



Information
Master's dissertation

Faculty of Arts and Philosophy

Academic year 2024-2025

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Supervising

The role of your (co-)supervisor

During the process of your dissertation, the (co-)supervisor will guide you in the following areas:

- Determining and defining an academic subject
- Formulating a correct and feasible research question, bibliography and methodology
- Monitoring your progress
- Critically proofreading (some) chapters for language errors, style, academic language usage, correct use of methodology, etc.

Agreements with your supervisor

From the start, outline what the supervision entails and agree on a time frame in dialogue with your supervisor. For instance, it is important to discuss how many chapters need to be proofread, and when those drafts need to be handed in.

A high degree of autonomy is expected from you in conducting the research and writing the Master's dissertation. It is important to maintain a good relationship with your supervisor by, for instance, having regular meetings in a timely manner to discuss the research and writing progress. Supervisors appreciate it when even the most independent students show some signs of life. The supervisor is there to coach you and to elaborate on any questions about content, style and format. Therefore, it is essential to keep in regular contact and to submit the first draft chapters in a timely manner.

Some tips

- Make timely arrangements with your supervisor to determine the subject and methodology
- Keep your supervisor informed about your progress
- Hand in the first chapters and drafts of your Master's dissertation in a timely manner
- Take the critical feedback of your supervisor into account

If you wish to change supervisor, immediately contact the Faculty Student Administration. Make sure your decision is substantiated.

Information and tips on choosing your topic can be found on the Plato or Ufora Master's dissertation course of your study programme.

The working title of the Master's dissertation

Registering the working title

Register the working title and the supervisor of your Master's dissertation via [Plato](#) by **Monday 18 November 2024 (*)** at the latest. (*) The deadline for the Research Master Philosophy and the Master of Arts in Advanced Studies in Linguistics is Sunday 9 March 2025; The deadline for the Master of Arts in Multilingual Business Communication is Thursday 3 April 2025.

Students who failed the Master's dissertation last academic year, need to register their working title and supervisor again in [Plato](#).

Step-by-step plan:

- Go to the Plato website <https://plato.lw.ugent.be/> and click on 'My Master thesis.

My information

My master thesis

- Select the academic year in which you will work on your Master's dissertation:

Create a new master thesis

Please select the academic year in which you will work on your master thesis:

- 2024-2025
- 2025-2026

- Choose your Master's dissertation. Select your master's study programme and click on OK.

Create a new master thesis

Create a new master thesis for 2024 -2025

Select your master thesis

OK

- Enter the following details:

<i>Title</i>	<input type="text"/>
<i>Supervisor</i>	<input type="text"/>
<i>Co-supervisor</i>	<input type="text"/> <small>(optioneel)</small>
<i>Partner</i>	<input type="text"/> <small>(enkel indien duo-masterproef)</small>
<i>Language of dissertation</i>	<input type="text"/>
<i>Motivation for language</i>	<input type="text"/>
<i>Submission</i>	<input type="text" value="Januari"/>

Submit

Title: based on this working title, your study programme designates reading commissioners.

When to fill in language of dissertation? Explanation see below 'Master's dissertation in a language other than the language of instruction'.

'Submission': this is indicative, to give the study programmes/readers an idea of how many students will submit in which session. Did you indicate 'January' or 'May' and is this submission period ultimately not feasible for you? You only need to inform your supervisor; this does not need to be changed in Plato.

Completed all the details? Do not forget to click on 'submit'.

Approving working title

After you have registered a working title in [Plato](#), your supervisor will approve this title. You will receive an email after your supervisor has processed your application.

Based on your approved working title, the study programme will appoint reading commissioners. The reading commissioners of your Master's dissertation will be announced via [Plato](#).

Master's dissertation in a language other than the language of instruction

Generally, you write your Master's dissertation in the language of instruction of your study programme.

The Education and Examination Code provides that the Master's dissertation can also be drawn up and/or defended in a language other than the language of instruction of the study programme. For this, you need the permission of the faculty after the recommendation of your supervisor, except when the Master's dissertation has a different language as its subject.

When your Master's dissertation of a Dutch language study programme is written in a language other than Dutch, you are **required to provide a summary in Dutch**.

You will need to upload this summary electronically as an attachment to your Master's dissertation (see '*submitting the Master's dissertation*').

Submit your request, together with the registration of your working title and supervisor(s), via [Plato](#) by **Monday 18 November 2024 at the latest**.

Duo Master's dissertation

When a supervisor offers the possibility for two students to choose a Master's dissertation on a common topic (with overlapping work), the following requirements should be observed:

- each student uploads a unique Master's dissertation text in Plato, on the basis of which each student is evaluated individually;
- both Master's dissertations explicitly indicate which parts overlap with the Master's dissertation of the fellow student with whom they collaborated;
- the front cover should mention both students, starting with the name of the student submitting/uploading.

Duo Master's dissertations are evaluated by the same supervisor(s) and commissioners. You will each be assessed separately. The marks may differ depending on your personal contribution to the Master's dissertation.

Submit your application for a duo Master's dissertation by registering your co-author via [Plato](#). Enter the name of your fellow student in the 'Partner' field. Your fellow student should also register that it concerns a duo Master's dissertation. The application will be processed by your supervisor.

Title	<input type="text"/>
Supervisor	<input type="text"/>
Co-supervisor	<input type="text"/> (optioneel)
Partner	<input type="text"/> (enkel indien duo-masterproef)
Language of dissertation	<input type="text"/>
Motivation for language	<input type="text"/>
Submission	Januari ▾

Submit

Submitting the Master's dissertation

The guidelines set by your study programme can be found on your study programme's Plato or Ufora Master's dissertation course.

ATTENTION! Your Master's dissertation can be uploaded until 16:00. After this time, the system is closed and uploading is no longer possible! Do not wait until the last moment to upload your Master's dissertation.

Convert your Word version to pdf format in good time, as the layout of tables, etc. may change.

Submission deadlines

- (*) **Tuesday 7 January 2025** (before 16:00)
- **Tuesday 27 May 2025** (before 16:00) for the first examination period
- **Tuesday 12 August 2025** (before 16:00) for the second examination period

() only for students who take a 'dissertation year': students who are enrolled for an entire master's programme and who have already passed all their full-year course units and second-term course units, with the exception of the work placement and/or the Master's dissertation*

If you submit your Master's dissertation in January and do not pass, you can only re-submit your dissertation in August at the earliest (so NOT in May).

Submission deadlines for the **Research Master of Arts in Philosophy**

- first-term examination period: submission on Tuesday 7 January 2025 (before 16:00), defence on Friday 31 January 2025
- second-term examination period: submission on Tuesday 27 May 2025 (before 16:00), defence on Friday 27 June 2025
- resit examination period: submission on Wednesday 27 August 2025 (before 16:00), defence on Friday 5 September 2025

Submission deadlines for the **Advanced Master of Arts in Multilingual Business Communication**

- first-term examination period: submission on Tuesday 7 January 2025 (before 16:00), defence on Friday 17 January 2025
- second-term examination period: submission on Thursday 19 June 2025 (before 16:00), defence on Friday 27 June 2025
- resit examination period: to be communicated later

Submission deadlines for the **Advanced Master of Arts in Advanced Studies in Linguistics**

- first-term examination period: submission on Monday 13 January 2025 (before 16:00)
- second-term examination period: submission on Monday 2 June 2025 (before 16:00)
- resit examination period: submission on Monday 18 August 2025 (before 16:00)

Registering the final title

Register your final title in [Plato](#), at the time you upload your Master's dissertation. This title will be automatically transferred to Oasis and will appear on your transcript of records and diploma supplement.

The electronically submitted version is the official exam copy and cannot be withdrawn or replaced by another version after the submission deadline.

The electronic version will be kept in the archives of the central University Library. Filing and accessibility of the Master's dissertation: see [Education and Examination Code article 59§4](#).

Uploading the Master's dissertation

Upload your Master's dissertation in [Plato](#). The maximum file size is 750 mb.

ATTENTION! Your Master's dissertation can be uploaded until 16:00. After this time, the system is closed and uploading is no longer possible! Do not wait until the last moment to upload your Master's dissertation.

Convert your Word version to pdf format in good time, as the layout of tables, etc. may change.

Upload your Master's dissertation in **pdf format**. Converting your Master's dissertation into pdf format can be done in different ways:

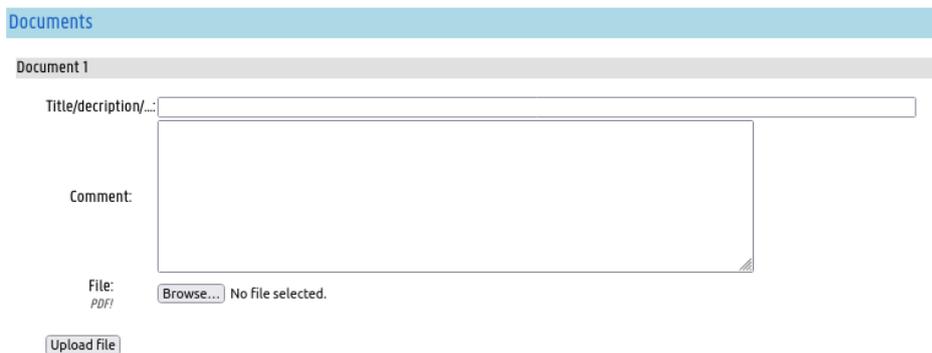
- Via Office (in Athena or Athenax): open your Master's dissertation and choose 'Save as' -> 'Adobe PDF'
- Via PDFCreator: if you are using a different version of Office (or another word processor), first install [PDFCreator](#). Then open your Master's dissertation, choose 'print' and select 'PDFCreator' as printer. This way, every document can be 'printed' as a pdf file.

Step-by-step plan:

- Go to [Plato](#) and click on 'My master thesis'.



- Select the pdf file on your computer by clicking on 'Browse...' and then click on 'Upload file':

A screenshot of a web form for uploading a document. At the top, there is a blue bar labeled 'Documents'. Below it is a grey bar labeled 'Document 1'. The form contains a text input field for 'Title/decription/...', a larger text area for 'Comment:', and a file selection section. The file section includes a 'File:' label, a 'PDF!' icon, a 'Browse...' button, and the text 'No file selected.'. At the bottom of the form is an 'Upload file' button.

- You will receive an automatic email from Plato addressed to your (co-)supervisor(s) and reading commissioner(s) if your Master's dissertation was uploaded correctly.
- Did you upload an incorrect version of your Master's dissertation? Go to 'My master thesis' again via [Plato](#) and upload it again. This is possible and can be repeated until the submission deadline of your Master's dissertation.

The electronically uploaded version is the official exam copy and cannot be withdrawn or replaced by another version, after the submission deadline.

Defence

The following study programmes organise a public defence of the Master's dissertation:

- Master of Arts in African Studies
- Master of Arts in Archaeology
- Master of Arts in Art History, Musicology and Theatre Studies
- Master of Arts in East European Languages and Cultures

- Master of Arts in Gender and Diversity
- Master of Arts in Historical Linguistics and Literature
- Master of Arts in Interpreting
- Master of Arts in Linguistics and Literature
- Master of Arts in Comparative Modern Literature
- Master of Arts in Moral Sciences
- Master of Arts in Multilingual Communication
- Master of Arts in Oriental Languages and Cultures
- Master of Arts in Philosophy
- Master of Arts in Translation
- Advanced Master in Multilingual Business Communication
- Advanced Master in Advanced Studies in Linguistics
- Research Master in Philosophy

More information can be found **via your individual exam schedule and your study programme.**

Accessibility of your Master's dissertation

The electronic version will be kept in the archives of the central University Library. Filing and accessibility of the Master's dissertation: see [Education and Examination Code Article 59§4](#).

If your Master's dissertation is **confidential** or embargoed, notify your supervisor. Your supervisor can indicate in [Plato](#) that your Master's dissertation may not be made public.

What next?

Announcement of the marks

The final mark of your Master's dissertation is available on Oasis on:

- (*) **Thursday 6 February 2025** from 17:30 for the first-term, first examination period
- **Thursday 3 July 2025** from 17:30 for the first examination period
- **Thursday 11 September 2025** from 17:30 for the second examination period

() only for students who take a 'dissertation year': students who are enrolled for an entire master's programme and who have already passed all their full-year course units and second-term course units, with the exception of the work placement and/or the Master's dissertation*

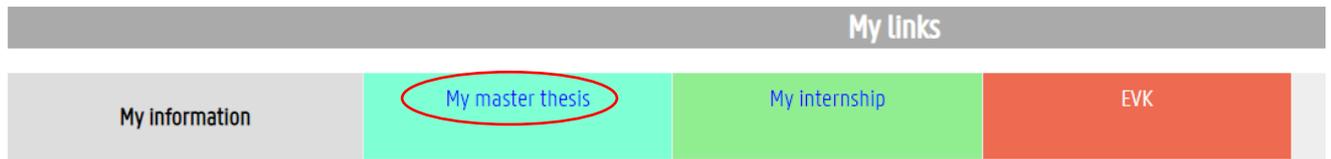
Reports of the Master's dissertation

You can obtain your Master's dissertation reports through [Plato](#) on:

- (*) **Thursday 6 February 2025** from 17:30 for the first term, first examination period
- **Thursday 3 July 2025** from 17:30 for the first examination period
- **Thursday 11 September 2025** from 17:30 for the second examination period

() only for students who take a 'dissertation year': students who are enrolled for an entire master's programme and who have already passed all their full-year course units and second-term course units, with the exception of the work placement and/or the Master's dissertation*

Go to 'My master thesis' via [Plato](#).



Scroll down to the **evaluation forms** 1st or 2nd examination period and click on the form.

Contact details in case of questions

CONTACT

Faculty Student Administration

fsa.lw@ugent.be

www.ugent.be/lw/fsa

Campus Boekentoren (Blandijnberg 2; ground floor, room 100.049)