independent problem-solving skills at the level of an entry-level professional. The thesis reflects the student's overall critical-reflective attitude and research mindset.

By the end of this course unit, the student will be able to:

- solve a real-life problem from the professional context at the novice professional level
- report the solution to the problem in a thesis
- present the solution to the problem before a jury of lecturers and external experts from the professional field
- defend the solution to the problem before a panel of lecturers and external professionals.

More specifically, within this course unit, the student is expected to successfully perform various skills of a beginning professional:

- **Technical knowledge and analysis:** The student formulates a clear problem statement, the objectives and assignment in consultation with the internship company. The student substantiates the assignment through analysis and research.
- **Design:** The student designs a technological solution for a product or service, based on the program of requirements and that meets safety, environmental, technical and economic life cycle requirements. He/she motivates the choice made for the various components. He/she develops a prototype as a means of communication.
- **Realize:** test and implement: Student delivers a solution for a product or service based on a design. The solution is a complete and correct implementation of all established requirements. The student verifies and validates the product or service against the set requirements. He/she documents the realization process.
- **Communicating:** The student communicates purposefully about the assignment. He/she is able to clearly summarize, verbally and in writing, and visually present the various aspects of the complex situation.
- **Entrepreneurship:** The student pursues innovative solutions. The student takes initiative and assumes responsibility in seeking a solution.
- **Project and performance management:** The student's work is quality work. He/she carries out his/her own tasks independently and works solution-oriented. The student adjusts, evaluates and optimizes his/her own effectiveness. He/she adjusts based on feedback. He/she tackles tasks in a project-oriented way, draws up a schedule, respects the schedule and makes adjustments if necessary. He/she functions in a team-oriented and entrepreneurial way.

- **Collaboration:** The student collaborates competently and constructively with the internship company and - if applicable - with fellow students.

2.4. Prerequisites for including the bachelor thesis in the ISP

- The course unit “Bachelor thesis” is a course unit of **the final program stage**.
- The concrete realization of the bachelor thesis project takes place during the whole **second semester** (= regular period). During this semester the student is working full time on the bachelor thesis. period): The student does the internship and works on the product realization, thesis, and presentation. During the first semester, the student searches for an internship/bachelor thesis, submits his/her bachelor thesis proposal in a timely manner, and ensures that the signed internship contract is uploaded on Internship Portal in a timely manner.
- Exceptionally - partly based on the study progress and in consultation with the bachelor thesis coordinator of the program - the internship/bachelor thesis can also take place in the first semester. In that case, the bachelor thesis can in principle only be taken up when all other course units of the program have been completed. An exception can only be made by the program manager. Contact the bachelor thesis coordinator in June of the previous academic year at the latest.
- A student cannot include the course unit “Bachelor thesis” in the individual year program (ISP) if the student has yet to complete a limited portion of a previous program stage. An exception to this rule applies if the student includes in his ISP both a limited number of remaining course units from the previous program stage and all course units from the final program stage.

2.5. Guidance and expectations

- Bachelor thesis **content supervision** is provided by:
 - **the college promoter.** He/she is a member of the teaching staff at Thomas More and provides follow-up for the student during the bachelor thesis process. He/she has at least two meetings with the student and company promoter (see Feedback and evaluation process) and is kept informed by the student about the progress of the thesis.
 - **the company promoter.**
 - If the bachelor thesis and accompanying internship are conducted in a company or research institution, the student has a company promoter in addition to a college promoter. The company promoter takes care of the technical follow-up of the bachelor thesis project and the daily supervision of the student.
 - When the bachelor thesis is conducted in the college, two promoters are appointed. The first has the same task as the college promoter and the second follows up the bachelor thesis technically like the company promoter.
- The **organization and follow-up of administration** concerning the bachelor thesis is supported by several **bachelor thesis coordinators**:
 - Automotive Technology: sven.hermans@thomasmore.be
 - Electromechanics: marc.ceuppens@thomasmore.be
 - Electronics-ICT: marc.scheirs@thomasmore.be
 - Design and Manufacturing Technology: marijn.casteels@thomasmore.be

- We expect **the student** to:
 - take initiative in the search for a bachelor thesis project/internship. If an internship partner has a bachelor/internship proposal of their own, the bachelor thesis coordinator communicates it to students via Canvas as soon as possible;
 - do interviews with potential internship partner(s) to arrive at a bachelor thesis/internship proposal. The student submits this proposal by a well-defined date through Internship Portal and Canvas (see template on Internship Portal);
 - keep to the agreements and deadlines set by the program;
 - adhere to the agreements and deadlines made with the internship company;
 - adhere to the agreements and guidelines in the document " Regulations & Guidelines Bachelor thesis".

3. Feedback and evaluation process

The evaluation of the **first examination opportunity** consists of several evaluation activities assessing both the process and the product. A jury examination (presentation with oral defense before a jury) also takes place at the end of the bachelor thesis/internship period:

Meet all administration and deadlines	5%	by bachelor thesis coordinator
Midterm presentation	15%	by internal jury
Internship - attitudes	7,5%	by business promoter
Final Product	7,5%	by business promoter
Thesis ¹	15%	by jury ²
Final presentation	10%	by jury ³
Defense after final presentation	20%	by jury ³
Final Realization	20%	by jury ³

In some cases, the bachelor thesis is developed by two students. In that case, individual contributions of the two students are assessed for the various items.

For a **second examination opportunity (retake)**, the score of the midterm presentation, administration and attitudes (during the internship) are not taken into account. The scoring is then as follows.

Final Product ³	15%	by business promoter
Thesis ²	15 %	by jury ³

¹ Given that reporting in a thesis is an essential learning objective of the course unit "Bachelor thesis," failure to submit the thesis will result in the student receiving a maximum of 9/20 for the entire course unit.

² The promoter and company promoter who are members of the jury abstain from the student they supervised.

³ If the college does not receive an assessment from the business promoter, the jury will assess the final realization at a rate of 45% (instead of 30%). This means that the point scored by the jury on the final realization is carried over in the calculation of the total when the business promoter evaluates.

Final presentation	10 %	by jury ³
Defense after final presentation	30 %	by jury ³
Final Realization	30 %	by jury ³

3.1. The evaluation process: the evaluation criteria

3.1.1. Evaluation criteria first examination opportunity

1. **Administration & meeting all deadlines** prior, during and after the internship (5%). This involves the proper and timely submission of:
 - Bachelor thesis / internship proposal
 - Signed internship contract
 - Start-up report (student-promoter-company promoter)
 - Interim feedback report 1
 - Interim feedback report 2
 - Interim presentation
 - Interim feedback report 3
 - Consultation student-supervisor-company supervisor
 - Interim feedback report 4
 - Thesis and poster (on Internship Portal) + thesis (via KU Loket, see Appendix)
 - Final presentation

2. **Interim presentation** (15%)

During the midterm presentation, the following evaluation criteria will be assessed (be sure to include these in your presentation):

- Problem statement
- Knowledge accumulation regarding problem definition
- Plan of action
- Progress of bachelor thesis (table of contents - progress - bibliography)
- Planning
- Quality of presentation
- Answering questions

Each item is given the same weight.

3. **Assessment by company promoter** (15%)

- Internship & attitudes (7.5%) (each item gets the same weight, 2 times NVT is also allowed)
 - Result-oriented
 - Way of working
 - Reliability
 - Planning and organization (project and performance management)
 - Constructive collaboration
- The final product (7.5%)

4. **Jury Examination** (65%):

- The thesis (15%)
- The final presentation (10%)
- The oral defense during the final presentation (20%)
- The final realization (20%)

The following evaluation criteria will be used during the jury examination:

- Bachelor thesis (dissertation)
 - o Problem definition
 - o Analysis and objectives (research)
 - o Integration of technological knowledge and competencies
 - o Drafting thesis
 - o Design/Execution
 - o Motivation of choice components (or technical choices)
 - o Entrepreneurship: creativity in relation to problem-solving thinking
 - o Usability: commercial feasibility and economic preconditions
- Presentation (final presentation)
 - o Timemanagement and structure
 - o Use of supporting material
 - o Quality of presentation
- Defense
 - o Answering questions
 - o Used technical knowledge and analysis
- Final realization & realization process

3.1.2. Evaluation criteria second examination opportunity

There are no partial transfers for this course unit.

The student will receive a remediation around the same assignment after the first exam opportunity. The student receives a report on the final assessment of the first examination opportunity. The promoters make written agreements with the student regarding remediation in the context of the second examination opportunity.

The student - who will still be doing an internship at the company for the resit - ensures that a new signed internship contract is uploaded through Internship Portal.

The student submits a new thesis.

The student does the presentation and defense in front of a jury as during the first exam opportunity.

The evaluation of during the second examination opportunity consists of several evaluation activities:

1. **Assessment by company promoter (15%)⁴**
 - Final product (15%)
2. **Jury Examination (85%):**
 - The thesis (15%)⁵
 - The final presentation (10%)
 - The oral defense during the final presentation (30%)
 - The final realization (30%)

The following evaluation criteria will be used during the jury examination:

- Bachelor thesis (dissertation)
 - o Problem definition
 - o Analysis and objectives (research)
 - o Integration of technological knowledge and competencies
 - o Drafting thesis
 - o Design/Execution

⁴ If the college promoter does not receive an assessment from the company promoter, the jury will assess the final realization at a rate of 45% (instead of 30%). This means that the point scored by the jury on the final realization is carried over in the calculation of the total when the business promoter evaluates.

⁵ Given that reporting in a thesis is an essential learning objective of the course unit "Bachelor thesis," failure to submit the thesis will result in the student receiving a maximum of 9/20 for the entire course unit.

- Motivation of choice components (or technical choices)
- Entrepreneurship: creativity in relation to problem-solving thinking
- Usability: commercial feasibility and economic preconditions
- Presentation (final presentation)
 - Timemanagement and structure
 - Use of supporting material
 - Quality of presentation
- Defense
 - Answering questions
 - Used technical knowledge and analysis
- Final realization & realization process

3.2. The feedback and evaluation process: a chronological overview

Both in the course of the academic year and after the completion of the bachelor thesis, feedback and (mid-term) evaluation is important. Feedback and evaluation is done in different ways and by different people:

- continuous (college promoter and company promoter);
- interim (reports, interim jury);
- after final assessment (jury).

For the entire feedback process, some feedback and evaluation moments are formally fixed and have clear deadlines (see diagram p. 14), for the remaining feedback moments (e.g. informal consultation with the company promoter, consultation with the college promoter regarding the thesis, ...) the student is expected to take the initiative.

Students taking their bachelor thesis outside the regular period (regular = start internship beginning 2nd semester) contact their program's Bachelor thesis coordinator in time to obtain information and deadlines outside the regular period.

3.3. The feedback and evaluation process: Documents to be submitted

3.3.1. Submission and allocation of bachelor thesis proposals

As a rule, the bachelor thesis/internship takes place during the second semester (mid-February to mid-June) of the final course phase. In exceptional cases, this may be deviated from and the bachelor thesis may take place during the first semester (mid-September to December).

- Possible bachelor thesis topics/internships are collected in various ways:
 - In the first place, **students themselves** search for a bachelor thesis project/internship placement. The student - after interviewing and agreeing with an internship company - submits a proposal through the Internship Portal.
 - **Companies** can also submit their own topics. These internship topics are announced on Canvas by the bachelor thesis coordinator. The student - after interviewing and agreeing with an internship company - can accept this proposal and enter the proposal through Internship Portal.
 - **Bachelor thesis coordinators** can also share other proposals - e.g., from a research group on campus De Nayer - with students through Canvas. The student - after interviewing and agreeing with an internship company - can respond to this proposal and submit it through Internship Portal.

When submitting an bachelor thesis topic/internship proposal, the following information is requested. Bases on this information, the bachelor thesis coordinator together with the study program team

decides whether the bachelor thesis proposal is at the bachelor level in a well-defined area of study. Information that the student needs to submit:

- **title and description** of the bachelor thesis project
 - bachelor thesis project **objective** (problem) (quantitative and measurable)
 - **desired outcome** of the bachelor thesis project (what should be delivered as a minimum)

 - name of company or research group
 - details of the primary contact person within the company regarding (does not have to be the daily supervisor)
 - general contact information of the company itself
 - address of the company
 - various comments
 - contact information for the company promoter (person who will supervise and evaluate the student on a daily basis)
- All submitted topics are approved or rejected by the study programme's team.
 - The study program manager assigns final topics in consultation with the lecturers and bachelor thesis coordinator. The (college) supervisor is assigned and is also given access to Internship Portal. In exceptional cases, a second round is organized to give each student an bachelor thesis.
- The deadlines for all these steps: see The following evaluation criteria will be used during the jury examination:
- Bachelor thesis (dissertation)
 - Problem definition
 - Analysis and objectives (research)
 - Integration of technological knowledge and competencies
 - Drafting thesis
 - Design/Execution
 - Motivation of choice components (or technical choices)
 - Entrepreneurship: creativity in relation to problem-solving thinking
 - Usability: commercial feasibility and economic preconditions
 - Presentation (final presentation)
 - Timemanagement and structure
 - Use of supporting material
 - Quality of presentation
 - Defense
 - Answering questions
 - Used technical knowledge and analysis
 - Final realization & realization process
- The feedback and evaluation process: a chronological overview for global overview, see Internship Portal for specific deadlines.

3.3.2. Signed internship contract

When the bachelor thesis proposal is awarded, the student can download the completed internship contract through Internship Portal. The student signs the contract and has the company promoter complete the HSE work post sheet and sign the contract.

! when additional risks are mentioned on the HSE work post sheet, the student reports immediately to the Campus De Nayer reception for a possible appointment with the occupational physician

! students with an internship contract from the internship company (instead of a Thomas More internship contract), report immediately to the reception for a possible appointment with the occupational physician

The student uploads the signed internship contract via Internship Portal at the latest before the Christmas holidays (in case of internship in regular period). Students who take their bachelor thesis outside the regular

period (regular = start internship beginning 2^e semester) contact the bachelor thesis coordinator of their program in time to obtain information and deadlines outside the regular period.

The student is subject to the legislation regarding internships during the internship period. For this reason, **the internship cannot begin until the student has uploaded the internship contract signed by all parties through the Internship Portal.**

3.3.3. Start-up report | interim feedback reports | promoters' consultation report

The college promoter and company promoter assess the student at the end of the bachelor thesis period in terms of internship and product realization. To this end, there is regular consultation and feedback between the promoters and student:

- There are **at least 2 oral consultations** between the **college promoter, company promoter and the student**. The **student takes initiative to schedule** both consultation moments at times that take into account the deadlines as well as fit for the three parties.
 - During the first consultation moment, the student - together with the college and company promoter - prepares a **start-up report** that all parties sign. The student posts the signed report on the Internship Portal. The report includes the title of the bachelor thesis, a description of the problem (general), the objective of the bachelor thesis (quantitative and measurable), the desired result (What should be delivered (minimum)?), and a planning (activities of the student + also include planning regarding writing the thesis). If the bachelor thesis is made with two students, the students also make a division of work on this. A template for the start-up report can be found on Internship Portal. The student includes the signed Start-up Report in the thesis (see The thesis).
 - The second consultation moment takes place around week 9. The student - together with the college and company promoter - makes a report of this consultation and all parties sign it. The student posts the signed **report of consultation promoters** via the Internship Portal.
- The student also completes **four interim feedback reports** on Internship Portal. The feedback reports contain fixed headings ("What did I accomplish in the past week(s)" + "What do I plan for the coming weeks") and are completed by the student through the Internship Portal. The student - if desired - can also upload an image/photo/... for clarification. The college and company promoter have the opportunity to provide feedback on this form (via Internship Portal).
- There are regular oral discussions between the college promoter and the student to discuss the progress of the bachelor thesis project and the progress of the thesis. The student initiates these discussions.
- All reports and comments will be archived and can be made available to the jury.

Kick-off infomoment	<ul style="list-style-type: none"> • info sessio by you bachelor thesis coordinator • start academic year
Bachelor thesis / internship - proposal	<ul style="list-style-type: none"> • student enters proposal - after consulting the intership company - via Internship Portal • week after autumb break (BP in sem 2) / before start ac. year (BP in sem 1)
Signed internship contract	<ul style="list-style-type: none"> • student uploads signed contract via Internship Portal • before Christmas break (BP in sem 2) / before start ac. year (BP in sem 1)
Communication classes	<ul style="list-style-type: none"> • student takes classes in referencing, writing and presentation skills • 2nd semester (BP in sem 2) / 1st semester (BP in sem 1)
Startup report	<ul style="list-style-type: none"> • student uploads signed report (prepared with university and company promotor) via Internship Portal • ±week 1 of the semester*
Interim feedback report 1	<ul style="list-style-type: none"> • student records progress in Internship Portal, promoters have the opportunity to provide feedback in Internship Portal • ±week 2 of the semester*
Interim feedback report 2	<ul style="list-style-type: none"> • student records progress in Internship Portal, promoters have the opportunity to provide feedback in Internship Portal • ±week 4 of the semester*
Interim presentation	<ul style="list-style-type: none"> • student uploads interim presentation via Internship Portal and presents to internal jury • ±week 6 of the semester*
Interim feedback report 3	<ul style="list-style-type: none"> • student records progress in Internship Portal, promoters have the opportunity to provide feedback in Internship Portal • ±week 8 of the semester*
Report of meeting student + company and university promotors	<ul style="list-style-type: none"> • student uploads signed report (prepared with university and company promotor) via Internship Portal • ±week 9 of the semester*
Interim feedback report 4	<ul style="list-style-type: none"> • student records progress in Internship Portal, promoters have the opportunity to provide feedback in Internship Portal • ±week 10 van het semester*
Bachelor thesis & poster	<ul style="list-style-type: none"> • student uploads bachelors thesis and poster via Intership Portal + bachelor thesis via KU Loket • ±week 13 of the semester*
Final presentation and defence	<ul style="list-style-type: none"> • student uploads final presentation via Intershop Portal, presents and defends before jury** • ±week 16 of the semester*

* See Internship Portal for specific deadlines, these will also be communicated via the kick-off presentation.

** After the final assessment, students may ask for oral explanation on the final score of the bachelors thesis. Students who fail their bachelors thesis will receive remediation regarding the same assignment: a) students will receive a written report on the final assessment b) the student, together with the promoters, will make with written agreements as part of the second examination opportunity.

3.3.4. The interim presentation

After about 6 weeks there is a midterm evaluation. The student gives a presentation on his/her bachelor thesis project before a panel of lecturers. The student will receive a specific date from the college for this presentation. The presentation includes:

- Brief presentation of the company
- Problem statement
- Assignment dDescription
- Representation of knowledge accumulation regarding the problem definition
- Plan/method of action
- Planning
- Progress of the bachelor thesis/dissertation (table of contents - progress - bibliography)

The student will receive feedback from the jury after the presentation. The jury assesses the presentation on the one hand, but also looks at the start-up report and the interim feedback reports. During this evaluation, a number of competencies are assessed (see The evaluation process: the evaluation criteria) and a score is assigned, which is taken into account in the final evaluation (see The evaluation process: the evaluation criteria). To ensure the continuity of the student's assessment, we aim to have the lecturers of this interim jury also belong to the jury for the final evaluation. The company promoter will be invited as an observer on this jury.

3.3.5. The thesis

3.3.5.1. Structure and formal requirements of the thesis

STRUCTURE

The format of the bachelor thesis has a set structure:

- **Title page**
- **Foreword** (maximum one page)

"The preface is in a sense separate from the thesis: it has no relevance to the content of the thesis. The foreword you use to name personal circumstances/experiences and that led to this thesis, you can address a thank you to all the persons and organizations that helped in the creation of the thesis. If you want to mention a person or company by name, make sure you have permission to do so (also make sure they know that this thesis will be viewable online). Other things you want to mention but that are not directly related to the topic also belong in the preface." (Bosmans, N., Bryon, E., & Mertens, E., 2021, p 17-18)
- **Summary** (one page maximum)

"Summary" presents the content of the full text in no more than 200 to 250 words. It is primarily intended for readers who do not want to read the text in its entirety, or who wish to review the text in broad outline. Thus, a good summary does not describe the structure of your thesis and is not a listing of the chapters. However, the summary does clearly present the essence of the paper.

A good summary consists of three parts:

- In an introductory paragraph, you briefly outline the context from which you start. You formulate the exact problem statement and explain what you wanted to achieve with your research. You also explain why the problem statement is relevant.
- Then discuss the method you used and the results. If you did your own research, indicate the principles on which that research was based.

- Finally, you describe the most important information the research has yielded: in a conclusion, you formulate the conclusions you can draw from the information found." (Bosmans, N., Bryon, E., & Mertens, E., 2021, p 18).

- **Table of Contents**

The table of contents takes the titles and subtitles verbatim from the thesis. If you use a word processor, you can generate the table of contents automatically (use "Styles" while writing and then generate an automatic table of contents via References > Table of Contents). It takes some figuring out how this works, but takes less time than doing everything manually afterwards.

- **List of tables and figures**
- **List of abbreviations and symbols**
- Copy of the **Startup Report**
- **Introduction**
- **Corpus** (middle section with the actual text)
 - Includes the description of the research process:
 - Problem/hypothesis
 - Method
 - Research
 - Results
 - Interpretation of results
- **Decision/Discussion**
- **Literature List**
- **Attachments**

TITLE PAGE

The title page is formatted on a white A4 sheet according to the template provided by the study program (see template thesis on Internship Portal). Please note: nothing - other than your name, title, and promoters - may be changed or added to this title page.

FONT, LINE SPACING, MARGINS AND PAGE NUMBERING

Use Arial font (font size 9.5-10) for running text. You can use a different size for titles, headers and footers, and captions to tables or figures.

For running text, use an interline of 1.15.

For page layout, use the following margins:

- Left margin : 30 mm
- Right, top and bottom margins: 20 mm

The page number comes at the top right of the page, it is not followed by a period and is not placed between dashes. Page numbering starts from the introduction.

SIZE

The thesis, appendices included, consists of a maximum of 150 pages and consists of one volume. Exceptions to the number of pages or volumes (e.g., a separate volume in the case of many appendices or drawings) must be discussed by the student with the college supervisor.

LANGUAGE

The language used for the thesis is Dutch. Exceptions:

- For students of English-spoken study programs (thesis in English)
- For student of Dutch-spoken study programs who have permission from your supervisors and bachelor thesis coordinator to create your thesis in another language.

Do not use colloquialisms, and use short sentences. Preferably use the impersonal form (not the I form, except in the preface). If the thesis is the result of a collaboration between several people, you can use the we form. Use the passive verb form only when necessary. Active sentences can be more easily understood by the reader (Bosmans, N., Bryon, E., & Mertens, E., 2021).

Example:

NOT: Only in young people between the ages of 16 and 25 it is played that way.

WELL: Only young people between the ages of 16 and 25 play that way.

FIGURES AND DRAWINGS

Drawings are preferably made in A4 size and insert in your thesis in the appendices. Please make sure that the scale mentioned on the drawing is the correct scale.

If you create large construction drawings, it is best to contact your supervisor about how to incorporate them into your thesis.

BACHELOR THESIS WITH TWO STUDENTS

Are you working with another student on the bachelor thesis topic? If so, you will create one thesis together.

AVOIDING PLAGIARISM

Credit where credit is due. Whenever you copy an idea, table/figure or literal text from another source in your thesis, you must indicate where you got this idea. You do this by means of a short reference in the text (= reference). Referring is done out of respect for the author of the original source, to allow the reader to verify the data you used, and to avoid plagiarism (Bosmans, N., Bryon, E., & Mertens, E., 2021). At the end of your thesis, list alphabetically all sources that you have referenced in your thesis.

! also copying (parts) of text from Wikipedia, ChatGPT,... without citing the source is plagiarism.

A reference is written according to certain rules. There are numerous systems for listing references. For your thesis, use the APA (American Psychological Association) reference style. You can find more information about this in the style guide (Bosmans, N., Bryon, E., & Mertens, E., 2021).

Avoid plagiarism by always using adequate citation of sources. In fact, plagiarism is considered exam fraud according to the Education and Examination Regulations. Depending on the extent of the plagiarism, the nature of the plagiarism and the intent to cheat, the university college imposes sanctions. You can read about these in the Education and Examination Regulations (Thomas More, 2023).

THOMAS MORE STYLE GUIDE

More general guidelines on the structure and writing of a thesis can be found in the Style Guide. This document can be found on Canvas and Internshipportal. Where the style guide differs from what is described in this document, follow the guidelines in this document.

To supplement the style guide, we also recommend the book "Writing from Report to Final Paper" by Leen Pollefliet.

3.3.5.2. Feedback on the thesis

During the writing of your thesis your college promotor will support you. He/she will proofread your text and provide comments. Please note: the promotor can only provide feedback on your thesis if you meet the following requirements:

- Don't deliver a full (partial) text all at once.
The promotor needs to be able to situate the section of text. Therefore, it is important that you make the table of contents of your thesis first. This way, you yourself think about a good structure first and the supervisor, when reading a section of text, can situate it.
- Please finish a small piece of text completely, rather than waiting and handing in a large piece all at once that is incomplete. Deliver the small piece of text to your supervisor for feedback as soon as possible and wait to make changes until you get the text back from your supervisor.
- When you have incorporated your promotor 's comments or added new text, deliver the text to your supervisor a second time. When doing so, make sure you clearly indicate changes (highlight them or use "Track Changes"). That way the promotor will know 1) what he/she has already read, 2) where the comments have been incorporated, and 3) where you have added new text.
- As a student, you are responsible for keeping your promotor regularly informed about your thesis, and providing him/her with a (partial) text on a regular basis. Agree with your promotor how you will submit the (partial) text.
- Don't wait until the last minute to deliver your text to your promotor. Reckon that a supervisor needs one to two weeks to give feedback on a thesis. This is because your supervisor has other things on the agenda such as class assignments, reviewing other students' theses,...

Therefore, adhere to the following timing for submitting thesis sections:

- After 4 weeks: table of contents and first part of text (introduction company, problem statement, ...)
- With intervals of 2 to 3 weeks the following parts of your thesis.
- At least 10 working days before the thesis submission date, you deliver the final text parts. You deliver the complete thesis at this time so that the supervisor has an overview of the whole.

3.3.5.3. Submission of the thesis

Given that reporting in a thesis is an essential learning objective of the course unit "Bachelor thesis" failure to submit the thesis will result in the student receiving a maximum of 9/20 for the entire course unit.

Through the Internship Portal, the student will be notified of the official thesis submission date.

The thesis will be submitted digitally only and this both through **Internship Portal** and **KU Loket**. Naming guidelines for Internship Portal and KU Loket are outlined in this document and must be followed.

- Digital version via Internship Portal: The full thesis text in PDF format and the appendices, bundled in ZIP format if necessary.
- Digital version via KULoket: see instructions in Appendix.

3.3.5.4. The poster

At the end of the bachelor thesis, the student presents the completed bachelor thesis project on a poster. A template (powerpoint) for this can be found by the student on Internship Portal.

The student submits the poster both digitally (via Internship Portal, follow the guidelines regarding naming of the document) and on paper (printed at A3 size).

The deadline for this will be communicated through the Internship Portal.

3.3.5.5. The final presentation with oral defense

Prior to the real defense, a trial defense is recommended. The student contacts the college promoter and/or bachelor thesis coordinator for its organization.

THE COMPOSITION OF THE JURY

The final realization, thesis, presentation and defense of the bachelor thesis is evaluated at the end by a jury. The jury consists of external and internal members (see below) and is composed by the study program manager in consultation with the lecturers. Prior to the final defense, a trial defense is recommended. The student contacts the college promoter for its organization.

- Each member of the jury gives an individual score for different criteria (see Feedback and evaluation process: evaluation criteria). Based on these scores and after weighting (see Feedback and evaluation process: evaluation criteria), the jury determines the final point by consensus.
- The composition of the jury is as follows:
 - The jury consists of external members and internal members. One of the external members is chairman. One of the internal members is secretary.
 - External members:
 - The aim is to have three external members per jury, of which a minimum of two are representatives of the professional field where a student of the study program may be employed. In case of force majeure, the coordinator may decide to continue the jury with fewer members.
 - The company promoter of a bachelor thesis may be one of the external members of the jury but the company promoter abstains from scoring the student(s) where he/she is company promoter of. More specifically, he/she abstains from scoring these items of the specific student(s):
 - Thesis
 - Presentation
 - Defense
 - Final Achievement (company promoter assesses this item when assessing the internship)
 - If the company promoter is not a member of the jury, he is invited to attend the student's defense; he/she may also send a representative if necessary.
 - The following criteria are sought in the recruitment of external members:
 - To maintain continuity, at least half of the external members have served on a jury of professional bachelor programs at De Nayer campus at least once, during the last three years.
 - One graduate of the study program serves on the jury.
 - The jury may be supplemented by representatives from another college, another study program/campus within the college, another educational institution or a foreign college.
 - Internal members:
 - The goal is to have three internal members per jury. In case of force majeure, the coordinator may decide to continue the jury with fewer members.

- The college promoter of a bachelor thesis may be one of the internal members but abstains for the students for whom he is supervisor.
- The jury always hears the company promoter and the college promoter after the presentation and defense by the student.

PRACTICAL ORGANIZATION OF FINAL PRESENTATIONS

Your study program's bachelor theiss coordinator will announce the date/hour of your presentation and defense via Canvas.

The presentation and defense is usually done only before a jury composed of Thomas More lecturers and technicians from the business world. The composition is described under "The Jury." However, the presentation and defense are also public, so some additional listeners may join. During the discussion by the jury, however, the listeners will be asked to leave the room.

Before the start of your presentation, you will be given a few minutes to get everything ready. Make sure this goes smoothly:

- Put on a clearly legible name tag, showing only your last name.
- Make sure everything is ready on your laptop and your laptop is booted up the moment you come in. For example, you put your laptop in sleep mode.
- The college provides a projector, screen and cable. You will provide your own laptop.
- Try out the projector-laptop combination a few days before the defense with your college promoter. This can also be done at the trial defense.
- Only after the chair gives a signal may you start the presentation.

The presentation and defense will take a total of 50 minutes, of which you will provide 15-20 min for your presentation. The defense will take 30 to 35 minutes.

PRESENTATION (15 TO 20 MINUTES)

During the communication lessons, you have been given some important tips related to presenting. Use these. They can only improve your presentation:

- Greet the jury and introduce yourself.
- Startslide:
 - Title bachelor thesis
 - Name of student(s)
 - Name of company
- The second slide contains an overview of what you will tell the jury for 15 to 20 minutes.
- What should definitely be covered during your presentation:
 - A clear outline of the initial situation. What could or should you build on? What material, setup, data, etc... was already in place?
 - A mention of your part in the project. What exactly did you execute or accomplish all by yourself? In doing so, do not minimize your efforts.
 - End with a decision.
- If you completed the bachelor thesis project with another student, take turns speaking (but don't alternate too quickly). This keeps the presentation engaging, and not tiring. Stand aside for a moment when the other person is speaking.

The presentation time is all yours. That is, no one is allowed or will interrupt you.

Prepare your presentation in the best possible way!

- Practice. Practice. Practice. Without falling into external learning. Try to keep a certain spontaneity.
- Keep track of timing as you practice. If necessary, adjust the presentation a bit so that the judges certainly don't have to interrupt by saying that your presentation time is up.
- Make sure you speak civilly and not too quickly. If you are well-prepared, you will know exactly what you want to say and how much time you need to say it.
- Practice once in front of some friends or family members. There is an art to explaining something difficult in a simple way. Be assured that we are very aware of this.

DEFENSE (30 TO 35 MINUTES)

- Make sure you know the thesis text and all elements (including pictures) from your presentation well and that you can answer questions about them.
- Make sure you can access diagrams, charts or tables quickly. After all, questions may be asked about them.
- Be brief, clear and correct.
- If you don't know something, you don't know it. That's not a disaster. Above all, don't try to make anything up; that usually gives usually a worse impression.
- If you are in doubt, or don't remember something.... display what you do remember about this.
- Never question a question and don't be tempted to start talking about something unrelated to the question.

If you are creating an bachelor thesis with a fellow student:

- Give each other a chance or turn to answer.
- Fill each other in when the other has doubts for a moment or cannot remember something (without, of course, depriving him/her of the chance to answer).
- After a question was asked of your fellow student, the same question may be passed on to you. When you are sure that your colleague missed the ball, you are now given the opportunity to correct it.
- Do not get into discussions with your fellow student about the content of the thesis.
- Go stand together and profile yourself as a "team"!

Realize that you are an expert on the subject matter; after all, you wrote the thesis, not the jury. Be confident of this. This gives peace of mind and a confident appearance.

Finally - shortly before entering the classroom - don't let anything or anyone distract you. Focus and settle down.

3.4. The evaluation and feedback process: Naming documents to be submitted on Internship Portal

A number of documents are delivered in through the Internship Portal.

In order to track documents, a unique naming convention is required for each document. The mandatory names to use:

Document	Name of document to be loaded (pdf)
Internship Contract	Abbreviation study program_internshipcontract_name_first name
Start-up meeting between promoter, company promoter & student	Abbreviation study program _startup_name_first name
Consultation promoter, company promoter & student	Abbreviation study program_consultationcompany_name_first name
Interim presentation	Abbreviation study program _intermediate_name_first_name

Thesis	Abbreviation study program_script_name_first name
Poster	Abbreviation study program_poster_name_first name
Final presentation	Abbreviation study program_endpres_name_first name

The student uses these abbreviations of the courses:

- AT = Automotive Technology
- EM = Electromechanics
- EICT= Electronics-ICT
- OP= Design and Production Technology

Sample internship contract for an automotive technology student:

AT_internshipcontract_Janssen_Bert

4. Property Rights

4.1. The product

The company makes its own arrangements with the student regarding ownership.

4.2. The thesis

The student submits his thesis to the college for archiving. The student grants, free of charge, unconditional permission to the university college to include the integral text and accompanying illustrations and appendices of the thesis in the university college's thesis database and to make this database accessible via the Internet to potentially interested parties. The student also grants free permission to use the bachelor thesis and accompanying information for derivative products, such as abstract collections, USB sticks or prints of the whole or part of the thesis. In case third parties would assert claims on all or part of the text of the thesis or the illustrations used in the thesis, the student will indemnify the college for this. This permission applies for the entire period of protection of the thesis.

The student must request an **embargo** if the thesis contains data of a confidential nature, or if confidentiality is desired for the internship company involved. The student requests this embargo no later than the submission of the electronic version of the bachelor thesis.

5. What if the student needs to retake?

If a student does not pass the bachelor thesis, he/she will be given a retake the following exam period.

This means that the student receives remediation around the same assignment:

- The student will receive a report on the assessment of the first examination opportunity
- The promoters will prepare a remediation report, formulating additional assignments, agreeing when the student will begin these assignments and how the student will communicate the progress of completing the remediation assignment.
- The student uploads a new signed internship contract through Internship Portal (extra internship days at the internship company within the resit period). Attention: student does this before the start of the extra internship days.

- The student redrafts and resubmits the thesis.
- Then a jury examination will be set up again at which the student will present and defend the Bachelor thesis as during the first examination opportunity. The date for resubmission of this new thesis will be communicated through Internship Portal.
- The grade distribution as well as evaluation criteria for the second exam opportunity: see Evaluation criteria second examination opportunity.

6. What in the case of prolonged lawful absence?

If the student is ill for an extended period of time (longer than one week) or has had an accident and is unable to work on your bachelor thesis the student will follow the instructions below. The student:

- informs promoters and bachelor thesis coördinator as soon as possible (within two days), preferably by e-mail.
- uses the digital absence form to notify the person responsible for absences and provide the person responsible with a (doctor's) certificate within two calendar days through this means. The certificate also states how long the student will be absent. The digital absence form can be found by the student through the Student Portal. The person responsible for absences can - if necessary - mediate for an adjustment of the assignment.
- notifies the promoters and bachelor thesis coördinator when he/she resumes work. The student discusses with them - via the interim follow-up form - any changes to the assignment statement.

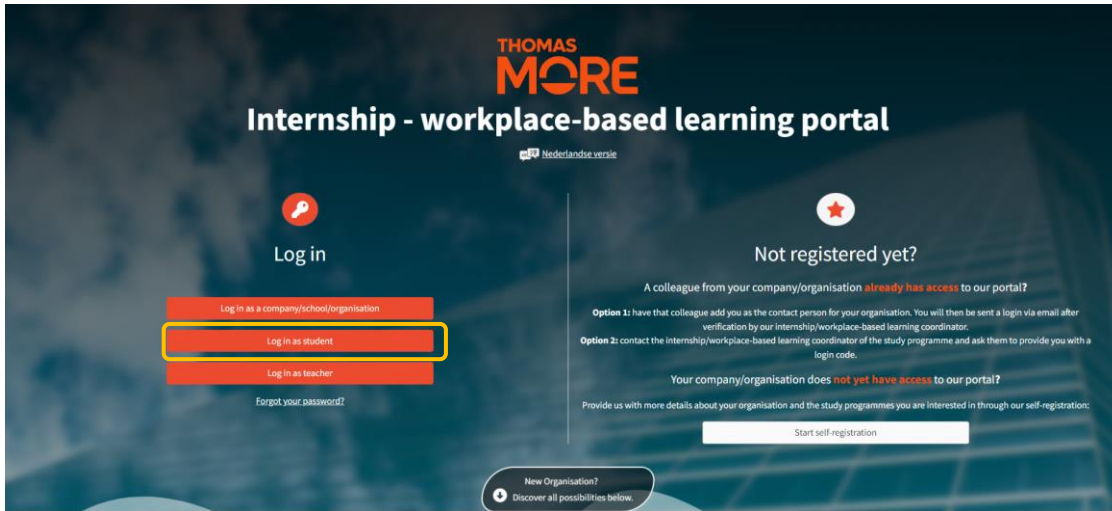
7. References

Bosmans, N., Bryon, E., & Mertens, E. (Eds.). (2021). *Thomas More Style Guide. Guidelines for creating written papers* (4th ed.).

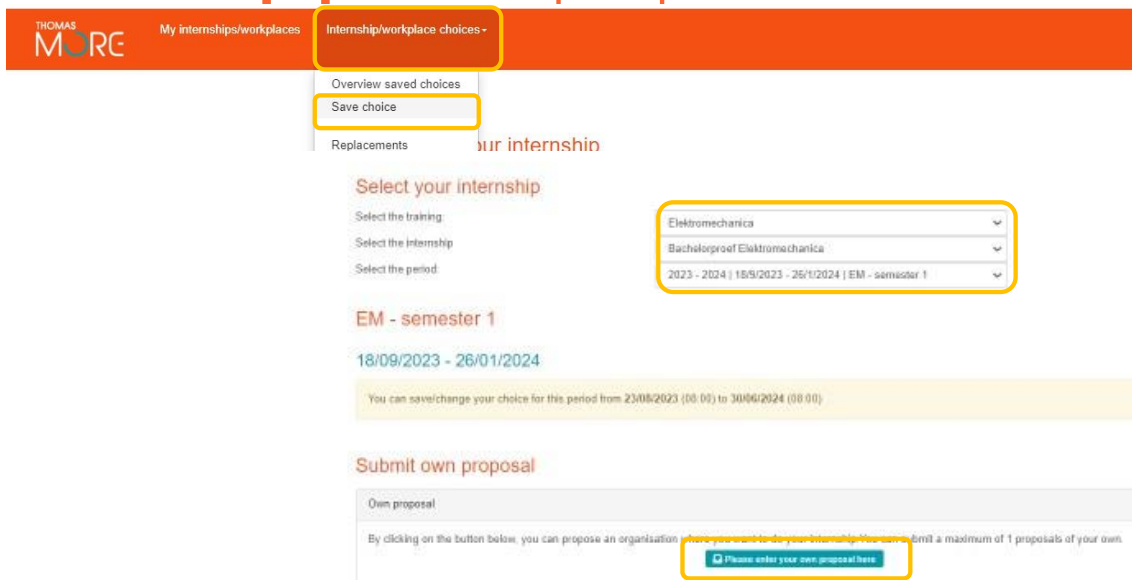
Pollefliet, L. (2018). *Writing: from report to final paper: Do's & don'ts* (9th rev. dr.). Ghent: Academia Press.

Appendix 1 (only for students): Internship Portal | manual

LOGIN INTERNSHIP PORTAL



SUBMITTING A BACHELOR THESIS / INTERNSHIP PROPOSAL



UCLouvain M^{ORE} My internship/workplaces Internship/workplace choices

Your own proposal

Bachelorproef Elektromechanica

EM - semester 1

Beste student, download dit document (beschrijving bachelorproef - doelstellingen - minimaal beoogd resultaat) voor je op gesprek gaat bij een potentieel stagebedrijf. Vind je samen met het bedrijf een akkoord over de bachelorproef? Vul het document samen met het bedrijf in en laad het ingevulde op via Canvas én vul de gegevens hieronder in! De bachelorproefcommissie zal vervolgens jouw voorstel goed- of afwijzen.

Name:

Organization name:

Primary contact person at the organisation

First name:

Surname:

Email address:

Telephone:

Mobile phone number:

Mandatory if no mobile phone number provided

Mandatory if no phone number is provided

! After talking to the company, make sure:

- You have a completed word document (for Canvas)

AND

- You have all the information needed for the remaining questions

UCLouvain M^{ORE} My internship/workplaces Internship/workplace choices

Internship mentor at the organisation

If you are unsure who the internship mentor will be or have already indicated to the primary contact that he/she will be the internship mentor, you should leave this blank.

First name:

Surname:

Email address:

Telephone:

Mandatory if no mobile phone number provided

Mobile phone number:

Mandatory if no phone number is provided

Information about the choice

Preference:

[Back to selection screen](#) [Save](#)

! You need to enter your daily supervisor (company promoter) unless this is the same as primary contact)

! Choose under Preference: '1'

INTERNSHIP PORTAL: DEADLINES, SUBMITTING SIGNED INTERNSHIP CONTRACT, REPORTS, PRESENTATIONS AND THESIS

THOMAS MORE
My internships/workplaces
Internship/workplace choices -

- Deadlines are listed chronologically
- If you want to submit a document, select the specific assessment moment (there you will find a template of the submission document as well)
- Deadline. If you are late in submitting:
 - a red flag appears next to the deadline. You can still submit, but this will be flagged as "late."
 - the initial deadline is no longer visible and automatically changes to 30/6
- Submission of a report/presentation can only be made after a specific date

Address: Kleinhoefstraat 4
City: 2440 Geel
Google maps: [Location](#)

Contact person: Vertenten Kristin

General information

Academic year: 2023 - 2024
Study programme: Autotechnologie
Internship type: Bachelorproef Autotechnologie
Internship period: AT - semester 1
Start date: 18/09/2023
End date: 26/01/2024

[Download internship agreement](#)

Assessment moments

Save data	Check for completion	Modifiable
✗ Stagecontract/Individual training agreement	Check for completion	🚩 From 23/08/2023 08:00 until 30/06/2024 23:59 (CET)
✗ Opstartverslag/Startup report	Check for completion	🚩 From 18/09/2023 08:00 until 30/06/2024 08:00 (CET)
✗ Tussenlijds feedbackverslag_1	Check for completion	🚩 From 26/09/2023 08:00 until 30/06/2024 08:00 (CET)
✗ Tussenlijds feedbackverslag_2	Check for completion	From 02/10/2023 08:00 until 15/10/2023 23:59 (CET)
✗ Tussenlijds presentatie/Interim presentation	Check for completion	From 01/09/2023 08:00 until 27/10/2023 23:59 (CET)
✗ Tussenlijds feedbackverslag_3	Check for completion	From 16/10/2023 08:00 until 19/11/2023 23:59 (CET)
✗ Verslag overleg promotoren/Promotors meeting report	Check for completion	From 28/10/2023 08:00 until 26/11/2023 23:59 (CET)
✗ Tussenlijds feedbackverslag_4	Check for completion	From 26/11/2023 08:00 until 03/12/2023 23:59 (CET)
✗ Scriptie + poster/Bachelor thesis + poster	Check for completion	From 04/12/2023 08:00 until 08/01/2024 23:59 (CET)
✗ Eindpresentatie/Final presentation	Check for completion	From 04/12/2023 08:00 until 26/01/2024 23:59 (CET)

[Check internship completion](#)

Internship mentor(s)

- Hendrickx Lies
lies.hendrickx@thomasmore.be

Internship supervisor(s)

- Hendrickx Lies
lies.hendrickx@thomasmore.be

Appendix 2 (only for students): upload bachelor thesis via KU Locket | manual

Submit via KULocket - deadlines

- You can upload from 5 weeks before the deadline & keep changing until the deadline (24 hours).
- Support is available up to 4 PM
- You cannot upload after the deadline
- At a resit, you have to remove the old thesis yourself and upload a new pdf

Files

- Thesis
 - Max 40 MB
 - always pdf!
- Annexes
 - also other file formats are accepted
 - maximum 300 MB
- When uploading file(s) indicate type of file
 - main text = the thesis
 - annexes (may be separate but may also be included in main text)
 - **other files: please, DO NOT USE THIS! This will not be included in transfer to the database**

The Name of the files



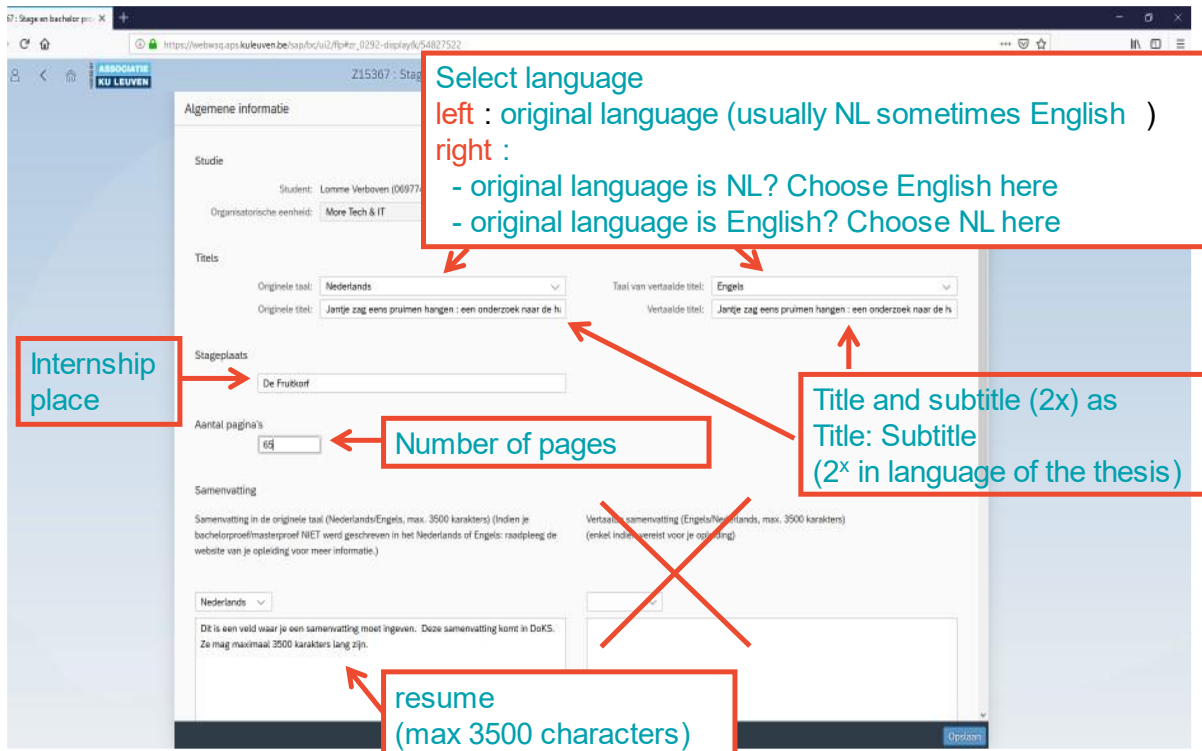
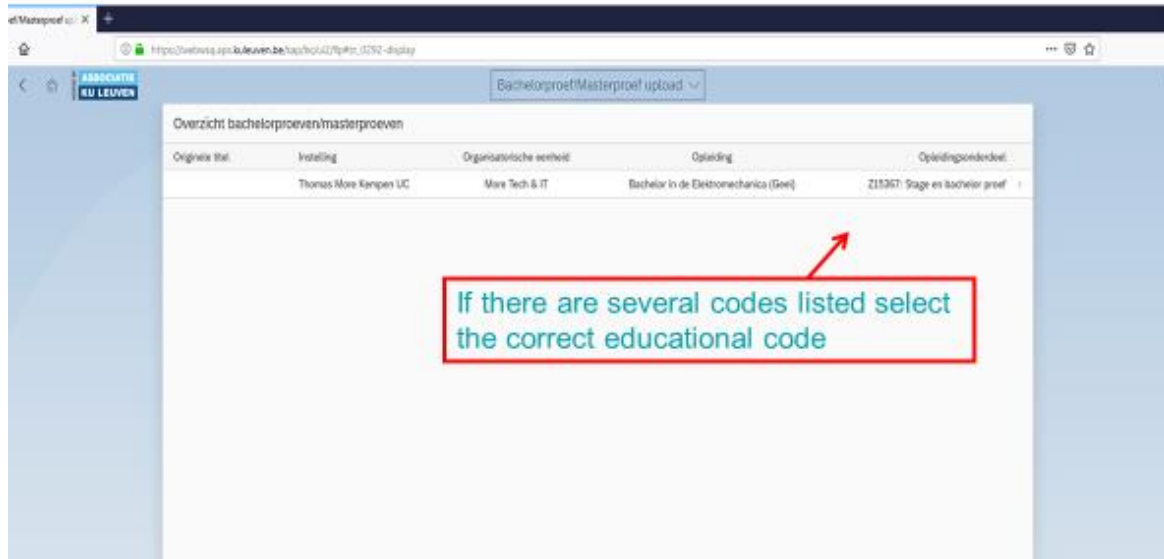
- **Attention** : do not use spaces or special characters in the file names!
- the name for the pdf(s) **max 50 characters!**
 - Thesis-first name-surname-Rnumber
Example: Thesis-Eva-Billiard-R0077228
 - Annex-first name-surname-Rnumber (in case of separate attachment)
Example: Annex-Eva-Billiard-R0077228
 - More annexes: numbering and combining in a zip file or pdfmerge
Example: Annex1-Eva-Billiard-R0077227; Annex2-Eva-Billiard-R0077228

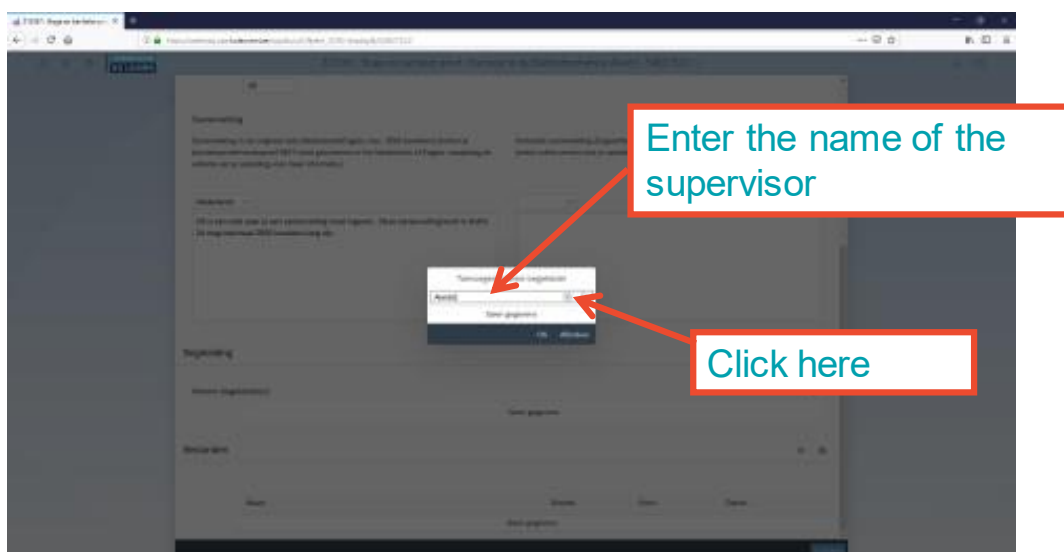
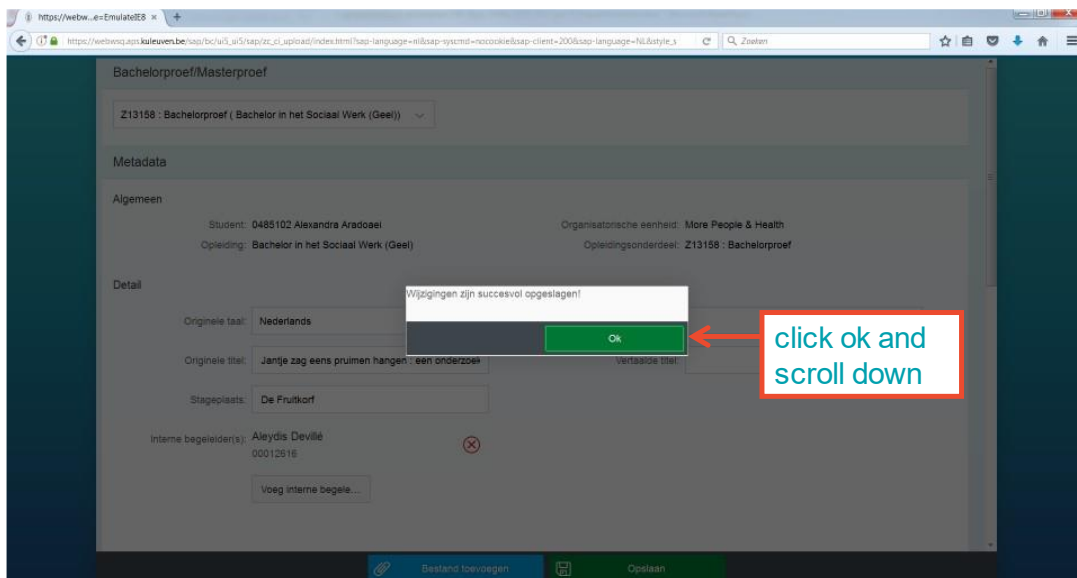
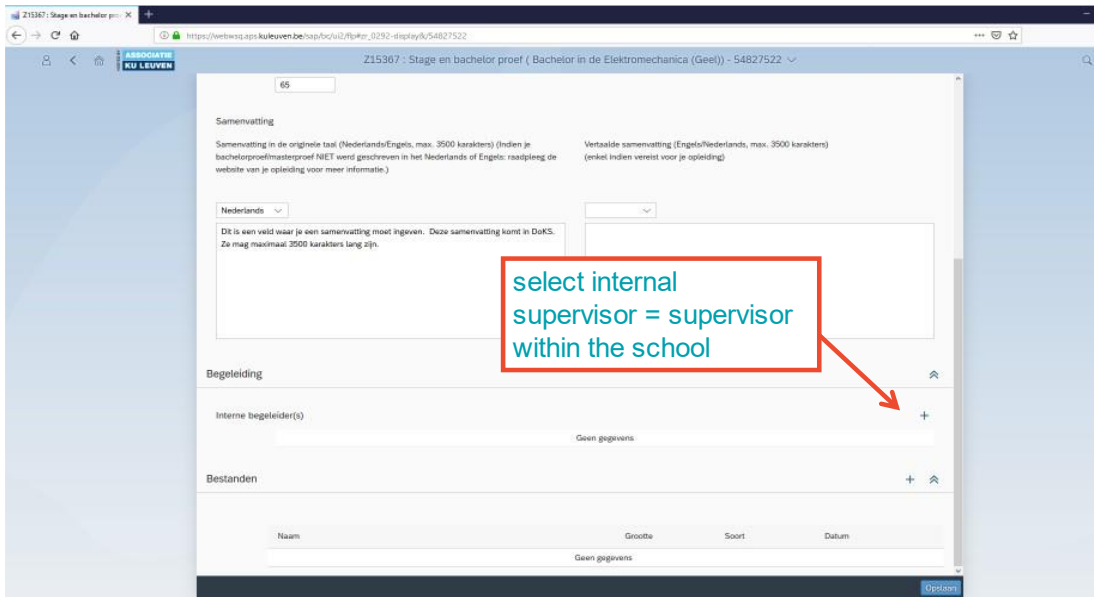
If you have problems uploading:

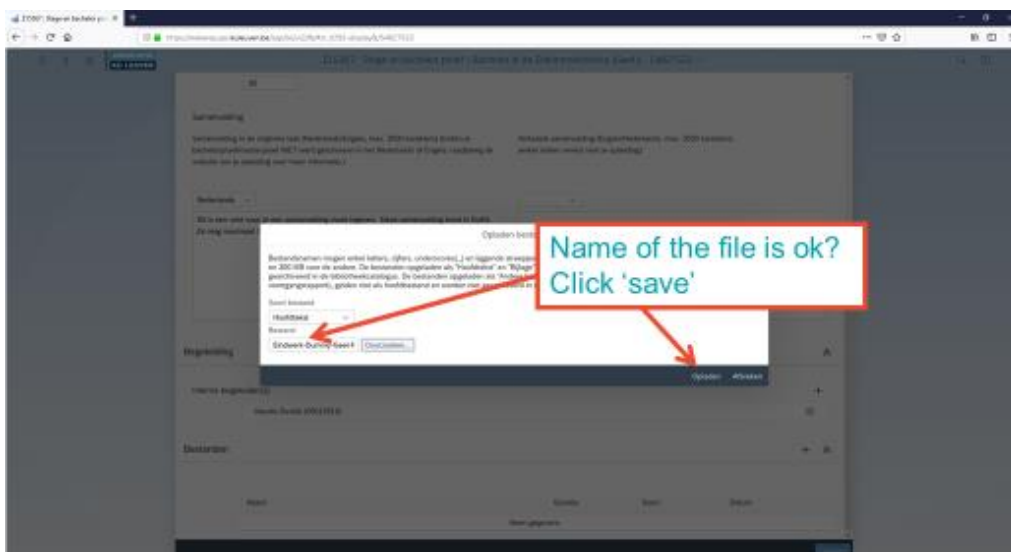
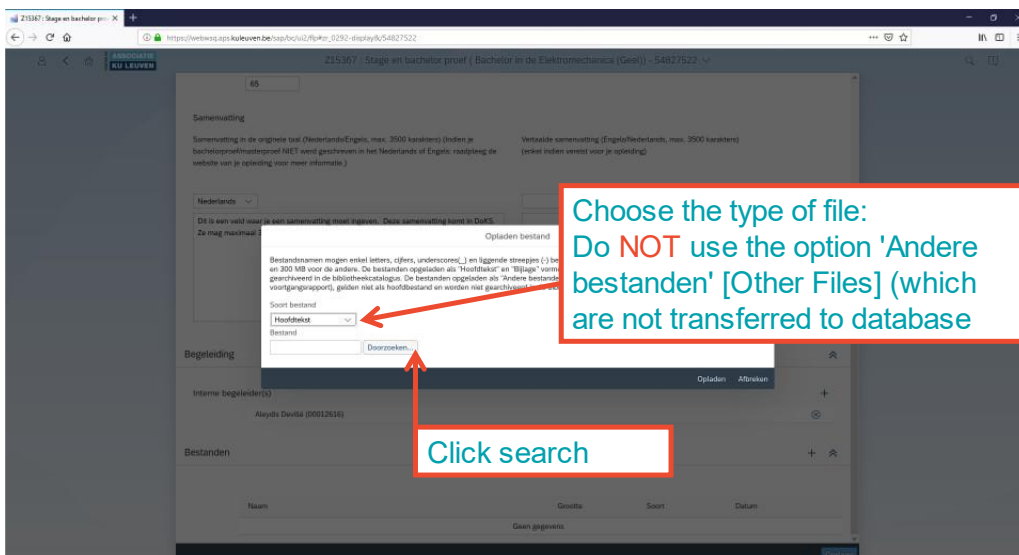
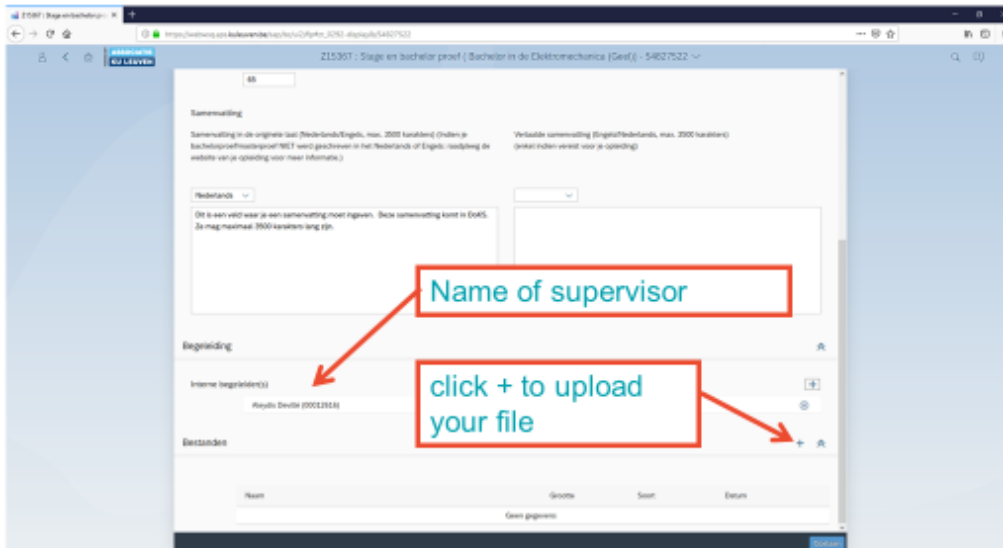
ATTENTION

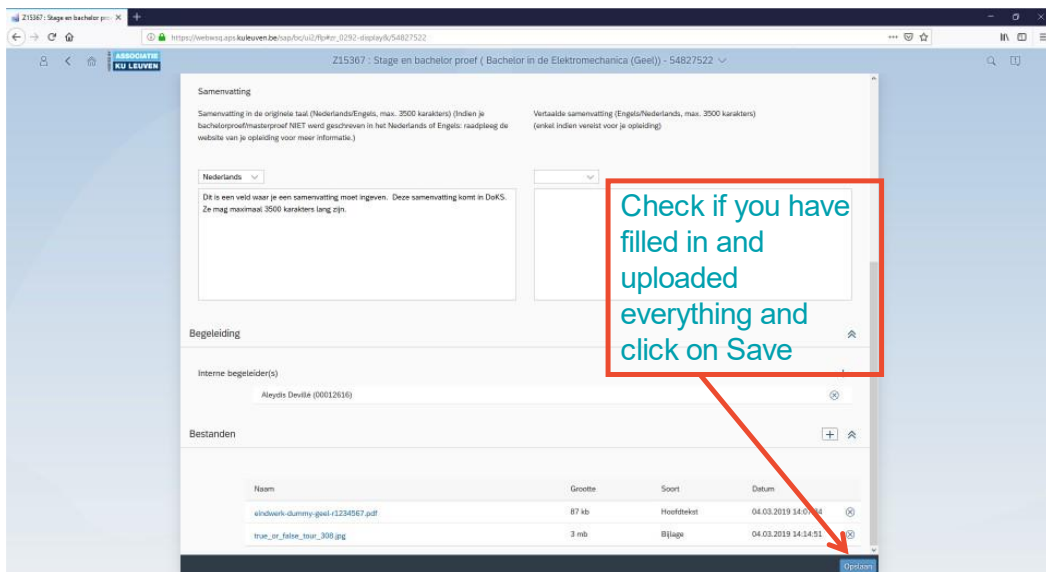
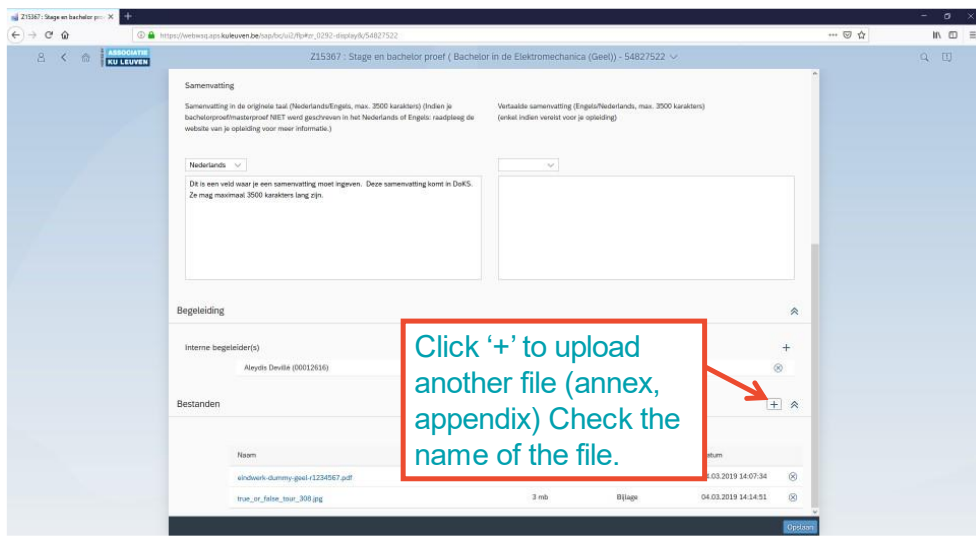
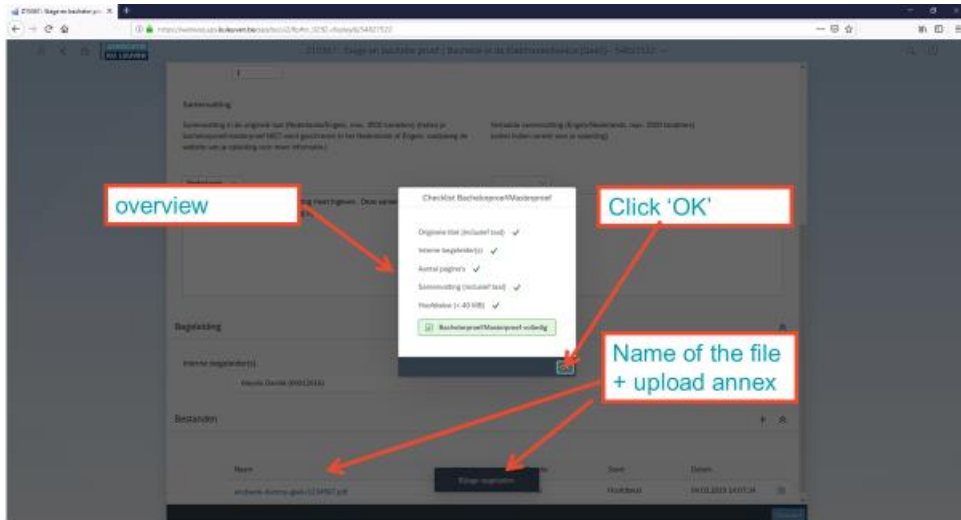
Some operating system and browser version combinations show uploading problems.
In that case, try using another browser or computer.

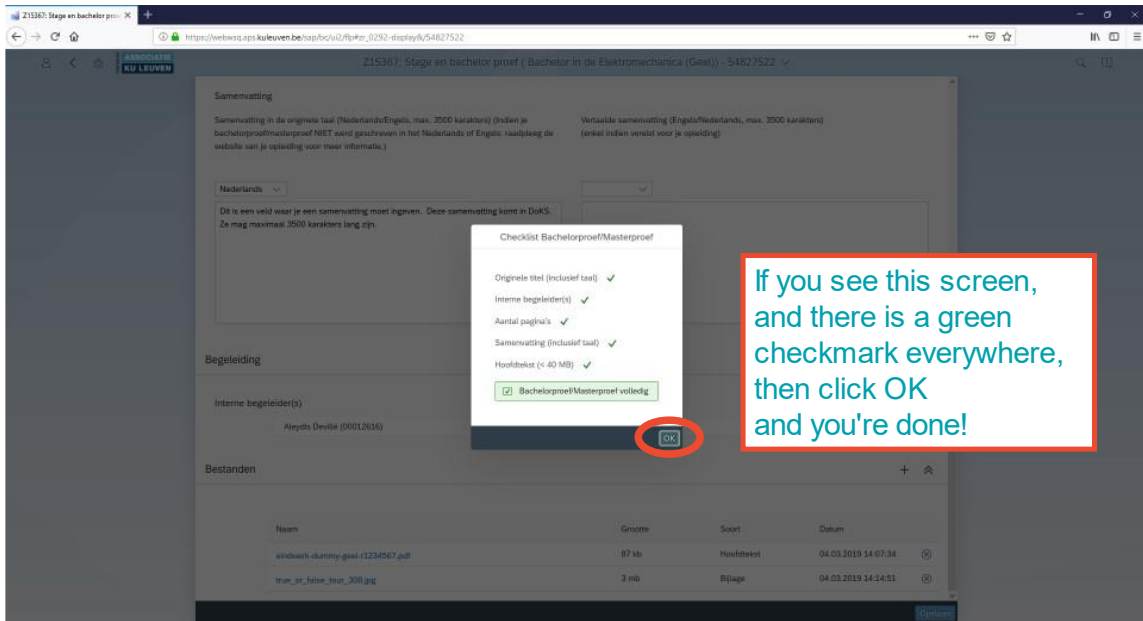
Operating system	Browser version	Hint
Windows 10	Firefox 46.0.1	Try Google Chrome or other PC
Windows 10	Firefox 47.0	Try Google Chrome or other PC
Windows 8.1, 64 bits	Firefox 47.0	Try Google Chrome or other PC
Windows 8.1, 64 bits	Internet Explorer 11	Try Google Chrome or other PC











In conclusion

- Remember to also submit your thesis as agreed with your thesis coordinator
- Keep the agreements about name of the files in mind
- Good luck!
- Any questions?
Feel free to contact me.
 - eva.billiard@thomasmore.be
tel: 015 369 346 or 015 369 274



Appendix 3 (only for company promoters) Internship Portal | manual

USERNAME AND PASSWORD

You received a **username** and an **activation code** for Thomas More Internship Portal by e-mail

- when a student came to you for an interview on his/her own initiative in connection with an undergraduate thesis project/internship placement or when a student came to you for an interview in connection with an undergraduate thesis project/internship placement proposed by you/your company,

and

- you came to an agreement that you or someone in your company will help supervise the student's undergraduate thesis project.

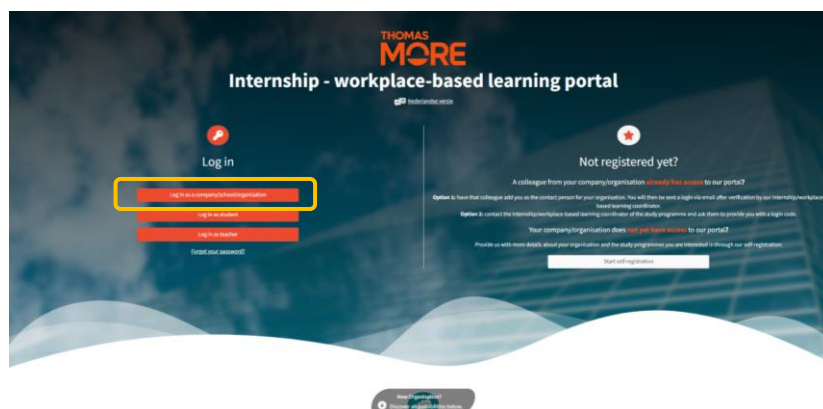
You can review the student's proposal yourself via our Internship Portal, but before you can effectively get started in the Internship Portal, you must first set up **your own password**. You can do this via the login activation link.

Remember your username and password⁶: all reports and documents the student has to submit before, during and after the internship period can be consulted there. But feedback is also partly done through the Internship Portal. Indeed, in addition to the physical consultation and evaluation moments with student & college supervisor, we also ask the student to provide four interim feedback reports where you can complete your feedback online via the Internship Portal (interim feedback report 1, 2, 3 and 4). For more detailed information on all feedback occasions, see at the bottom of this document. More detailed information about the Bachelor's thesis/Internship can be found in the Regulations & Guidelines Bachelor's thesis.

You can also easily find the contact details of both the student and the college supervisor through the Internship Portal, and can submit further Bachelor's thesis project proposals in the future.

USE OF INTERNSHIP PORTAL

Once you have activated your username, you can log in to Internship Portal at <https://stages.thomasmore.be/> (choose "Log in as company/school/organisation").



⁶ Forgot your password? You can ask for a new one via [Stageportaal: "Wachtwoord vergeten"](#)

When you are logged in, and if you are supervising students from multiple companies, you will get an overview of those companies. Select a company by choosing "Open this organisation".

THOMAS MORE

Internship - workplace-based learning portal

[Nederlandse versie](#)
You are logged in as *lies.hendrickx* [Log off](#)

Welcome to the Thomas More internship portal

Please find below an overview of the organisations to which you are currently linked. The link 'Open this organisation' will take you to the details screen where you can manage the data of the selected organisation.

Organisation	Detail
Test bedrijf elektromechanica TMM	Open this organisation
Test Bedrijf Autotechnologie Kleinhoefstraat 4 Geel	Open this organisation
Test bedrijf voor bachelorproef AT De Nayerlaan 5 Sint-Katelijne-Waver	Open this organisation
Test bedrijf ontwerp- en productietechnologie	Open this organisation
Test bedrijf elektromechanische systemen TMM	Open this organisation
Test bedrijf Elektronica-ICT TMM	Open this organisation

You will then get the overview below:

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Internship - workplace-based learning portal

[Nederlandse versie](#)
You are logged in as *lies.hendrickx* [Log off](#)

Test Bedrijf Autotechnologie [Change organisation](#)

Home | **Contact info** | Save offers | Overview of assigned students | Internship evaluation | Info

Welcome to the Thomas More University of Applied Sciences internship portal.

You are listed as a contact for multiple organizations. Currently, you are in the **Test Bedrijf Autotechnologie** portal. If you want to manage another organisation, you can do so by clicking on the [change organisation](#) link.

In order to manage internships properly, it is important that we have up-to-date information about your organisation. Through the "Contact info" menu option, you can check your coordinates and update them if necessary.

It is important that you register your available internship(s). The information you provide will help us in awarding the internships. Please use the "Save offers" menu option to do so.

Through "Overview of assigned students", you will be able to track which students will be doing internships in your organisation.

All information about the organisation of internships and the internship periods can be found under the "Info" menu option.

We look forward to a fruitful and longlasting collaboration. Thank you for your trust in our university of applied sciences.

Change contact info or add other contacts of the company.

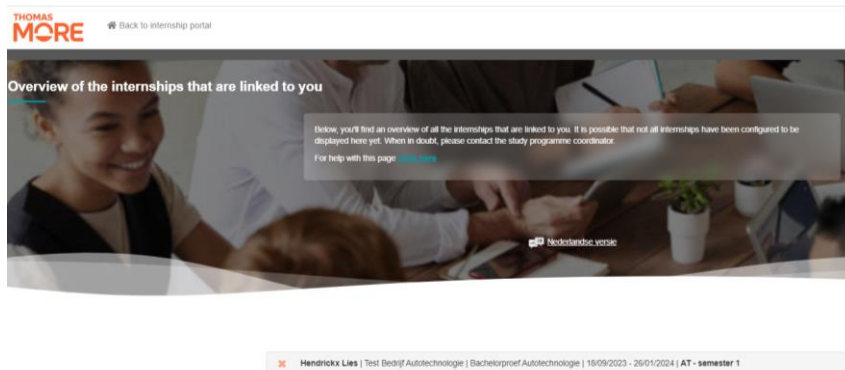
Link to form to submit new bachelor thesis project / internship placement proposals.

Detailed information on the bachelor thesis project via "Regulations and Guidelines Bachelor's thesis" (select study programme)

Interim feedback reports from the student that you can give feedback on + all other reports submitted by student.

Overview of students assigned to your internship.

When you select the **"Internship Evaluation" tab**, you will get an overview of the bachelor students you are linked to as a company promoter. The example below involves fictitious internships for one student.



When you click on a **student's name**, more information about this student's actual bachelor thesis/internship appears:

Contact info student

Contact info college promoter

Student has to provide interim reports (4 times). Via these links promoters have the opportunity to provide feedback to those reports.

All documents uploaded by the student before, during and after the internship can be accessed here

Crosses become green tick marks when you have provided feedback.

summary reports of all interim feedback reports the student's interim presentation

As a company promoter, you can view all the documents a student has to submit before, during and after the internship (e.g. contract, start-up report, presentations, thesis,...). Under "The feedback and evaluation process: a chronological overview" you will find a timeline with the documents the student has to submit.

Apart from consulting these documents, the college promoter and company promoter can also provide feedback on the student's four interim feedback reports via Internship Portal:

- Click on "interim feedback report 1", "interim feedback report 2",...
- You will see the student's report ("What did I achieve in the past" "What do I plan for the coming weeks"), after which you can also enter and save your feedback on it via Internship Portal.), after which you can also enter and save your feedback on it via Internship Portal.
- The college promoter can also provide feedback on the interim reports. Both the student's report, as well as your feedback and that of the college promoter will be bundled into one summary report, which the three parties can find via the link "Tussentijdse feedbackverslagen" (under "Download overview reports").

CONTACT

Sven Hermans | Bachelor thesis coordinator for Automotive Technology
sven.hermans@thomasmore.be

Marc Scheirs | Bachelor thesis coordinator Electronics-ICT
marc.scheirs@thomasmore.be

Marc Ceuppens | Bachelor thesis coordinator Electromechanics
marc.ceuppens@thomasmore.be

Marijn Casteels | Bachelor thesis coordinator Design and Manufacturing Technology
marijn.casteels@thomasmore.be

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