



### What is the master thesis and who can register?

The master thesis is a major piece of work and a degree requirement. It can last for 1 semester until a maximum of 1 calendar year. Students register only once in the first semester. Students work to complete and report on a specific project. Projects are offered by instructors and students select which project they want (therefore, also selecting supervisor). At the completion of the project, students must present their work to the whole of the department. Students eligible to 'take' the master thesis are those that have satisfied minimum requirements for starting work on the thesis. The table below provides details of the degrees, the master thesis course codes and the minimum requirements.

Degree (all MSc)	Course	Minimum requirements
Information Systems (Distance)	INS656	Complete two (2) core courses and course INS651
Computer Science	CSC692	Complete three (4) core courses (including CSC690) and one (1) elective course (co-requisite)
Occupational Safety and Health	MSH690	Complete all other courses of the degree
Cybersecurity	CYS690	Complete all other compulsory courses of the degree

### Where do the projects come from?

The project subjects are offered by faculty members (internal or external). Each member brings forward a project (or possibly more if required by student numbers). Usually the subject matters related to the research interests of the faculty or deal with solving a problem and producing a solution (for the department or otherwise).

### When are the projects released?

Projects are released to students via email and uploaded on the departmental website. This usually happens on the Monday that the semester (Fall or Spring) starts.

### How are projects allocated?

Students have to contact the pertinent instructors and request more information about potential projects. If the student wants to take a project they should notify the instructor in writing (email) and then the decision of allocation (or not) is with the instructor. The instructor must (within 24 hours) notify the student in writing (via email) in either a positive or a negative response. In the case of a positive response the supervisor will prepare and make available a project contract detailing work to be carried out, objectives, deliverables (with grading worth and any deadlines). The contract is printed twice, signed and each party (student and supervisor) keep their own copy.

All of the above process must take place in the first 2 weeks after the release of the projects.

### When can students register?

Students do NOT register for the master thesis in any pre-registration period. Students CANNOT register unless they have a project allocated to them. Instead, we wait for the allocation to complete. Student can register only after they have signed a contract and therefore officially have a project allocated. To register, students must show the contract to the pertinent instructor, get an Add/Drop form signed and then visit the enrolment office to register.

## Working on the project

Work starts immediately after you register. Consult with your supervisor and agree on a mutually agreeable plan of action. Most supervisors require regular weekly meetings so as to keep track of your progress. At the end of the first semester, provided that you have made considerable progress you will be awarded the grade 'I' (incomplete) and be allowed to continue and complete the project.

- ✓ Important: If at the end of the first semester you have NOT made considerable progress<sup>1</sup> your supervisor has the authority to decide and declare the project a failure. A grade of 'F' will be awarded and you must stop working on the project.

## Every project has a grading panel

The panel is made up of the project supervisor plus one other instructor. One of the two must be a full-time faculty member. The panel will: review your work before you submit the final copy; make comments so you can correct issues and be present at your presentation. In the days following the presentation the panel will decide on a grade for the project, based on the worth detailed on the project contract.

## Writing up your thesis

Follow the guidelines provided by your supervisor, start writing parts of your thesis as early as possible. As the deadline for submission approaches you bring the parts together to complete the main body of the report. Produce work in a timely fashion and have your supervisor review and comment on your work regularly. Your supervisor must see and review your work before it is submitted to the panel. The thesis can be written in a Microsoft Word Document or a LaTeX document.

Document template, LaTeX template, Powerpoint template and signature forms will all be available on Moodle.

## Submission (of draft) to panel

You must submit (on moodle and via email) your work to the panel. This must happen 3 weeks before you are ready to present. What you submit is the thesis/report of the project and it must be about 85-90% ready. Appendices and (if applicable) User and/or installation manuals can be missing, left to be added later on.

- ✓ Important: the draft you submit must have previously been reviewed by your supervisor.

## Feedback from panel

Your panel must review your work. After they receive your draft, they will have 1 week in which time they must review your thesis and make comments and/or suggestions and/or corrections as they see fit. If a panel member (except the supervisor) fails to provide any feedback then this means that the member accepts the thesis as is, and has no comments/corrections/suggestions (this also means that they cannot come at a later date and ask for corrections)

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<sup>1</sup> The considerable progress should have been noted in your contract.

## Submission of final report and accompanying documentation

Before you submit your thesis, you must check its similarity by using the Turn-it-in provided tool (on Moodle) and obtaining an originality report. The originality report needs to be examined by your project supervisor and the supervisor will give you the 'go ahead' (or maybe not) to submit your documentation

You must submit all contract-specified deliverables in moodle. These will include: 1) the final version of the thesis in .DOC (or .DOCX or .TEX) format; 2) the final version of the thesis in .PDF format; 3) the PowerPoint slides used to present the project; 4) any applicable source code and/or setup program and/or database and optionally 5) the video used as a demonstration during the presentation. 6) the signatures and grading page with the signature of the student already incorporated

✓ Important: You must submit (at least one day) before you present.

## Time frames

Sections of relevant courses will be opened on fall and spring semester every year (not summer).

A student registering in fall has a final deadline for submitting and presenting which is the week before one calendar year is completed (for example if they registered in fall 2017, they will have until the week before the fall 2018 starts). If the student finished earlier, they can present either at the end of the fall semester, or the end of the following spring semester, or the end of the following summer session.

A student registering in spring has a final deadline for submitting and presenting which is the week before one calendar year is completed (for example if they registered in spring 2017, they will have until the week before the spring 2018 semester starts). If the student finishes earlier, they can present either at the end of the spring semester, or the end of the following summer session, or the just before the beginning of the following fall semester.

## Grading

A grade of C (70 out of 100) and above constitutes a passing grade for the thesis course.

Each project contract must contain a grading-breakdown that will include projects objectives (& deliverables) the thesis (writeup/report) and the presentation. Each part will be worth a percentage out of 100% and it is up to the supervisor to allocate these and document them on the contract. The table below shows the parts of the grade, their characteristics and minimum and maximum allocations of grades.

Item	Description	Minimum worth (%)	Maximum worth (%)
Objectives, project deliverables	As detailed in the project contract	65	85
Report (thesis / write up)	Conformity, completeness, correctness, originality	10	25
Presentation (demo)	Conformity, completeness, answering	5	10