

## PROCESS CHART FOR MASTER'S THESES

INSTRUCTIONS FOR STUDENTS	Stages of the master's/advanced studies thesis <sup>1</sup>	Supervisors
<p>Contact personnel at your study subject (person in charge of the subject, Personal Study Plan tutor, teacher etc.):</p> <ul style="list-style-type: none"> <li>➤ discuss your research topic and potential supervisors.</li> </ul>	<p style="text-align: center;"><b>Deciding on the topic of your thesis</b></p> <p>The topic of the thesis may emerge from lectures, literature on the field, scientific publications or personal experiences. Departments and units present research areas, e.g., in their informational events, separate courses, occasions presenting research groups, and on their websites.</p> <p style="text-align: center;"><b>Planning the subject and methods of the thesis</b></p>	
<p>Contact the thesis supervisors</p> <ul style="list-style-type: none"> <li>➤ discuss your research subject (the selection, limitation, methods)</li> <li>➤ agree on the supervision and instruction of your thesis (PSP for master's thesis)</li> <li>➤ make a preliminary plan on your research</li> </ul>	<p style="text-align: center;"><b>Appointing supervisors</b> Head of department appoints 2-3 supervisors to each thesis</p> <p style="text-align: center;"><b>Writing a preliminary research plan</b></p> <p style="text-align: center;"><b>Filling out the supervising agreement and thesis PSP</b></p> <p style="text-align: center;"><b>Acquiring literature and getting familiar with it</b></p>	<ul style="list-style-type: none"> <li>➤ Discuss with the student about the topic and the realization of research.</li> <li>➤ Support the student with formulating a preliminary research plan.</li> <li>➤ Agree with the student on the timetable and supervision of the thesis (filling out the supervising agreement and thesis PSP).</li> </ul>
<p>Formulate a research plan before starting the research process (usually presented and discussed at thesis seminars).</p> <p>Apply for required research permits together with the supervisors.</p> <p>Collect, process and analyze your data or conduct the needed experiments and analyze their results.</p> <p>Write your thesis.</p>	<p style="text-align: center;"><b>Limiting the topic</b></p> <p style="text-align: center;"><b>Formulating the research plan</b></p> <p style="text-align: center;"><b>Applying for required permits (research permit, statement from the research ethical board etc.)</b></p> <p style="text-align: center;"><b>Collecting, processing and analyzing data or conducting experiments and analyzing their findings</b></p> <p style="text-align: center;"><b>Reporting on results</b></p> <p style="text-align: center;"><b>Writing the thesis</b></p>	<ul style="list-style-type: none"> <li>➤ Approve the research plan</li> <li>➤ Instruct the student in the process of writing the thesis</li> <li>➤ Give the student written or verbal feedback</li> </ul>

<sup>1</sup> This is an instructional order of the stages of thesis work and may slightly vary according to the form and field of study of the thesis.

	<p style="text-align: center;"><b>Master's thesis seminars</b></p> <p style="text-align: center;"><b>Checking text for plagiarism using a plagiarism identification software in accordance with separate guidelines</b></p>	<p>➤ Grant the student permit to submit thesis for examination</p>
		<b>Examiners</b>
<p>After having received permission from the supervisors, submit the <b>final</b> version of your thesis in an electronic format (pdf) for factual examination to your study subject and for registration purposes to the Administration Service Centre (AA).</p> <p>After you have received the examiner's statement on your thesis, note on the evaluation form or inform your examiners by e-mail whether you agree with the statement.</p>	<p style="text-align: center;"><b>The appointment of examiners</b></p> <p>The head of department names the examiners for the thesis at the latest when the thesis has been submitted for examination.<sup>2</sup></p> <p>One of the supervisors is appointed as an examiner of the thesis.</p> <p style="text-align: center;"><b>The examination and evaluation of the thesis</b></p> <p>The student submits the final version of their thesis in an electronic form (pdf) simultaneously to the study subject and to the faculty's Administration Service Centre. The thesis is then provided to the examiners from the study subject.<sup>3</sup></p> <p>The examiners evaluate the master's thesis, fill out the evaluation form, present their proposal for the grade and produce a separate written evaluation<sup>4</sup></p> <p>Examiners evaluate the master's thesis on a scale of 1-5 (sufficient, satisfactory, good, very good, and excellent).</p> <p>General basis for evaluation and an evaluation form are in use at the faculty.</p> <p>The student is provided the examiner's statement on the thesis and must subsequently inform the examiners on whether he or she accepts the statement or suspends the evaluation process<sup>5</sup>. It is possible to appeal for the suspension of the evaluation process from the head of department. Once the student resumes the evaluation process, he or she must have at least partially rewritten the thesis or subjected it to extensive amendments. The evaluation process can be suspended for one time only.</p>	<p>➤ Examine and evaluate the thesis, formulate a grade proposal and provide a written statement for the student.</p>

<sup>2</sup> General Regulations on Degrees 35§: an examiner must be appointed as soon as possible after the student has submitted the **final version** of his/her thesis for examination.

<sup>3</sup> **Personnel at the student's study subject will provide more information to the student regarding the person for whom they must submit their finalized thesis and on the person in the study subject who will provide the thesis to the examiners.**

<sup>4</sup> General Regulations on Degrees 35§:...the examiners must produce a written statement on the thesis, and, in the case of master's theses, also a proposal for the grade to the faculty within one month of the appointment of examiners".

<sup>5</sup> General Regulations on Degrees 37§: the student may ask for the cancellation of the evaluation process of a master's thesis in writing.

<p>Set a date for writing the maturity examination after you have submitted your thesis to the examiners for evaluation.</p>	<p style="text-align: center;"><b>Maturity examination</b></p> <p style="text-align: center;">Taking the maturity examination<sup>6</sup></p>	
	<p style="text-align: center;"><b>Petition for appeal</b></p> <p>Students are given the opportunity to appeal for amendments to the evaluation before making the decision on the approval of the thesis (petition for appeal)<sup>7</sup></p> <p style="text-align: center;"><b>Approval of thesis</b></p> <p style="text-align: center;">The head of department approves the master's thesis</p>	
	<p style="text-align: center;"><b>Publication of the thesis</b></p> <p>The thesis is published in an electronic format and can be accessed via the UEF university library's website if the student has granted the library a written publication permit.<sup>8</sup> If the student does not grant permission to the e-publication of his or her thesis, an electronic version of the thesis can be read on site at campus libraries (but cannot be borrowed or downloaded).</p> <p>All theses are filed in the university's electronic archive.</p>	

AA = amanuensis Arja Afflekt

<sup>6</sup> Personnel at study subjects provide separate and more detailed instruction for taking maturity examinations.

<sup>7</sup> A student displeased with the decision on the evaluation of his or her thesis may appeal for a rectification from the UEF's Board of Appeal in writing for the period of fourteen (14) days after having been informed about the decision.

<sup>8</sup> General Regulations on Degrees 35 §: Master's theses and advanced studies theses are public documents.