Master’s thesis regulations

1. The Master’s thesis consists in the realization of an original personal work, generally individual, in which the student demonstrates their technical and scientific expertise in their field and their ability to carry out a large-scale project.

2. The Master’s thesis is carried out under the direction of a supervisor. The supervisor is a member of the academic body or scientific staff of the University of Liège (including the FNRS staff) with a PhD degree who is committed to supervising the work of the student for the entire duration of the Master’s thesis.

3. A co-supervisor involved in the supervision of the Master’s thesis may be appointed from the ULiège staff or within the structure outside ULiège with which the work is carried out. The co-supervisor is chosen for their particular expertise in the field. When they are part of the ULiège staff, they have a PhD degree.

4. The subject of the Master’s Thesis is defined by the supervisor and the potential co-supervisor or proposed by the student with the approval of the supervisor. The supervisor and the student determine together the official title of the work. Where appropriate, the objectives to be achieved are described in the specifications.

5. A reading committee of at least three people shall be set up on the proposal of the supervisor. It is composed of:
   - the supervisor and the potential co-supervisor;
   - one or more other members of the academic or scientific staff of ULiège with a PhD degree or “agrégé” in higher education;
   - possibly the co-supervisor or a scientific collaborator of the supervisor involved in the supervision and support of the thesis;
   - possibly one or more experts from outside ULiège involved in the thesis.

6. On 30 September, the Students Affairs Office draws up a provisional list of students likely to include a Master’s thesis in their curriculum. The students thus identified are invited by the Students Affairs Office to send the information concerning their Master’s thesis (provisional title, name of the academic supervisor, possible link with an internship) to the administrative manager of their section by October 20th.

7. At the same time, the Students Affairs Office sends to the administrative managers of the different sections the provisional list of students concerned by a Master’s thesis. They are responsible, under the supervision of the academic coordinators, for collecting information from the students (provisional title, name of the academic supervisor, possible link with an internship) and their supervisors (provisional composition of the juries).

   *NOTE: To increase the chances of completing the thesis on time, the student should choose a topic as early as possible, preferably in May or June preceding the year during which the Master’s thesis is included in the student’s curriculum. This will allow the student to begin researching or doing a technical internship during the summer break preceding the final year.*

8. Between November 15 and November 30, the student initiates the deposit of their Master’s thesis on MatheO.¹

9. Each master’s jury appoints an academic coordinator for the master theses. This nomination is confirmed by the Faculty Council.

10. The academic coordinator brings the overview table of the theses to the study council of the section at the autumn meeting, in order to validate/complete the information for each student in the section and/or to

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¹ MatheO (Master Thesis Online) is the access portal to the master’s theses of the University of Liège.
adjust the composition of the juries in order to balance the workload between the members of these juries. The Faculty then ratifies these proposals.

11. The student regularly informs their supervisor of the progress of their work.

12. The student writes a dissertation describing the context of their study, the approach followed and the results obtained. The cover page of the thesis should show, at a minimum, the title, the student’s first and last name, the section to which they belong and the academic year.

For external communication and promotion purposes, the student includes in their thesis a one-page summary (in French and in English) including the title of their work, first and last names, the section to which they belong, the academic year, the name of their supervisor and a summary of about twenty lines describing the objectives, the means used, the results and the conclusions.

13. The student submits an electronic version of their thesis on MatheO before the deadline for the session concerned (the first working day following January 5, June 8 or August 20). They inform the members of their jury and the Students Affairs Office. Failure to submit the Master’s thesis by the due date is considered as a withdrawal.

The student hands in or sends a printed copy of their Master’s thesis to the Master’s theses coordinator of their section and to each of the members of their reading committee who would like a printed version.

14. The student who has submitted their thesis within the required deadline is invited to publicly defend their work before a jury composed of the reading committee and the Master’s theses academic coordinator of the relevant section. The latter chairs the session. The defence is public. It includes an oral presentation and a question-and-answer period. The total duration of the test is between 20 and 40 minutes, depending on the section. The defence is organized either face-to-face or remotely.

15. All members of the jury are required to take part in the thesis defence. In case of absence, the member concerned sends the list of questions they wish to ask to the student during the defense and its evaluation to the academic coordinator.

16. Prior to the defence, the members of the reading committee shall provide the coordinator with a reasoned assessment of the thesis. The jury deliberates immediately after the candidate’s oral defence. The academic coordinator of the Master’s theses leads the debates and ensures the harmonization of the marks.

17. If a student does not obtain the credits for their thesis at the end of an academic year, they include the Master’s thesis in their curriculum the next time they register. At that time, they may ask to defend their thesis in January as long as this allows them to acquire all the credits of their program of study at the end of the January session. In this case, they must submit their thesis by the first working day following January 5.

18. The Master’s thesis and the oral defence are in English or in French. In study programmes organised entirely in English, unless there is a reasoned exception, the thesis and oral defence are in English.

19. Exceptionally, where the protection of intellectual property on the results obtained or where compelling industrial reasons so require, the supervisor may request the implementation of measures to guarantee the confidentiality of the Master’s thesis. In this case, if at least half of the members of the jury agree, only the members of the jury will have access to the thesis and each person attending the oral defence will sign a confidentiality agreement. Within this context, it is not allowed to organize the defence remotely.
20. The general examination regulations apply to Master’s theses, in particular with regard to the measures to be taken in the event of fraud or plagiarism. (art. 54).

21. This Regulation shall apply from the 2020-2021 academic year.