**Workplan for Master’s thesis**

**Workplan for** *(name)*

**Date:** *(date for latest version of the workplan)*

**Working title:**

**Project description (approx. ½ page):**

* Must contain a description of the purpose of the project
* Can include research hypotheses
* Can include a short description of the background for the project (why is this topic interesting to explore?). Can include scientific references
* Can include a short description of methods/sources of data

**Plan for supervision:**

* If you have more than one supervisor, there ought to be an agreement on the roles of the individual supervisors regarding planning of the project, the experimental phase and in the writing process. Who will mainly be responsible for the scientific content in the project?
* If a supervisor or other staff needs to participate actively in the practical work during the project period, this should be agreed on well in advance.
* If the project work is divided between more than one location, this workplan ought to include a plan for where you will have an office space (and be expected to be present) during the individual phases of the project work.
* Can include a description of the supervision, e.g. frequency and number of meetings with supervisor etc.
* Can include a description of the level of affiliation with the research section. Discuss with you supervisor, if you are expected to participate in section meetings, journal club, seminars with other students in the section or other activities during your Master’s project period?
* Find advice on matching expectations with your supervisor in the section: ”[Good advice regarding your thesis process](http://studerende.au.dk/en/studies/subject-portals/biology/bachelors-project-masters-thesis-and-other-projects/masters-thesis/)”.

**Timeline:** Must include an approx. timespan for the individual phases in your project (suggestions are listed below):

* (Timespan): *Searching for and reading literature*
* (Timespan): *Planning of experimental work (lab/field work)*
* (Timespan): *Planning of experiments (e.g. choosing field plots, pilot experiments)*
* (Timespan): *Data collection (from literature/databases/laboratory/field etc.)*
* (Timespan): *Data analysis*
* (Timespan): *Initialise writing phase*
* (Timespan): *Writing phase*
* (Date): *First draft - ready for feedback*
* (Date): *Final submission*

Submission date, as written in the thesis contract is the final deadline for submission via Digital Exam. Submission date for master’s thesis (60 ECTS) are not allowed to be later than June 15 for projects initiated September 1 and November 15 for projects initiated February 1.

Completion date, a stated in the thesis contract is the final deadline for oral examination including evaluation.

The timeline may be designed as a Gannt chart:



Remember to check regularly that you obey the timeline during the project period.

**Financing of experimental work:**

* If activities abroad are included in the project, the workplan must include an agreement on financing of these activities. This may be relevant is e.g. international fieldwork is planned which will be associated with e.g. transport expenses.

**Project-specific competences:**

* You can include a list of competences that you expect to achieve during the project period besides the official learning outcomes stated in the course description for the master’s thesis (“Thesis – Biology”, AU course catalogue).

Suggestion for project-specific competences:

* *Familiarity with the software programme* (name) *and unassisted be able to* (task) *…*
* *Thorough* *familiarity with* (method) *and ability to evaluate ... in relation to ...*
* *Be able to* *use* (apparatus) *unassisted / under supervision to analyse …*

Remember to check regularly that you are on track to fulfil the official learning outcomes and project-specific competences during the project period.