

Preparing for kick-off

Week 2:

- Prepare (Powerpoint) slides to present your ideas for the broader lines of your research design. Include in your slides:
 - Title and motive/general description of problem or opportunity
 - Problem statement
 - Objective and deliverable - including supplementary data that will accompany your thesis (data, code, ...)
 - Research approach/framework
 - Main research question and sub-questions
 - Research method(s) with research activities – including ethics and privacy processes (if needed)
 - Visualization of the research design (flow diagram)
 - Time plan for the whole graduation project, including dates for realizing the milestones
- Send the slides to and discuss them with your first supervisor.
- Schedule the kick-off meeting (contact the secretary to the chair of your graduation committee)

Week 3:

- Finalize your draft project proposal. Don't forget to pay attention to the MSc thesis final assessment form on the Graduation portal.
- Send your draft project plan to and discuss it with your first supervisor.
- Send the improved project plan to all members of your graduation committee.
- Prepare the kick-off form (see Graduation portal).

Week 4:

- Kick-off meeting:
 - Present your slides
 - Discuss the project plan
 - Take notes of the discussion
- After the kick-off meeting:
 - Hand-in the signed kick-off form at the TPM service desk
 - Make a report on the feedback and send it to your graduation committee
 - Revise your project plan accordingly

This list is adapted from the 'Graduation intake form' developed by Anneke Zuiderwijk – van Eijk.