

Nordic Master's thesis

For the master thesis you will have two supervisors, one from each of the two institutions involved in the study track. Your thesis work will be assessed by both institutions and in some cases also an external examiner. See examples of theses [here](#).

CHOICE OF MASTER'S THESIS TOPIC

1. The student proposes a master's thesis topic and professors (thesis supervisor). Nordic Master students have both supervisor from 1st University and 2nd University [Master's thesis](#)

The master's thesis shall be written on a topic related to the major, agreed upon between the student and the teacher who is specialised in the topic of the thesis.

2. The student applies for a master's thesis topic

The student may apply for a master's thesis topic once s/he has completed a minimum of 60 credits towards the master's degree. The topic application is available in [eAGE system](#) The student returns the application to the Student Services of the degree programme no later than **two weeks** before the date of the degree programme committee meeting. The student is responsible for ensuring that his or her official study plan has been approved.

3. The master's thesis topic is presented by the thesis supervisors. The thesis supervisor signs the topic application and proposes a thesis advisor (s) for the thesis

4. The Student Services of the degree programme reviews the completed studies. The transcript of records from 2 year University will be send to 1 year University

5. The degree programme committee of the school approves the topic and the language of the master's thesis, and appoints a thesis supervisor and one or two thesis advisors for it

The degree programme committee of the school approves the topic and the language of the master's thesis, and appoints a thesis supervisor and one or two thesis advisors for it. If the degree programme committee does not approve the topic, the application is returned to the student.

MASTER'S THESIS PROCESS

6. The student prepares a plan for master's thesis

The student prepares a master's thesis plan in his or her own words in accordance with the instructions of the thesis supervisor.

6.1 Supervision of master's thesis

The student and thesis advisor agree on the execution of the master's thesis supervision. While the master's thesis is being worked on, the thesis supervisor from 2nd and 1st University shall provide the student with opportunities to report on the progress of the work, on which the supervisors shall give feedback. Similarly, the supervisors may require the student to report on the progress of the work. As necessary, the school may assign the thesis supervisors to also act as a thesis advisor for the thesis.

7. The student submits the complete master's thesis for review to the thesis supervisors and agrees with the supervisors on a presentation / seminar presentation as well as on the writing of the maturity essay

8. The supervisors organises an event for presenting the master's thesis. At Aalto University a presentation is compulsory but it can be organized via Skype.

9. Master's thesis presentations are organised on a regular basis at the level of departments and degree programmes. The student may also give the presentation after writing the **maturity essay** if the thesis supervisor agrees to it.

10. The student presents the master's thesis/gives a seminar

The student must present the master's thesis or give a seminar presentation on it. As a rule, the master's thesis presentation is attended by the student, thesis advisor(s) and thesis supervisors. The student may also give the presentation after writing the **maturity essay** if the thesis supervisor agrees to it.

11. The thesis supervisor gives the student permission to write maturity essay

The thesis supervisors and student agree on the time and place of the maturity essay. The student may also write the maturity essay before presenting /giving a seminar presentation on his/her master's thesis.

12. The student writes the maturity essay

The student shall write a maturity essay to demonstrate conversance with the topic of the thesis and proficiency in English language.

13. The thesis supervisor reviews the contents of the maturity essay The thesis supervisor submits a notification to the Student Services of the degree programme of a completed maturity essay.

EVALUATION OF THE MASTER'S THESIS

14. The student requests evaluation of master's thesis in writing

The evaluation and approval of the master's thesis shall be requested in writing from the school. The student returns his or her application for the evaluation of the master's thesis via the e-transactions system <https://eage.aalto.fi> as soon as

- a) the topic has been approved,
- b) the presentation or seminar presentation given or a date set for it, and
- c) the maturity essay has been completed.

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Turnitin is a help for practising scientific writing. Practically, it is a submission box where an originality report is generated of the submitted texts and a teacher can give feedback on the submission with assessing tools.

Plagiarism checking by Turnitin is compulsory part of master's thesis. More information [about Turnitin](#).

Apply for evaluation and submit an electronic version of your thesis at eAge system

- Before submitting your thesis, please make sure that the version is approved by your supervisor and complete and finalized, including all revisions.
- PDF/A file: Save your thesis in the PDF/A format.
- Application and submission form: Login to the [eAge system](#) with your Aalto user ID
 - **First check your email address at User details** (it is used to contact you with any possible questions regarding your thesis and notifying you of the approval decision so it is important that your email address is up to date)
 - Fill in the *Application form* and press *Save*
 - You will be asked for a consent to electronic notification. The eAge system will send an email notification after the decision regarding the evaluation has been marked in the system, but if you do not give consent, you will receive a letter by post.
 - Upload your thesis to the *Master's Thesis* tab. Please note that the form can only be submitted after uploading the thesis.
 - Submit the thesis and application by pressing *Save* on the *Case details* tab.

Electronic version of the master's thesis and publishing it online

All approved theses and their meta data will be archived in full text in the [Aaltodoc publication archive](#). The meta data refers to i.e. name of the author, topic of the thesis and translation of the topic, name of the thesis supervisor and advisor as well as key words. At eAge you will determine what kind of publication rights you give for your thesis in Aaltodoc publication archive. The meta data of the thesis and the PDF files are also available through the INSSI database.

The date of publishing can be postponed by a maximum of one year from the date of thesis approval. Hence, the thesis does not need to be published immediately, if you wish to postpone the publishing for reasons related to other publications, patent applications or trade secrets, for example. However, you should still keep in mind that the thesis is always a public document.

If you choose not to give permission for electronic publishing, only library staff will have access to the archived PDF file; it will not be available for anyone else.

If you notice any mistakes in your work, please contact the library (marja.malmgren@aalto.fi).

You may also make hard copies of your thesis if you want.

15. The thesis supervisors evaluates the master's thesis and writes a statement on it

The master's thesis supervisors shall present a written statement explaining the grounds for the evaluation and a proposal for a grade; as a rule, this shall be done within one month of the thesis submission.

16. The degree programme committee approves and evaluates the master's theses

The degree programme committee shall decide the approval and grading of the thesis after examining the written statement by the thesis supervisor and any other statements written. If the degree programme committee does not approve the thesis or grade it, the application is returned to the student.

17. The Student Services of the degree programme inform the student of the decision by degree programme committee, issue the student with a copy of the thesis supervisor's statement, and enter the data into student register

The Student Services of the degree programme inform the student of the decision of the degree programme committee, issues the student with a copy of the statement of the thesis supervisor, and enters the data into the student register.

18. The student is informed of the degree programme committee decision and issued with copy of thesis supervisor statement

Student informed of degree programme committee decision and issued with copy of thesis supervisor statement. Students dissatisfied with the grade of their master's thesis may appeal the matter in writing to the Aalto University Academic Appeals Board within 14 days of receiving notification of the decision.