Master thesis checklist

## Overview master thesis project:

* **Preparation and topic selection**
	+ Consult your mentor
	+ Consult Peter Ruijten who coordinates the graduation projects.
	+ Talk to staff/PhDs/fellow master students about their research.
	+ Attend to final/intermediate presentations of fellow master students.
	+ Look at websites of companies for vacancies.
	+ Ask HTI staff about possibilities for master thesis projects.
	+ To get an impression about possible Master Projects, students are advised to have a look at a site of the TU/e library containing all [IEIS Master theses](http://library.tue.nl/catalog/TUEAfstudeer.csp?Language=eng&Fac=TBM) of the last years.
* **Start master thesis form (M0)** – Before you can begin you need a topic, supervisors and you need to meet the requirements i.e. no more than 10EC open and the HTI research project 70% complete. Before you can begin you need a topic, supervisors and you need to meet the requirements i.e. no more than 10EC open and the HTI research project 70% complete. Please note that you need an approved [Form 02 HTI Electives](https://static.studiegids.tue.nl/fileadmin/content/Faculteit_IEenIS/Graduate_School/Masteropleidingen/New_Exchange_electives_HTI_v20150924.doc) for this. Then download [Form 03 Start MTP (50 KB)](https://static.studiegids.tue.nl/fileadmin/content/Faculteit_IEenIS/Masteropleidingen/IS/418-418_02_ea-form_start_master_thesis_project_v20100104.en.doc), fill it out and submit it to the education administration (Pav. B 00.09B).
	+ This form must be completed and handed in at the Education Administration (Pav. B 00.09b), at least ten working days before the actual start date.
	+ You always need two supervisors from the HTI staff, one of them can be a (qualified) PhD student, or a qualified teacher from another faculty or university (Assistant/Associate/Full professor).
	+ The graduation committee also has a third assessor from the HTI staff, but this can be decided later.
	+ Projects at a company typically involve an additional daily supervisor from the company.
* **Notify the secretary office** of the start of your master thesis project (IPO 1.20).
* **Make a planning** with your supervisors about who needs to do what and when (the deliverables). For example, hand in dates of draft introduction, methods, results etc.; Deadlines for running experiment. Check out the Master thesis project timeline to see an example.
* **Submit research proposal to exam committee (M1-M2)** – The exam committee independently judges whether the master thesis project meets the requirements of the HTI master programme. Here you can download the [Research Proposal - Format (51 KB)](https://static.studiegids.tue.nl/fileadmin/content/Faculteit_IEenIS/Masteropleidingen/HTI/418-418_04_-ea_form_thesis_research_proposal.en_20120125.en.doc) and some good examples (Research Proposal - Good examples (1 MB)).
	+ During the first month you plan and discuss the research question, method of approach and read relevant literature.
	+ After that you can write and discuss your research proposal with your supervisors.
	+ Hand in the research proposal about 6 weeks after start of the master thesis project.
	+ Approval should be received by the end of M2.
* **Interim presentation (M2)** – Get feedback from fellow researchers, practice your presentation skills, and organise your thoughts.
	+ When the design of the experiment is (almost) complete, is a good time for giving an intermediate presentation.
	+ It should last about 20 min.
	+ The main purpose is to get feedback from staff and fellow students *prior to* the actual experiment.
	+ It also helps to organise your mind (by preparing) and to practice your presentation skills.
* **Running an experiment (M3-M4)** with human participants involves many forms and procedures. The detailed procedure and all the forms can be found at <http://htilabs.ieis.tue.nl/procedures.html> (intranet only).
* **Get ethical approval** – Experimental studies with human participants need to be approved by our ethical board.
	+ Make an informed consent form and experiment proposal (see <http://htilabs.ieis.tue.nl/procedures.html> ).
	+ Submit the above documents via <http://archie.ieis.tue.nl> (needs to be done by your supervisor from HTI).
* **Analyse data (M4-M5)** – Making good graphs and doing proper statistical analyses takes a lot of time!
* **Upload data** – To ensure reproducibility, your supervisor needs to upload raw data, informed consent forms, participant money receipt forms, scripts, source code etc. to <http://archie.ieis.tue.nl>. This needs to be done for external projects as well. You can read details at <http://htilabs.ieis.tue.nl/procedures.html> (intranet only).
* **End master thesis (M5-M6)** – Before you can do your final presentation, you need to submit the [Form 04 End MTP and declaration CoC (193 KB)](https://static.studiegids.tue.nl/fileadmin/content/Faculteit_IEenIS/Masteropleidingen/IS/Form_04_end_master_thesis_and_declaration_Code_of_Conduct_v30082016.pdf) to the education administration at least 20 working days before the exam committee meets. This form will also fix the graduation committee and the exam session. Submit your final report to the exam committee at least 5 working days before the exam committee meets. You can check the [graduation and examination dates](https://educationguide.tue.nl/programs/graduate-school/masters-programs/human-technology-interaction/exam-committee-is/final-examination-sessions/?L=2) here.
	+ Around the time of your final draft report you initiate the formal end of your master thesis project.
	+ Download the end master thesis form and look up the formal deadlines for submitting this form/final presentation/handing in a pdf copy of the master thesis/diploma session.
	+ Arrange your final presentation date with the secretary office and your supervisors.
	+ Register for the exam session via OASE/Canvas. The deadline is typically 25 days before the exam committee meeting!
	+ Submit the [Form 04 End MTP and declaration CoC (193 KB)](https://static.studiegids.tue.nl/fileadmin/content/Faculteit_IEenIS/Masteropleidingen/IS/Form_04_end_master_thesis_and_declaration_Code_of_Conduct_v30082016.pdf) including a signed declaration Code of Conduct, press release, and vertical picture/photo of yourself in high resolution.
	+ Your supervisor will receive [Form05 Assessment MTP (81 KB)](https://static.studiegids.tue.nl/fileadmin/content/Faculteit_IEenIS/Graduate_School/Masteropleidingen/Form_05_assessment_MTP_hti_and_is_v20162309.doc).
	+ Submit an electronic copy (pdf-format) of your master thesis to the education administration at least 5 working days before the exam committee meets.
	+ Final defense (see below) should take place at least 5 working days before the exam committee meets.
	+ Your supervisor submits [Form05 Assessment MTP (81 KB)](https://static.studiegids.tue.nl/fileadmin/content/Faculteit_IEenIS/Graduate_School/Masteropleidingen/Form_05_assessment_MTP_hti_and_is_v20162309.doc) with your final grade.
* **Master thesis** – The [Title page format (28 KB)](https://static.studiegids.tue.nl/fileadmin/content/Faculteit_IEenIS/Masteropleidingen/HTI/418-20100125_title_page.en.doc) is fixed, and the remainder should be formatted using the [American Psychological Association (APA) style](http://www.apastyle.org/index.aspx) formatting guidelines. You can find a [tutorial](http://www.apastyle.org/learn/tutorials/basics-tutorial.aspx) and [an example report](http://www.apastyle.org/manual/related/sample-experiment-paper-1.pdf) at their website.
* **Final defense** – The final defense starts with a 30 min. final presentation, followed by 15 min. public discussion. Then the graduation committee continues with a private interrogation of the candidate (30-45 min.), followed by a private deliberation on the mark (15-30 min.) using the [Form05 Assessment MTP (81 KB)](https://static.studiegids.tue.nl/fileadmin/content/Faculteit_IEenIS/Graduate_School/Masteropleidingen/Form_05_assessment_MTP_hti_and_is_v20162309.doc) form. Finally, the final grade is announced publicly or privately, as desired (15 min.).
* **Press release** – Writing a press release is also part of the master thesis project. Here you can download [How to write a press release (24 KB)](https://static.studiegids.tue.nl/fileadmin/content/Faculteit_IEenIS/Masteropleidingen/HTI/418-418-how_to_write_a_press_release_20111213.en_0.doc) and the [Format press release (131 KB)](https://static.studiegids.tue.nl/fileadmin/content/Faculteit_IEenIS/Masteropleidingen/HTI/_taa418-persbericht_format_v9._fieldl-raw_.dotx).
* **Confidentiality** –Since 1 January 2007, all final reports of the Master Projects must be public. This is very important for external projects! You are strongly recommended to discuss this issue with the organization where the Master Project is carried out. Most commercial companies will require that, before you start your work there, you sign a non-disclosure agreement and to relinquish your patent rights. You should only do so after consultation with your HTI supervisor. Details on the policy of IEIS can be found in Appendix 2 of the [Manual Master Thesis HTI (38 KB)](https://static.studiegids.tue.nl/fileadmin/content/Faculteit_IEenIS/Graduate_School/Masteropleidingen/Manual_master_thesis_hti__sept_2013_.en.docx). It is important that you may not make any promises concerning the confidentiality of your research by yourself. Only put your signature after approval by your main supervisor!

It sometimes happens that, in the course of the project, the company asks you not to include certain aspects of your work in the final report. If this is done in consultation with your supervisor, this is okay. In the few cases, that this significantly reduced the scope of the final report, the students involved agreed to do some additional experiments that could be included in the final report. If this is done in good consultation with the supervisors, this is okay.

The problem is that it remains possible that the company where the student carries out the Master Project decides that the project is so sensitive that they do not want to make your final report public. As the situation is now, this may mean that the Master Project cannot be graded and the student cannot graduate! Please be aware of this, especially, in case you cannot afford to study longer than a certain period or when you have a limited residence permit.