

FINAL PROJECT PROCEDURES for I-TECH and EIT-HCID

Updated 21 January 2020 (M. Theune)

This document provides information about the final project (master thesis project) and its preparation, the Research Topics. It is meant to complement the main information about Research Topics and Final Project that you can find here:

<https://www.utwente.nl/en/itech/programme/final-project/>

Topics covered in this document include finding a final project and supervisors, different types of final project, confidentiality, the process of doing a final project (from Research Topics to green light and presentation), and registering for Research Topics and Final Project.

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1. About the final project

The final project is the final study unit of the master. It has a study load of 30 EC. This means that, if you started in September and studied nominally, it will take up the entire second semester. You do not have to do your final project in the second semester, however. In fact, you can start it at any time you like, provided that you have finished all your courses except Research Topics.

I-TECH students can do either an internal (at the UT) or an external (outside UT) final project. If you want to do an external final project at a company after also having done an internship (20 EC) as part of your master programme, then you need to have special permission from the Examination Board. This is because according to the OER (Teaching and Examination Regulations) of I-TECH¹, the total number of credits completed at the UT or at another university or research institute approved by the programme mentor, must be at least 90. It is no problem if you do an internship at a company followed by an external final project at a university or research institute (other than UT).

EIT-HCID students are required to do their final project at least partially at a company. According to EIT rules, as an EIT-student you need to spend at least 3 months at this company. In UT terms, this type of final project is called an *external* final project; see also sections 2 and 3 below. In EIT terms (and in company terms), the stay at the company is called an 'internship'. However, the 'internship' for the final project is NOT just a traineeship at the company meant for you to gain work experience; it really needs to be about the topic of your Master thesis. It should not be confused with the kind of internship/traineeship that does not result in a Master thesis.

2. Finding a final project

One way to find a final project (external or internal) is to look at the website of the HMI (Human Media Interaction) research group and contact the staff member associated with the topic of your interest:

<https://www.utwente.nl/en/eemcs/hmi/hmi-teaching-folder/hmi-student-assignment-overview/>

In general, you can also contact any of the I-Tech teaching staff directly, if you think they are involved in research that would be interesting to do a final project on or if you have an idea for a final project that you think they would like. At least one staff member from the HMI group needs to be involved in your thesis committee, but this person doesn't need to be your main (daily) supervisor.

If you have found a final project opportunity in another way, please make sure to check its suitability with the programme mentor and/or a potential supervisor from the teaching staff before making any final decisions.

3. Doing an "external" final project

For EIT-HCID students it is in principle mandatory to do a final project with a company. For I-TECH students it is optional (see section 1).

¹ <https://www.utwente.nl/en/itech/rules-documents/oer-itech-18-19.pdf>

In case of external final projects (especially when they take place outside the Netherlands) you can ask the people from the EWI traineeship office for advice on practical matters such as contracts, subsidies, visa, travel insurance etc.:

<https://www.utwente.nl/en/eemcs/traineeship/>

Do not sign any contracts with a company until you have checked that it complies with the university's regulations, for example with respect to confidentiality; see section 4.

4. Confidentiality

In principle, the master thesis is public and is published on the UT website. However, it is possible to keep it confidential for a limited period of max. 2 years. A request regarding confidentiality should be sent by your advisor to the programme director of I-TECH (Alma Schaafstal) *before* the start of the final project.

Note that the university is obliged by law to store all final project reports (as well as internship reports) for a period of 7 years. Accreditation committees that assess the quality of the grading of the study programme must be able to read them. This also holds for confidential reports.

5. Research Topics: preparation for the final project

In preparation for the final project, students need to do Research Topics (10 EC). This needs to be finished before the start of the final project, so (in principle, if you want to start your final project in semester 2) by the end of the first semester. In that case, it will take up most of Block 1B. The first supervisor (from the university) of the final project is also the supervisor of the Research Topics. The content of your Research Topics depends on what is the best preparation for your Final Project; you should discuss this with your supervisor.

For I-TECH students, Research Topics (201900194) typically involves doing an initial literature study or some other preparatory study (pilot experiments, initial context analysis etc.) resulting in the statement of a clear research or design question and research plan for the final project.

For EIT-HCID students, Research Topics for EIT (201800524) is similar but smaller, only 4 EC.

6. Registering for Research Topics and the final project

You don't register for Research Topics in Osiris; you have to do it via Mobility Online. This also holds for your final project (regardless whether it is internal or external). When registering through the Mobility Online system, you fill in the form and then download it for your supervisor to sign. Then you upload the signed form in the system to complete the registration. The filled-in form ends up with BOZ. You need to register and finish Research Topics first before you can register your Final Project.

Instructions for registering in Mobility Online are here:

<https://www.utwente.nl/en/itech/programme/final-project/#registration>

Note that as study you may still need to choose "Human Media Interaction" (Mobility Online can be a bit behind the times).

Research Topics: confusingly, this registration link is called 'Online Application for Graduation', but it really is about Research Topics. You can see an example of a filled-in form in Appendix 1. At this stage you don't need to fill in your entire thesis committee yet. You only need to feel in the name of your Research Topics supervisor (see Section 7) as Committee Chair.

The course code you need to fill in for Research Topics for I-Tech is 201900194; the course code for Research Topics for EIT is 201800524.

Final project: if you are doing an external Master thesis project (30 EC), choose the category "Extended Graduation", NOT "internship". (Internal master thesis projects have the same category as external ones; inside that category you specify yourself whether it's internal or external.) Registering for the final project is a two-stage process. First you get a short and general form to fill in. This is sent to BOZ. They check if you have sufficient EC to start the final project. If this is the case, you get approval to start and you fill in a form with more details that needs to be signed by your supervisor. This form for is called "Proposal form – Graduation", see Appendix 2. Here you need to fill in your entire thesis committee; see Section 7.

The course code for the final project is 201900195.

For making your thesis *confidential*, you need to make a separate request to the programme director (see Section 4). Just checking the box in Mobility Online is not sufficient!

An overview of the entire registration process (for Research Topics and Final Project) is given in Appendix 3.

7. Supervisors

For your Research Topics you only need one supervisor. This is typically an examiner (staff member)² from HMI: <https://www.utwente.nl/en/eemcs/hmi/hmi-people-pages/>

For your thesis committee (final project) you need additional people. According to the latest rules in the Teaching and Examination Regulations, your thesis committee

- *has to be chaired by an associate or full professor from the responsible research group.* In case of I-Tech/HCID the responsible research group is Human Media Interaction and the professor is Dirk Heylen. So he will be officially the chair of your thesis committee. In practice, he will delegate this task to your daily supervisor – the one who also supervised your Research Topics.
- *In addition, the examination committee has to contain an examiner from another research group.* This can also be someone from another faculty.
- *The examination committee may contain further examiners, who are experts in the topic of the final project.* This includes your daily supervisor. If you do a master thesis outside the University of Twente, your external supervisor is also part of the committee.

Your daily supervisor probably has some suggestions if you don't know who to ask as the other members of your thesis committee.

² An examiner has to be a staff member, but not all staff members count officially as examiners. If you're not sure, just ask them.

8. Carrying out your final project and writing your thesis

After finishing your Research Topics, and registering for the Final Project, you can start the final project. Here is a final project guide that gives more details on what we expect from a thesis, role of the advisor, etc. The guide is from the Master Computer Science, but it also holds for I-TECH / HCID:

- [Final Project and Research Topics](#)
- [Objectives and activities](#)
- [Profile of the final project](#)
- [Supervisor role](#)
- [Assessment criteria](#)
- [Example description final project](#)
- [Graduation procedure](#)
- [Roadmap](#)

There is no official minimum or maximum number of pages for the thesis, but a typical length is at least 50 pages. The general style should be that of a scientific report; we do not accept theses that are just a conference paper.³ Your supervisors will tell you if they think any information needs to be added, or if your thesis is getting too long. There is also not a required format or lay-out style. If you want, you can use [the LaTeX UT thesis template](#), but feel free to use a nicer looking one.

Example theses

You can find all previous I-Tech (formerly called Human Media Interaction) master theses here:

<http://essay.utwente.nl/view/programme/60030.html>

9. Green light: getting permission to graduate

Around 4 weeks before your graduation date (when you present your thesis and get your diploma), your thesis committee must have given their approval for your final thesis. (This is called "groenlichtverklaring" = "green light declaration".) This approval does not need to be based on the final version of your thesis, but on a complete draft that the committee deems of sufficient quality to pass the exam. You can hand in this draft digitally to your thesis committee.

You cannot get green light if parts of the thesis are still missing. The green light is basically a statement that you will get a sufficient grade for your thesis even if no further improvements are made. This means that it should be in such a state that you do not need to make any essential changes to it anymore. Making improvements after the green light has been given is OK, but not the kind that will make a difference between an insufficient and a sufficient grade.

When you get the green light, your supervisor will inform BOZ of this. Then BOZ will contact you via e-mail to determine the date for your final presentation, ask you for any missing information and other administrative details.

³ But we do encourage students who want to write a conference paper *based on* their thesis.

Checking requirements by BOZ. The 4 weeks between green light and presentation are needed for BOZ to check whether you have fulfilled all master's programme requirements and to prepare your diploma, which in principle will be handed to you after your presentation. You only get your diploma if you meet all requirements of the programme, meaning that at the time of the green light you must have all your credits except the ones for your final thesis project.

For EIT students: please send an official document with your grades from your first year to BOZ. They need this in order to prepare your I-TECH diploma. You need to have at least 120 EC (including the credits from your first year) to get the diploma.

Final version of thesis. In the time between green light and final presentation, you can still make improvements to your thesis. The final version of your thesis should be sent to the committee about a week before your final presentation. It can be either digital or printed, depending on the preferences of your committee members; the university has no rule about this. The university will expect a digital copy for your file and for the library; this needs to be uploaded before your final presentation. You will get information about this from BOZ.

10. Final presentation

To finish your studies within the academic year, you need to give your final presentation (and get your diploma) before 1 September. It is OK to schedule your final presentation during the summer holidays in July or August, but you need to make sure that your thesis committee members can attend (and are not away on holiday).

You agree on the date of your presentation with your committee members. It is customary that all committee members are present. The presentation should be scheduled at the university, and at least the two UT members of staff should be there. Possibly the advisor from the company could attend via Skype, if it is impossible for them to attend in person. BOZ will reserve a room for you when you let them know about the date and how many people you expect.

The presentation is public. This means that you may have to remove any confidential information. Besides your thesis committee you can also invite fellow students, family and friends.

First, you will present the main results of your research (30-40 minutes). Then there is time for questions from the thesis committee, but also from the rest of the audience. After the questions (which usually last 10-15 minutes) the thesis committee withdraws to discuss your work and determine your grade and fill in the assessment form (see Appendix 4). When they come back, they announce the grade and explain its motivation. Then the I-TECH-diploma gets signed and handed over to you. Then there is time for speeches, drinks, or any other celebratory activities (all optional, of course).

11. After getting the diploma

After your presentation, the UT advisors will give the filled assessment form to BOZ, who will register your thesis grade. BOZ will contact you via e-mail when your grade list (= diploma supplement) is complete; you can choose whether to pick it up in person or if you want them to send it to you. You will also get a copy of the assessment form.

For EIT students: When you have the Master diploma from each of the two universities you attended, you can also get the EIT diploma based on those. *(TO BE ADDED: procedure for getting obtained results at I-TECH to the entry university.)*

If you did NOT get your I-TECH diploma at the time of your final presentation (for example, because some grade was still missing or it was not ready in time for some other reason) then you will have to pick it up in person at BOZ when it is ready (you will get an e-mail from BOZ about this).

APPENDIX 1

This is the form for **RESEARCH TOPICS** in Mobility Online! (Don't let the title of the form confuse you)

UNIVERSITY OF TWENTE.		APPLICATION FORM – GRADUATION	
STUDENT			
Last name(s)	Teststudent 146		
First name(s)	Tester		
Student number	s6300146		
Faculty	EEMCS		
Research chair/group			
Study field	Computer Science		
Start date assignment	20/11/2017		
ASSIGNMENT COMMITTEE			
1. Committee Chair	aan de Stegge, Myrthe		
2. Committee member UT			
3. Committee member UT			
4. Additional member(s)	..		
ASSIGNMENT DESCRIPTION			
Title of the Thesis			
Assignment description			
Additional Remarks			
COURSE CODE(S)			
Course Code	112345667		
Second Course Code			
Third Course Code			
Fourth Course Code			
SIGNATURE			
Signature student University of Twente Name: Tester Teststudent 146		Signature Chairman University of Twente Name: aan de Stegge, Myrthe	
..... (date (dd-mm-yyyy)) (Signature)	 (date (dd-mm-yyyy)) (Signature)	

APPENDIX 2

This is the registration form for **FINAL PROJECT** in Mobility Online.

<i>PROPOSAL FORM - GRADUATION</i>	
STUDENT	
Student number	5
Last name(s)	
First name(s)	
Study field	Business Information Technology
Study Level	MSc
Faculty	EEMCS
Research chair	
Confidential	
Start date assignment	15/10/2018
Expected end date assignment	15/04/2019
GRADUATION COMMITTEE	
1. Committee chair	
2. Committee member (UT)	
3. External member	
4. Additional member(s)	
ASSIGNMENT DESCRIPTION	
Title of the assignment	
Assignment description	
Additional Remarks	
COURSE CODE(S)	
Course code 1	192399979
Course code 2 (if appl.)	
Course code 3 (if appl.)	
Course code 4 (if appl.)	
RECEIVING ORGANISATION (if applicable)	
Name	
Country	
Address	
Name Supervisor	
Email	
CONFIDENTIALITY	
Proposal form confidential	<input checked="" type="checkbox"/>
if yes: confidential until	
SIGNATURES	
1/2	
UNIVERSITY OF TWENTE.	
<i>PROPOSAL FORM - GRADUATION</i>	
Student: Name (date (dd-mm-yyyy)) (Signature)	Chairman: Name (date (dd-mm-yyyy)) (Signature)

APPENDIX 3

Research Topics – STANDARD registration in MO

Preparatory phase

1. **Student** registers in Mobility Online *Standard registration*
Use the [Standard Registration](#) form
2. **Student** prints form, has it signed by their supervisor and uploads the signed form
Complete the procedure by [logging back in](#) and upload a signed form
3. **BOZ** checks whether the student has enough EC and if the mandatory fields (start/end date, title or topic, short description, signature supervisor) are filled and the supervisor signed
 - a) If yes: approves application in MO
 - b) If no: decline application, and fill out reason in feedback field. This can be:
 - The supervisor is not an examiner for RT, and someone else needs to sign of
 - The signature of the supervisor is missing
4. **Student** completes the assignment and marks the registration completed in MO
5. **BOZ** marks the assignment as complete, when the grade is in

Final project – EXTENDED registration in MO

1. **Student** registers in Mobility Online *Extended registration*
Use the [Extended Registration](#) form
2. **BOZ** checks if the student has enough EC to start the Final project
 - a) If no: decline application, reason insufficient EC to start Final project
If the student responds with e.g. they have been doing an internship and the grade is in process. The student can be approved during this step, but include a note why student is initially approved. Student can now move on filling out remaining part of the application
 - b) If yes: approve
3. **Student** by [logs back in](#), **indicates internal/external, and fills out** the remaining part of the form. Prints the form, has it signed by their supervisor and uploads the form.
During registration choose **internal** if you carry out your research within a research group at the UT, or **external*** if you carry out your research outside the UT.
4. **BOZ** checks the form. If the mandatory fields are filled in correctly and the supervisor signed of, approve the form. If not, decline the form with reason.
5. **If a scholarship applies, student** is forwarded to the scholarship pipeline
6. **Student** marks the process as complete**
7. **BOZ** marks the process as complete after receiving the grade. Actual end date and title can be adjusted.

* new organizations/contacts are registered by the master coordinator (if necessary, in consultation with the internship office). This is a separate process and does not cause delay for the student, who is always automatically transferred to the next step in the pipeline.

** in between these steps the normal procedure concerning 'green light', application final examination etc. take place.

MSc in Computer Science/Telematics/ Interaction Technology Thesis Assessment

Student Name:

Student number:

Thesis Title:

MSc specialization:

Assessment criteria (+aspects suggested to take into account)	Assessment*	Remark (optional)
Content of thesis <ul style="list-style-type: none"> • Problem statement • Context and existing work • Discussion and argumentation • Results and conclusions • Recommendations 		
Structure of thesis <ul style="list-style-type: none"> • Organization and structure • Clarity • References • Language 		
Quality of work <ul style="list-style-type: none"> • Relevance • Originality • Complexity/volume of work • Contribution • Validation of design/product 		
Process <ul style="list-style-type: none"> • Independence • Creativity • Problem solving • Planning • Interaction 		
Scientific quality <ul style="list-style-type: none"> • Research question • Critical attitude • Scientific methods 		
Oral presentation and defense <ul style="list-style-type: none"> • Clarity • Focus • Use of media • Answering questions 		

* Describe your assessment of the criterion in short or use the following short forms: **n/a**: not applicable; **i**: insufficient; **--**: much below expectation; **-**: below expectation; **0**: meets expectation; **+**: above expectation; **++**: much above expectation

Motivation for final mark (obligatory and related to above assessment):

Date:

FINAL MARK

Name of Examiner 1:

Name of Examiner 2:

Signature:

Signature: