



## Master thesis' regulations

1. The master thesis is an original, usually individual, work by which the candidate demonstrates their technical and scientific expertise in their field and their ability to carry out a large scale project.
2. The master thesis is made under the guidance of a promoter. The promoter is a member of the academic or scientific staff of the University of Liège (including FNRS fellows) and holds a PhD degree or equivalent.
3. A co-promoter, chosen for their expertise in the field of the master thesis, can be appointed.
4. The topic of the master thesis is defined by the promoter and the possible co-promoter or is proposed by the candidate with the approval of the promoter. The promoter and the candidate set out the official title of the dissertation. Possibly, the specific goals of the study and technical specifications are detailed in a specific document.
5. On a proposal of the promoter, a reading committee of at least three people is formed. This committee consists of
  - the promoter,
  - one or more other members of the academic or scientific staff of the ULg holding a PhD degree or equivalent;
  - possibly, the co-promoter or a scientific collaborator of the promoter involved in the supervision of the work;
  - possibly, one or more external qualified experts.
6. The title of the dissertation and the composition of the reading committee must be supplied by the promoter to the Graduate Degree Office by November 15. The promoter provides all the contact details of the possible external member(s) of the reading committee.

The Graduate Degree Office must be informed by the promoter of any subsequent modification of the title or of the reading committee.

*NOTE : To increase their chance of success in due time, students are strongly advised to choose their topic as soon as possible, preferably in May or June the year before enrolling in the course. The candidates can then start gathering relevant information and plan a related internship during summer holidays.*

7. Each master jury appoints a master thesis coordinator. The nomination is further approved by the Faculty.
8. The topics and reading committees proposed by the promoters are examined by the master thesis coordinator and the Studies Council who fix specific problems. The proposals are approved by the Faculty.
9. The candidate regularly informs their promoter about their work progress on a regular basis.



10. The candidate writes a dissertation describing the study context, their approach and main achievements. The cover page contains, at least, the title of the work, the name and surname of the student, their section and the academic year. When specific goals and technical specifications have been agreed upon, they are also mentioned in the dissertation.

For dissemination purposes, the candidate includes a one-page summary with the title of their work, their name and surname, their affiliation, the current academic year, the name of their promoter and a 20 line summary of their main achievements. In addition, the candidate provides representative illustrations of their work.

11. The candidate deposits their dissertation on MatheO<sup>1</sup> before the deadline set for the session concerned (January 5, June 8 and August 20). They inform the members of the reading committee, the master thesis coordinator and the Graduate Degree Office. If no dissertation is submitted by the expected deadline, the examination process is delayed until the next examination session.

The candidate hands out, or sends, a printed copy of their dissertation to the master thesis coordinator and to each of the members of the reading committee who wishes so (or to the people identified by them).

12. The candidate who has submitted their dissertation in due time is admitted to the public defence in front of a jury consisting of the reading committee and the coordinator. The session is chaired by the coordinator. It includes a 10' presentation by the candidate and questions from the jury. The total duration of the examination is between 20 and 40 minutes, depending on the section.

13. Participation to the public defence is mandatory for all the members of the jury.

14. Before the oral defence, the members of the reading committee inform the coordinator about their reasoned assessment of the master thesis. The final deliberation takes place immediately after the oral defence. The coordinator presides over the discussion and ensures harmonization of the marks.

15. When a candidate is not credited at the end of an academic year, they enrol again in the same course unit in the next year. On that year, they can request to defend their master thesis in January provided that this allows them to be awarded all the credits of their programme of study at the end of the first term. In that case, the dissertation must be submitted by January 5.

16. The master thesis and the oral defence are either in French or in English. In master programs organized in English, both the master thesis and the oral defence are in English, except in duly justified cases.

17. In exceptional cases, to protect individual property or for compelling industrial reasons, the promoter can request that specific measures be implemented to preserve the confidentiality of the work. In such a case, when agreed by at least half of the jury members, access to the master thesis is restricted and every one attending the oral defence signs a confidentiality agreement.

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<sup>1</sup> MatheO (Master Thesis Online) is the ULg repository for master theses.



18. The general rules for examinations applies to the master thesis, including those about fraud, falsification and plagiarism (art.51).
19. Le present rules come into effect from 2016-2017.