

Information brochure Master's dissertation

Faculty of Social and Political Sciences,

Academic year 2021-2022

Master's dissertation

Faculty regulations:

<https://www.ugent.be/ps/en/faculty-education-and-examination-code/feec-2021-2022/part9.htm>

1. Subject registration in Plato (<https://plato.ps.ugent.be>)

There is registration period (with deadlines) each exam session:

<https://www.ugent.be/ps/en/education/administration/data.htm>

We advise students to register in Plato during the first period.

This is only a subject and not yet a definitive title, but it is of vital importance for the supervisor (follow-up) and the Faculty Student Administration (FSA) (appointment of a commissioner)

You only need to register once in Plato, students who have to resubmit the Master's dissertation in the second exam period, do not have to register again.

2. Title and supervisor registration in Oasis (www.oasis.UGent.be)

You have to add your definitive title and supervisor in Oasis before submitting your master's dissertation electronically in Ufora.

The title has to be identical to the title in the uploaded version. Enter the title of your master's dissertation in both the Dutch and English fields. You do not have to translate the title.

The commissioner will be added later by the Faculty Student Administration (FSA).

If you have problems adding your title or supervisor, please contact fsa.psw@UGent.be .

The title/supervisor that you have entered in Oasis will also be visible in Ufora when uploading the dissertation electronically.

3. Master dissertation's format

There are no binding guidelines for the completion of the master's dissertation. However, keep the below tips in mind:

- format A4- line: spacing large enough to produce a legible text. (for example, 1.3 or 1.5)
- font: choose a simple and easily legible font with point size between 11 and 12
- margins: sufficiently large (outer margin of, for example, 3 cm, inner margin 2 cm, lower and lower top margin 2.5 cm)
- clear consecutive page numbering
- word count: mention this on the title page
- **NO** hard copy

The cover page can be found on Ufora.

If a third party is involved in a master's dissertation (for example, a company or external organisation), it is desirable that all parties sign a master's dissertation agreement (info see [FOER art 9](#))

4. Language master's dissertation

The master's dissertation can be drawn up in a language other than the language of instruction, upon simple request and with the supervisor's approval. Only when the Master's dissertation of a Dutch language study programme is written in a language other than Dutch, students are required to provide a summary in Dutch (OER art 59 §1, 5°).

5. Submitting master's dissertation

The master's dissertation has to be uploaded electronically via Ufora (**before 12 pm**):

- upload the dissertation in **PDF format** (as main document)
- Add a summary in Dutch if the dissertation is written in another language (as an attachment)
- Attachments (if any)

Deadlines: <https://www.ugent.be/ps/en/education/administration/data.htm>

NOTE:

- After the deadline, it will no longer be possible to upload a new version of your master's dissertation (the uploaded dissertation can no longer be deleted)
- Anyone who uploads a master's dissertation, indicates that he wants to submit and therefore uses an exam opportunity. The upload counts as the official exam copy.
- Students will receive an email confirming that their master's dissertation is received before the relevant examination period.
- If you have to upload the master's dissertation a second time within the same academic year (if you fail the first exam period), you have to submit a request for the removal of the old version in Ufora. The Faculty Student Administration (FSA) will remove it and afterwards you can upload a new version. Please do **not** upload your second version **as attachment**.

6. Defense

The oral defense schedule will be announced by the department itself, one week after the submission date.

The schedule will be posted on Oasis.

If you cannot defend your dissertation on this date, you can always contact the secretariat of the department directly.

7. Afterwards

Announcement of results:

The results are available on Oasis, on the proclamation dates:

<https://ugent.be/ps/en/education/administration/proclamation.htm>

Master's dissertation assessment form

Every student can request his/her master's dissertation assessment form by email: fsa.psw@UGent.be

8. Contact

Faculty Student Administration ([FSA](#))

fsa.psw@UGent.be

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