A?

Languages of the thesis, abstract and degree

Research ethics and integrity

Publicity and publication of a master's thesis

Templates

→ 2. Planning your thesis

Find a thesis topic, supervisor and advisor

Apply for thesis topic approval

Codes

→ 2.1. Finding a supervisor

CCIS

EngPhy

MathOR

IEM

INFO



common... / Sections / 2. plan... / apply f...

Apply for thesis topic approval

1. When I have to apply for thesis topic approval?

- Apply for thesis topic approval from Degree Programme Committee
 - once you have agreed on the topic with the supervisor. The DPC approves the topic, language, supervisor and advisor(s) for your thesis.
 - o if your previous topic has expired. Topic is valid for one year after approved in the DPC. Applying for thesis topic renewal is done exactly the same way than your original thesis topic approval.
 - o if one or more of these have changed: thesis topic, language, supervisor and/or advisor(s).
- Follow the *Deadlines* when applying for the thesis topic.
- NB! The thesis topic and the completed thesis can't be approved in the same DPC meeting. This is especially important to know if you are submitting your thesis for the last DPC meeting of the academic year and your study right is ending.

2. What are the requirements for topic approval?

- You can apply for thesis topic approval if

 - o your B.Sc. degree has been registered, you are enrolled as an attending student and
 - o your personal study plan (HOPS) is completed / approved in Sisu. You should have a study plan (HOPS) for the total scope of your degree (120) credits) when applying for topic approval. The Learning Services will check your HOPS when handling your application.
 - There are no requirements for the amount of completed credits when applying for Master's thesis topic approval.

3. What happens after I have submitted the topic application?

- After the deadline is met, your application is handled by the Learning Services. We check your application and present it to be approved for your programme's Degree Programme Committee (DPC).
- When the DPC has officially approved your topic, you will receive an email confirmation about it during the next few workdays.

4. How long the topic will be valid and when it expires?

- Your thesis topic is valid for one (1) year from the date of approval.
- The thesis topic approval date is the DPC meeting date.
- If the thesis is not submitted for evaluation during the period the topic is valid, the topic expires and must be applied for again.
- It is advisable to keep the topic compact and informative. The final title of the thesis can be changed later without a new approval as long as the topic remains the same.

5. What if I have problems completing the thesis within the target time?

- Even though the topic is valid for one year, the target time for completing the thesis is six months. Time used for completing the thesis might affect the thesis evaluation. This time period is not calculated from the approval date of the topic but from the actual start date of the thesis as agreed and judged by the supervisor.
- If you have problems completing your thesis within the target time, contact your supervisor as soon as possible. The thesis supervisor can extend the target time if there is a good reason for it.
- NB! The thesis topic and the completed thesis can't be approved in the same DPC meeting. This is especially important to know if you are submitting your thesis for the last DPC meeting of the academic year and your study right is ending.

6. When to apply for thesis topic renewal?

• If your thesis topic is expired (it is valid for one year after being approved in the DPC) or if one or more of these have changed: thesis topic, language, supervisor, and/or advisor(s), you have to apply for topic renewal. This is done exactly the same way as your original thesis topic approval. Use the application form on eAge and attach a new 206 form or other written agreement from your supervisor to the form.

7. How to apply for topic approval?

These instruction apply for all SCI students except students in SECCLO programme. If you are a student in SECCLO, please see your instructions below.

- 1. Check that you have added the masters thesis (diplomityö) and maturity essay (kypsyysnäyte, abstract) to your personal study plan (HOPS) in Sisu with right codes (p. 1).
- 2. Get a supervisors agreement and fill in form 206 Request for approval of topic of master's thesis (pdf). Other examples of a written agreement include an email conversation, signed memo from the thesis meeting or other written agreement that must include the same information as the 206 form.

4. Submit the form Approval of the Master's thesis topic, supervisor, advisor and language (CHEM, ELEC, ENG, SCI) in eAge and add filled form 206 or other

written agreement as a part of it. Applications without supervisors agreement can't be accepted. 8. How SECCLO students apply for topic, supervisor and advisor approval?

3. Check the correct code and name for major here (p. 2-3) for the eAge application.

If you are a SECCLO student, you must to apply for topic, supervisor and advisor by submitting the filled form to the program planner Emma Tuomola, emma.tuomola@aalto.fi according the deadlines.

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Previous activity

→ Find a thesis topic, supervisor and advisor

Next activity

Codes ►



Tuki / Support Opiskelijoille / Students

- MyCourses instructions for students
- email: mycourses(at)aalto.fi

Opettajille / Teachers

- MyCourses help
- MyTeaching Support form

Palvelusta

- MyCourses rekisteriseloste
- Tietosuojailmoitus
- Palvelukuvaus
- Saavutettavuusseloste

About service

- MyCourses protection of privacy
- Privacy notice
- Service description Accessibility summary

Service

- MyCourses registerbeskrivining
- Dataskyddsmeddelande
- Beskrivining av tjänsten • Sammanfattning av
- tillgängligheten