

# Supervisor Guidelines for Master's thesis

## 1. Introduction

This document is intended for academic staff supervising master thesis in the postgraduate program 'Informatics & Multimedia'

## 2. Responsibilities of the supervisor

### 2.1. *Proposing a thesis topic*

- Guide the student to develop an appropriate thesis concept and proposal
- Discuss expectation and the terms for collaboration with the student
- Discuss the requirements for a thesis
- Check and sign the student thesis proposal
- Advise student on possible examiners

### 2.2. *Working with students*

- Evaluate the student's thesis plan
- Guide the student in all phases of conducting the planned work
- Provide constructive comments, reviews and directions
- Suggest appropriate bibliography, archival journal publications and related literatures
- Oversee experiments and / or technical evaluations
- Review interim reports and work in progress
- Define benchmarks and milestones as needed

### 2.3. *Thesis review, examination and approval*

- Determine jointly with the student the official thesis submission date
- Examine the student's thesis and submit your comments soon enough for the student to be able to make the necessary corrections
- Notify the academic unit of the examiners selected and the schedule for the thesis submission and examination
- In collaboration with the student, prepare the oral presentation for the defence
- Guide the student to prepare for the defence
- With the student, read the evaluation reports and make constructive suggestion on how to take account of the comments of the examination committee

### 2.4. *Submitting the thesis*

- Ensure that a copy of the thesis is sent to all the examiners along with the documents they will have to complete
- Contact the examiners a few days after sending the thesis to ensure the documents have been received and to determine the examiners' availability for the defence
- Determine the date of the defence based on the participants' availability and the rules of the Department.

### 2.1. *Submission and handling of the examiners' report*

- The examiners for a master's thesis submit a 'Thesis Evaluation Report' to the academic unit (to be defined)
- The academic unit should forward all the examiners' comments to the student and the thesis supervisor on an anonymous basis.

### 2.2. *The day of the defence*

- The thesis supervisor should attend the defence and support the candidate during the deliberations.