

# ABOUT EMSE MASTER THESIS

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This document details the special requirements that have to be fulfilled for the successful implementation and examination of a Master Thesis within the EMSE. Note that these outlines the rules that have to be followed **in addition** to the rules for carrying out a thesis project at your 2nd Year University (2YU). In order for your thesis to be approved it must first and foremost be accepted at the 2YU; the rules below outline what you additionally must do since you are on a Master program shared between multiple universities.

Students have a **limited time** to make their thesis or they will need to pay a fee again. If a student does not finish the thesis **by the end of October** of their second academic year s/he will need to enroll and pay the EMSE tuition fee (1,500€) for the third academic year at the consortium as the enrollment to the third academic year is not cover by any previous payment of the student. The student might also experience problems with the visa since the grant will have expired already and with the insurance.

The master thesis is a theoretical or theoretical/practical assignment, involving a detailed study of a specific topic. Through their master thesis, students are expected to demonstrate an ability to understand, analyse and synthesize advanced knowledge, beyond what they have demonstrated during the courses. Ideally, the student should be able to innovate proposing and developing new products or processes as part of their thesis.

The 2YU will assign you a supervisor (S) who will give you guidance and advice with your Master thesis.

Regarding the procedure to get a co-supervisor (CS) from the student's 1st Year University (1YU):

- The assignment of a CS is done through the partners contact points (CP):
  - BTH: Richard Torkar
  - FUB: Barbara Russo
  - UKL: Bo Zhang
  - UPM: Oscar Dieste
- Do not contact anybody in your 1YU directly yourself.
- The student must contact the 2YU CP asking for a CS. Send her/him an e-mail in CC to your S.

- The 2YU CP will contact the 1YU CP and the 1YU CP will assign the student a CS.
- The student will be informed about who is his/her CS by the 2YU CP.

Regarding the relation with the CS:

- 1.- The students must send the CS a thesis **proposal** as soon as they are able to write a thesis proposal, the sooner the better.
- 2.- It is a student responsibility to keep the CS **updated** on how the thesis is progressing. An e-mail every month or couple of months is enough. The CS will if appropriate give comments on thesis improvement.

Regarding the thesis defence:

- 1.- The S is the person who decides if the thesis is ready for the defence.
- 2.- The thesis defence will be performed in the 2YU.
- 3.- The thesis need to be accepted by the 1YU. To get that approval:
  - The student must send the thesis by e-mail to the CS with CC to: S, 1YU CP, 2YU CP.
  - The 2YU will give a go or not go for the defence.
  - The thesis cannot be defended until the CS gives his/her ok for proceeding with the defence
- 4.- Before the defence both supervisors (S & CS) will reach an agreement on the grade for the thesis. Meaning the CS has a word on the grade. The grade proposed by the two supervisors is a recommendation; the final grade is decided during the defence.
- 5.- The student must follow the 2YU regulations for proceeding with the defence. For instance:
  - UKL: submitting to the examination office
  - FUB: contacting the Faculty secretariat in CC to the CP
  - BTH and UPM: S cares.
- 6.- It is appropriate that the student (with CC to the S) invites the CS to be virtually present during the defence, just in case s/he would like to.
- 7.- The students need to send a pdf final version of the thesis to: S, CS, 1YU CP, 2YU CP.

Regarding diploma issuing:

- 1.- Notice that the thesis defence does not imply the issuing of the diploma. The student should follow the local regulations of 1YU and 2SU for requesting the two diplomas.
- 2.- Every university has its local contact points to start diploma issuing
  - UKL: contacting Michelle Schneider ([michelle.schneider@verw.uni-kl.de](mailto:michelle.schneider@verw.uni-kl.de))
  - FUB: contacting the Faculty secretariat (Federica.cumer@unibz.it in CC to the CP
  - BTH: contact [studievagledning@bth.se](mailto:studievagledning@bth.se)
  - UPM: contacting International Students Office ([international-office@fi.upm.es](mailto:international-office@fi.upm.es))