

# Completing your master's thesis

## Instructions for submitting the thesis in VICCA programme

- Send the manuscript of your thesis to your thesis supervisor latest on a day mentioned in the timetable. Supervisor is always one of the teachers in VICCA. He/She gives you the last comments and permission to submit the thesis books for evaluation.
- Register for the presentation latest on a day mentioned in the timetable by informing the programme's study coordinator.
- Submit three (3) bound copies of your thesis to programme be's study coordinator no later than on a day mentioned in the timetable. If you post them, the address is below:

Anne Rautanen

Learning Services  
Aalto University School of Art, Design and Architecture  
P.O. BOX 31000 (room M308)  
00076 AALTO  
FINLAND

- Send the abstract (maturity essay) to the programme's study coordinator by email the same day you submit the thesis books, see the instructions below.
- Submit a PDF version of your thesis to the Aaltodoc database. The PDF version is submitted through the eAge system, see the instructions below
- You'll get a time to present your thesis and instructions about the presentation.

Before starting to write your thesis, read the [Master's Thesis guide](#) for students and familiarize yourself with [copyright issues](#).

In an MA degree the **abstract** of the thesis work serves as maturity test. If a student has had her school education in a language other than Finnish or Swedish, only the content of the abstract will be evaluated (not the language).

### [Maturity test form](#)

### [Writing an abstract](#)

### [Abstract form](#)

### [Abstract form FI](#)

NOTE! When your thesis is ready, confirm from your supervisor/advisor that you can hande it for evaluation.

### Checklist for submitting the thesis

- Add an abstract to your thesis. It is recommended to use the thesis abstract form (above)
- Submit a PDF/A version of your thesis to the database (instructions below)
- NOTE! If you have submitted your thesis for evaluation between 1 August 2019 and 31 December 2019 you can apply for compensation for thesis printing costs for the three required copies to the school (the three printed copies are no longer required after 1 January 2020). Maximum amount of compensation is 150 €. The compensation can be applied for after the thesis has been submitted for evaluation. The compensation will be granted only once per student. The student needs to verify the costs by handing in the receipt of the printing costs.
  - 1. Ask your programme coordinator the reimbursement form after you have submitted your thesis for evaluation
  - 2. Send the form and receipt to your department financial services:
    - Architecture: [anne.aberg@aalto.fi](mailto:anne.aberg@aalto.fi)
    - Film and Cinematography: [edith.tooma@aalto.fi](mailto:edith.tooma@aalto.fi)
    - Media: [edith.tooma@aalto.fi](mailto:edith.tooma@aalto.fi)
    - Design: [iida.vuokko@aalto.fi](mailto:iida.vuokko@aalto.fi)
    - Art: [tommi.paunikoski@aalto.fi](mailto:tommi.paunikoski@aalto.fi)

According to Finnish archiving practices, the file should be saved in PDF/A format. PDF/A is an ISO-standardized version of the Portable Document Format (PDF) specialized for the digital preservation of electronic documents. PDF/A differs from PDF by omitting features ill-suited to long-term archiving. Library recommends ISO-standardized versions PDF/A-1a, PDF/A-1b & PDF/A-2.

### Instructions on how to convert files to PDF/A -format using the different tools

- Microsoft Word 2010: File » Save As ---> Save as type = PDF ---> Options ---> Choose: ISO 19005-1-compliant (PDF/A)
- PDF-XChange 4.0: Print ---> PDF-XChange 4.0 ---> Properties ---> General ---> Choose: PDF/A-1b (RGB)
- Open Office 3.2 Writer: File ---> Export as PDF ---> Choose: PDF/A-1a

Convert the PDF file so that it is suitable for web publishing. The recommended size for the pdf/a document is under 20 Mb and for Theses including a lot of images under 100 Mb. If your document is over 100 Mb, you should resize it before saving, because readers may experience problems with opening large documents over the web. The maximum limit for documents is 500 Mb.

It is the student's responsibility to check that the PDF/A file has been correctly converted and that it is identical [to the submitted thesis copies](#).

### Naming the PDF file

You should name the file without Scandinavian letters (e.g. ä and ö) and special characters to the following format: school'sabbreviation\_publishingyear\_lastname\_firstname.pdf, (e.g. arts\_2013\_meikalainen\_matti.pdf).

#### Technical support:

- IT Servicedesk ([servicedesk@aalto.fi](mailto:servicedesk@aalto.fi)) is responsible for all PDF/A-conversion related issues
- eAGE-helpdesk ([eage@aalto.fi](mailto:eage@aalto.fi)) helps if something went wrong with your eAge-submission
- Aaltodoc-help ([aaltodoc-help@aalto.fi](mailto:aaltodoc-help@aalto.fi)) helps if something needs to be added or corrected in your thesis that is already in Aaltodoc
- Convert your thesis to PDF/A form. The work is archived as one document (including the abstract and possible other attachments).
- If you wish, you can save the cover page as a separate file (png image file format).
- Login to eAge with Aalto user name.
- NOTE: the information you will be asked after logging in:

*YOUR PERSONAL INFORMATION (also student number)*

*STUDY INFORMATION (the degree that you are aiming at)*

*META INFORMATION OF THE THESIS WORK:*

*Supervisor's firstname and lastname*

*Advisor's firstname and lastname, degree, employer and contact information (phone, email)*

*Information if the the thesis was done on commission for a company or other external party*

*KEY WORDS*

*6-12 most important words or terms that describe the content of your thesis*

*Assigning subject headings to your thesis*

- Fill in the form in the *Thesis information* sheet and click *Save*.
- Add the PDF file of your thesis to the *Thesis* sheet.
- You can add the image file of the cover page on the sheet *Thesis cover*. The cover picture will be shown in the Aaltodoc publication archive together with the metadata of your thesis.
- Submit your thesis by clicking *Submit* in the *Case details* sheet

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- IT Servicedesk ([servicedesk@aalto.fi](mailto:servicedesk@aalto.fi)) is responsible for all PDF/A-conversion related issues
- eAGE-helpdesk ([eage@aalto.fi](mailto:eage@aalto.fi)) helps if something went wrong with your eAge-submission
- Aaltodoc-help ([aaltodoc-help@aalto.fi](mailto:aaltodoc-help@aalto.fi)) helps if something needs to be added or corrected in your thesis that is already in Aaltodoc

The theses and the metadata of all theses will be archived in the [Aaltodoc publication archive](#). The term metadata refers to the data that describes your thesis for example the title of thesis, the language, keywords and the advisor of thesis. When submitting the thesis in eAge you can give permission to publish the whole-text and/or the abstract through the Aaltodoc publication archive.

The thesis publishing date can be postponed by a maximum of one (1) year. Hence, students don't have to publish the thesis immediately if they wish to postpone publishing for reasons related to other publications, patent applications or corporate secrets, for example. However, please note that the thesis is still a public document and it will be displayed publically. The public copy can be seen in the Learning Centre customer computers or sent via email by request.

If you do not grant permission for publishing, the archived PDF file will be available for anyone by request but it is not published online. The Learning Centre is obliged to send the digital version to anyone who wants to read the thesis.

If you have any questions related to thesis submission or saving, please contact your study coordinator or [Learning Services](#).

If you have any comments regarding the data of your thesis, or you wish to make corrections, please send an email to [marja.malmgren@aalto.fi](mailto:marja.malmgren@aalto.fi).

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- Aaltodoc-help ([aaltodoc-help@aalto.fi](mailto:aaltodoc-help@aalto.fi)) helps if something needs to be added or corrected in your thesis that is already in Aaltodoc

## Thesis presentation days

## Spring term 2020

Presentation day 24.2 Otakaari 1 / U406a

- Send the manuscript for your supervisor and register by email to study coordinator no later than 10.1
- Submit your thesis for evaluation no later than 27.1
- (Request for degree certificate at same day 24.2, graduation ceremony 31.3.2020, after that next Graduation ceremony will be 10.6.2020)

Presentation day 18.-19.5 (18.5 Väre F102 and 19.5 Q101)

- Send the manuscript for your supervisor and register by email to study coordinator no later than 30.3
- Submit your thesis for evaluation no later than 20.4
- (Request for degree certificate submitted at the latest 31.7.2020 graduation ceremony 31.8.2020)

Presentation day 15-16.6 (Väre Q201)

- Send the manuscript for your supervisor and register by email to study coordinator no later than 17.4
- Submit your thesis for evaluation no later than 21.5
- (Request for degree certificate submitted at the latest 31.7.2020 graduation ceremony 31.8.2020)