

Guidelines for the examiners and supervisors of a master's thesis at Tampere University and partner companies

Checklist for the kick-off meeting of a thesis project

What is a master's thesis?

- a master's thesis is a project that has a limited scope and duration (30-40 credits/approx. 6-8 person-months)
- the thesis topic must be connected to the field of the student's advanced studies
- the thesis project contains tasks that are not part of a typical company project

Funding options

- different funding options are available for students writing their thesis
- the funding options impose different limitations on the employment relationship

Goals and requirements

- general requirements for a master's thesis
- goals set for the thesis by the partner company
- goals set for the thesis by the student and the achievement thereof
- assessment and grading principles

Schedule

- agree on a timeline for completing the thesis
- prepare a schedule for the submission of intermediate reports
- agree on the number of hours that the student will spend on the project (and other possible tasks)

Content

- thesis structure and research plan
- define and narrow down the thesis topic
- research methods and materials

Principles of using AI

- Agree on the rules for using AI
- Review the AI guidelines of the university and the company

Publicity

- a master's thesis is a public document
- agree on the management of confidential information
- a master's thesis is published electronically; it may be bound in hard covers upon the student's request
- discussions are confidential

Administrative matters

- the student's expectations
- agree on the minimum number of meetings and the communication channels
- maintain regular contact and interaction
- the student is guaranteed to receive a certain amount of supervision

Supervisory practices

- the thesis topic must be approved and examiners appointed at the beginning of the project
- the student is obligated to complete the process in accordance with the Master's Thesis Guidelines of Tampere University

Data ownership and ethical considerations

- Discuss and agree on practical procedures at the start of the project
- Clarify how the student should act and where project-generated data will be stored
- Consider ethical aspects and require permits depending on the topic

Responsibilities of the examiner, supervisor and student

- the student must have a designated supervisor at the company
- a representative of the partner company attends the kick-off meeting
- roles of the University-affiliated examiner and the company representative at the different stages of the project
- potential conflicts: who can the student contact in case of problems?