

# Graduation regulations 3TU-master Embedded Systems

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The board of examiners of the 3TU-master Embedded Systems decided that, as diplomas are granted locally, the local rules and guidelines will govern the graduation process. But it has also been determined that these rules and regulations will be aligned wherever possible, especially regarding the essential points. This document provides the common regulations and provides information needed to smoothly execute a graduation project.

## Formal rules

This paragraph provides the common formal rules regarding the master project at the three 3TU-embedded system masters programs. There can be additional local rules that must also be taken into consideration.

1. The graduation project consists of two parts: (1) a preparatory study of 10 EC, and (2) a research assignment of 30 EC.
2. A student can only start with the research assignment of 30 EC if (a) at most 10 EC (at TU/e or UT) or 12 EC (at TUD) of courses is still unpassed. This does not include the preparatory study of 10EC. And (b) the research of the preparatory study must have been completed (at TUD or UT) or completely been completed (i.e., being graded, at TU/e).
3. The graduation committee consists of at least 3 members and satisfies the following criteria: (a) one or two of the members stem from the permanent faculty from the research group where the research for the master thesis will have been conducted, (b) one member stems from another research group related to the embedded system master. There is a preference that this member comes from another university, and (c) the local regulations for the graduation committee must also be adhered to.
4. The defense of the master thesis project can only take place if all courses have been finished.
5. The assessment of the master's thesis is done using a form similar to the form in the appendix.

The next sections provide points of attention to take into account when planning to execute or executing the master thesis research.

## The initial phase

1. The student contacts the research group in which the master thesis research will be conducted approximately three months before the preparatory study will be commenced.
2. The research is preferably conducted within the research group, at a research group at some other university, or at a research oriented company. If the research takes place at a company or another university, a member of the permanent faculty of the research group is responsible. The research project must be related to the research in the research group and be related to ES.
3. One of the results of the preparatory study is a description of the master thesis assignment and a planning on how to carry out the research of the master thesis.
4. The student is at least for 0.5 fte available for his graduation project. The planning explicitly mentions the available research time during the graduation project.

## Supervision

1. The daily supervisor assists the student. There are regular meetings between the daily supervisor and the student, varying from once per week to once in three weeks to discuss progress of the master thesis project.

2. When the daily supervisor is not a member of the permanent faculty, then there is another member of the permanent faculty who is responsible for the master thesis research project. The member of the permanent staff that is responsible is called the supervisor.
3. There are local rules regarding the maximal duration of the research assignment, which includes the writing of the master's thesis.
4. When two students work on the same project they are both required to write their own master thesis.
5. The feedback of the graduation committee is provided according to local habits. In any case the student will get feedback during the graduation project from the daily supervisor and the supervisor.
6. The student adheres to local habits regarding research colloquia of the research group and also regarding intermediate presentations regarding his research work.
7. The master's thesis that will be judged will be made available sufficiently in time to the members of the graduation committee.

### **The defence**

1. The examination committee must have been informed of the names of the members of the graduation committee before the defence takes place. The composition of the graduation committee must adhere to the local rules.
2. The date of the defence must approximately be fixed one month before the defence will take place, taking local rules into account. The global planning contains an indicative moment for the defence to take place.
3. The defence of the master thesis consists of a presentation and a possibly public questioning by the members of the graduation committee.
4. The graduation committee determines the grade for the master thesis and the associated research in a private meeting. Directly after the defence the mark is communicated to the student in a private session, where also more qualitative feedback is given regarding all relevant aspects of the master thesis.

### **The judgement**

1. The filled-in and signed form will be archived following local traditions, either in the local file of the student, or in the files of the local examination committee.
2. The mark will either be a whole mark, or it can end on .5, following local customs.
3. If the supervisor intends to grade the master thesis with a ten, he must follow the local customs. At the TUD he must first inform and discuss this with the examination committee.
4. The diploma will be handed over to the student, either directly after the defence of the master thesis, or in a separate diploma awarding ceremony, following local customs.

## MSc in Embedded Systems – Thesis Assessment

Student Name:

Student number:

Thesis Title:

Course Code:

Assessment criteria (+ aspects suggested to take into account)	Assessment <sup>*</sup>	Remarks
<b>Content of the Work</b> <ul style="list-style-type: none"> <li>• Problem statement / research question</li> <li>• Literature / existing work</li> <li>• Originality</li> <li>• Research methods</li> <li>• Development / test approaches</li> <li>• Outcome of the work</li> <li>• Complexity / volume of the work</li> </ul>		
<b>Process</b> <ul style="list-style-type: none"> <li>• Independence</li> <li>• Seek &amp; use assistance</li> <li>• Planning (initial, updates)</li> <li>• Reporting on progress</li> <li>• Duration of the project</li> </ul>		
<b>Report</b> <ul style="list-style-type: none"> <li>• Structure</li> <li>• Contents</li> <li>• Writing style</li> </ul>		
<b>Presentation</b> <ul style="list-style-type: none"> <li>• Presentation style</li> <li>• Contents / structure</li> <li>• Discussion</li> </ul>		

\* Describe your assessment of the criterion in short or use the following short forms:

--: far below expectation; -: below expectation; 0: meets expectation; +: above expectation; ++: far above expectation

Suggested weighting factors for Work & Process : Report : Presentation are 1/2, 1/3 , 1/6

<b>Motivation for the final mark:</b>
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Date

Final mark:

Names and signatures of the exam committee (at least 3):