

Guide for the Research Proposal (Summary for supervisors)

v20210629

Timeframe and appointments

In principle, the proposal has to be written during a four week, full-time period. In case the student prefers to deviate from this requirement, they should discuss the possibility for a modified time frame with you. You will have four/five moments of contact, either in person or via email.

During your first moment of contact:

- You agree on supervision;
- You agree on a deadline for the outline, first version and final version or public defence;
- You plan your second moment of contact;

During the second moment of contact:

- You discuss the outline;
- You discuss the grading form;
- You plan your third moment of contact.

During the third moment of contact:

- You discuss the first version;
- You decide with the student whether the student defences the research proposal in public or in a one-on-one conversation;
- You plan your fourth moment of contact;

During the fourth moment of contact

- The student presents the research proposal in 10 minutes and answers questions during the discussion afterwards, either in public or in a one-on-one conversation.

During the fifth moment of contact (this could be combined with the fourth moment of contact):

- You discuss the grade and, if needed, further actions;
- You fill in and submit the testimonial.

Commenting and grading

Commenting on the outline and first version of the research proposal can be done via a regular text editor. The most important comments by you (and possibly peers) should be included in a rebuttal that should be added to the final version.

Grading is done using an online form, for which you receive a link by email after the student has submitted the final version to SPIB. A PDF version of the form is available for reference in the study guide. As explained in the full guide, there is some room for flexibility when applying the grading form. Deviations should be discussed with the student beforehand, ideally during the second meeting. In case of a failing grade, please consult the full guide (4.5 Resit) and inform the course coordinator.

Structure of the research proposal

The research proposal must have the following structure:

- A title page;
- A brief summary and graphical abstract;
- An introduction with:
 - At most 5 pages of literature review;
 - At most 3 pages of discussion of a given research article;
- At most 8 pages of description of the proposed research with:
 - The objective, approach, innovation and impact of the research;
- A timetable of the project;
- A reference list;
- A rebuttal.