

## **Guidelines for doing a thesis proposal ('Exposé')**

Writing a thesis proposal gives both yourself and your supervisors a clear impression of what will be the aim of your thesis, what will be included and how you will proceed.

You will write your proposal after having already discussed and agreed with your supervisor on the focus of your thesis, your aim and your methodology. The submission of the exposé should be at least 14 days before your official registration in order to be discussed with your supervisor and adapted.

The proposal should be structured in a similar way as your thesis (or any other scientific document). The following overview gives you some orientation. In total, the proposal should have a length of about 4 pages (including work plan and literature list):

### **1 Introduction and problem definition**

Here you give some background information about your topic (including references to some important literature). This information will lead to your problem definition.

### **2 Aim of your research and research questions**

You continue with defining the aim of your research and your research questions. This part is of major importance as it gives the frame of your whole research process and determines your methodology. Your supervisor and you will discuss on your aim to ensure the workload is appropriate.

### **3 Methodology and planned procedure**

You should give a short overview over the methodology you are going to use in order to show that it is appropriate for your research. Next, you should briefly present how you are going to proceed, and offer some information about your way of data collection (e.g. for any kind of survey: definition of a target population, sampling method, number of people you are planning to include).

### **4 Work plan**

Some effort will be needed to design a realistic and manageable work plan which includes the different parts of your research and the time you plan to allocate to each step. The work plan should cover the whole duration of your master thesis (e.g. 20 weeks in the IFBC).

### **List of references**

For guidelines on how to structure and write your thesis, please consult the document '**Guidelines for the composition of a Bachelor / Master thesis or project work**' which you find on our department website.

### **A last general remark**

Your proposal should be well elaborated; it is the basis for a meeting and discussion with your (first) supervisor. Still, it is likely that you will have to make some adaptations or changes based on this meeting - this is the rule rather than the exception! So, don't be disappointed, but see it as a contribution to a successful research process and a good result.

