

Guidelines for students in N5T Master Programmes on joint thesis procedures

Adopted from the Erasmus Mundus programme, NordSecMob

The following procedures are recommended for students doing a joint thesis as part of a N5T Master Programmes. The thesis is done under joint supervision by University 1 and University 2. The topic must be agreed upon by the supervisors of University 1 and 2.

1) Thesis agreement

By November in your second study year, you should contact one professor from each of the two universities in your study track, in order to discuss the thesis procedure, timing, topic and methods to be applied. You are advised to fill in a joint thesis agreement¹ to be signed by both supervisors and sent to the N5T programme co-ordinator. By signing the thesis agreement form, you make sure that the supervisors are aware of the N5T programme specific features and agree to follow the recommendations given by the consortium regarding the joint supervision.

¹ See template in Annex 6 in the N5T Handbook on Joint Master Programmes

The thesis agreement addresses the following aspects, which you must discuss and agree on in collaboration with your supervisors:

a) Topic and method(s) applied

The topic and the method(s) applied must be agreed upon by both University 1 (first year of study) and University 2 (second year of study) professors as well as the Programme Board. The thesis can be done in industry (for ex. in a company), if both supervisors/universities agree on that.

b) Roles

In the thesis agreement, you must indicate the contact data for the two supervisors involved in the thesis project, including their roles (who is the main supervisor). As a rule, a professor of the University 2 is the main supervisor, but upon agreement, a professor of the University 1 may become the main supervisor.

It is important that you discuss your expectations to the supervision process with your supervisors and agree on reporting procedures and a meeting schedule.

c) Timing

You must find out the local rules of two partner universities concerning the thesis procedure and respect the deadlines given by University 1 and 2 and inform your supervisors informed about these aspects.

Based on this information, you and your supervisors agree on a timeline for the thesis, including major milestones and deadline for submission. The thesis work should be started in January-February at the latest (second study year) and you should submit it for assessment at the end of June/July at the latest but following always the local rules of the two universities. 39

It is your responsibility to make sure that all parties are aware of the given deadlines and to communicate regularly with the supervisors.

2) Presentation of thesis

Presentation of the thesis is must be done according to each partner university rules:

Presentation of thesis

Presentation of thesis must be done according to each partner university rules:

- Aalto: presentation of the thesis must be done either at Aalto or at partner university
- Chalmers: presentation of the thesis must be done either at Chalmers or at partner university
- DTU: a thesis defence is required and counts towards the final grade.
- KTH: presentation of the thesis must be done either at KTH or at partner university
- NTNU: no presentation required

You must agree with supervisors on the timing of the presentation, but it should take place in June or August at the latest. Both supervisors must participate to this event. In cases where it is not required to do a thesis presentation, a joint presentation must be organised with the participation of both supervisors.

3) Steps for the students

a) Before initiating the thesis process you must make sure that you have completed all your remaining courses by the end of February (second study year). If you have remaining courses, you must get in contact with the local programme coordinator regarding the missing courses and submit a updated study plan to both the programme coordinator and the local coordinator on how you intend to complete the missing courses and when (course code and name, date of re-exam etc.)

b) Fill in a thesis agreement form

The form will be distributed to all students by programme coordinator in November (semester 3) and must be returned to the supervisors and the programme co-ordinator by the end of February the subsequent year (semester 4)

c) Progress report:

By mid-March, you must submit an interim report on the progress of your thesis work to both of your supervisors (University 1 and University 2).