

Innopolis University

GUIDELINE FOR THE THESES BS DEGREES

September 25, 2019

Curriculum Committee

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1 INTRODUCTION

A BS thesis is an essential part of the learning experience for students as it focuses on their ability to integrate knowledge acquired throughout courses into a concrete problem. The final thesis assessment will consist of two parts. The first part relates to the project outcome. The second part relates to the project documentation.

The part that relates to the project outcome can take two forms, depending on the nature of the goals of the project: system development (thesis type 1) or research-oriented investigation (thesis type 2).

In the case of a thesis that focuses on system development, the outcome will take the form of the design, implementation, test, and evaluation of a complete system. This type of thesis might be done based on Industrial project.

Intellectual property is generally agreed between the student, company and university on a case by case basis. An agreement has to be signed in order to clarify what access rights has the university over the source code. In most of the case this agreement does not prevent the publication of a scientific article. The Center for Career Development is in charge of preparing the agreement and validate the compatibility between University and Company. The signature of the agreement should be executed prior to any research and development activity.

In the case of a thesis that focuses on a research-oriented investigation, the outcome will take the form of an analysis of the subject area, a synthesis of a specific conjecture or hypothesis, empirical validation of the proposed model, and critical appraisal of the empirical or theoretical results.

This document serves as guidelines to ensure the maximum quality of students' work and the possibility of them finishing their thesis in time. The thesis work will be developed in an incremental manner: students will have a running prototype of the thesis by the end of the first academic term, and a complete development by the end of the academic year.

Lastly, it is important to emphasize that during the thesis, students are expected to meet regularly with their supervisor and to act diligently on them.

This document is organised as follows. Chapter 2 presents a general template of deliverables that supervisors could use. Chapter 3 describes what needs to be done before starting the thesis work. Chapters 4 and 5 give guidelines for the thesis document and the presentation, respectively. Finally, chapter 6 presents the evaluation criteria for the thesis.

Summary

- Submission of title and supervisor: 1.10.2019
- Submission of Midterm results: Fall Week 9
- Midterm evaluation of Fall Semester: Fall Week 10
- Submission of Fall term results: Fall Week 15
- Grade for Fall Semester: end-of Fall semester

- Submission of Midterm results: Spring Week 8
- Midterm evaluation of Spring Semester: Spring Week 9
- Final presentation for Supervisor: Spring Week 15
- Grade for Spring Semester: end-of Spring semester

- Final submission (include hard copy): 9.6.2020
- Final presentation (Panel of Experts): from 16.6.2020 to 19.6.2020
- Grade for Thesis: right after Panel of Experts

2 TEMPLATE OF DELIVERABLE FOR SUPERVISORS

The template presented here is **just a suggestion to be used by supervisors**. The milestones themselves are thesis-specific, here we show two alternatives for System Development (thesis type 1) or research-oriented investigation (thesis type 2).

Fall

- Deliverable 1 - Draft of Literature Review: due by 15.10.2019
- Deliverable 2 - System Requirements or methodology definition: due by 30.10.2019
- Deliverable 3 - System Design or initial set up of experiments: due by 15.11.2019
- Deliverable 4 - Demonstrative minimal prototype or results: due by 30.11.2019
- Deliverable 5 - First Draft of the Research or Project Paper: due by 15.12.2019

Spring

- Deliverable 6 - Full prototype or full results: due by 15.2.2020
- Deliverable 7 - Testing or Validation: due by 15.3.2020
- Deliverable 8 - Full thesis draft: due by 31.3.2020
- Deliverable 9 - Final demo and presentation: due by 15.4.2020

Summer

- Deliverable 10 - Final Thesis and abstract: due by 9.6.2020
- Deliverable 11 - Presentation to commission: from 16.6.2020 to 19.6.2020

3 PREPARATION

Due by the end of September forth year Fall semester, students need to have a meeting with a potential supervisor (IU Faculty) to decide on the topic of the thesis, research questions, title, aims, objectives, and the general structure of the thesis project. A list of potential topics will be found on Moodle.

Students, with their potential supervisors' help, should provide a complete specification of the problem, listing objectives, requirements and a work plan to develop. The specification should include the research question.

- For thesis type 1, students should provide a description of the functionality of the system to be designed. Along with a discussion of the parameters affecting the performance of the system, its limitations and restrictions.
- For thesis type 2, students should provide a description of the goals of the investigation to be carried out in the project. Along with a discussion of the criteria or metrics to be used to assess the outcome of the investigation.

The final version of the specification should be submitted to the Moodle before the due date

4 DISSERTATION

The BS dissertation is an independently written scientific work. This chapter shows the general guidelines for the document (each section can be treated as a chapter of the dissertation).

4.1 General guidelines

The thesis should be written in English language and have a minimum length of 40 pages.

4.2 Title, abstract, acknowledgements, table of contents

Thesis' cover will be found in the thesis template available on Moodle.

4.3 Introduction

In this chapter, students should introduce their work. Students should

- mention what the topic is about;
- why there is a need to further research on this topic;
- what the hypotheses are;
- state the research questions.

4.4 Literature Review and Related Work

In this chapter, students should write a Literature Review and Related Work on the topics and domains related to the project. For this, students may consult books, research journals, conference proceedings, handbooks, and even online courses. Some of the questions to be covered in this chapter are

- What is the relevant prior work?
- Where can I find it? (citations are important)
- Why should it be done differently?
- Has anyone attempted your approach previously?

- Where is that work reported?
- What is the outline of your way.

4.5 Design and Methodology

In this chapter, students should describe the general structure of the study: methods, approaches or processes followed during the study. The methodology should be linked back to the aims of the thesis and the literature to explain why you are using certain methods. In the case of a system development, students should describe the Design of the system: describe each component and how they will interact to each other. They should also describe the different experiments carried out. The design and solution should be elegant and robust – consistent with industrial standards.

This chapter should answer:

- Why did you use this technology/method?
- How does the theory relate to your implementation?
- What are your underlying assumptions?
- What did you neglect and what simplifications have you made?
- What tools and methods did you use?
- Why use these tools and methods?

4.6 Implementation and Results

In this chapter, students should describe in detail the implementation performed, as well as the results of applying the system implementation to a case study or any experiment undertaken.

- For thesis type 1: Test suites implemented and documented. Faults also documented and catalogued. Comparison of the system performance to those other systems described in Section 4.4 or with benchmark metrics.
- For thesis type 2: Results presented in a manner that makes explicit their relationship to the research question. Including some estimate of error or reliability, and a comparison to those other systems described in Section 4.4 or with benchmark metrics.

This chapter should answer:

- Did you actually build it?

- How can you test it?
- How did you test it?
- Why did you test it this way?

4.7 Analysis and Discussion

In this chapter, the student should describe in detail the analysis and discussion of the findings from previous chapters. Students should discuss the accuracy and relevance of the results; compare with other researchers results.

Are the results satisfactory? how do you define success in your thesis work. Why should you (not) test it more? What compensations had to be made to interpret the results? Why did you succeed/fail?

4.8 Conclusion

In this chapter, students should state the consequences of the achieved results. They should also mention whether the results are satisfactory and how they can be improve. This chapter is a short account of the results of your work, emphasising mainly what is new.

Students should align conclusion to the Introduction, in which the problem was described. They should also mention limitations of the work and suggest what further work might be done. Make a synthesis of the contributions and impact of your work and recommendations.

4.9 Bibliography

References should be consistently cited in the text. (Plagiarism is unacceptable). References of the dissertation should follow APA (American Psychological Association) style (it is already provided in the latex template). References to the World Wide Web, Wikipedia, non peer-reviewed sites, non-academic manuscripts and other blogs/social networks **should be avoided**.

Some of the questions this chapter should answer are:

- What is the background reading list?
- Where is the related work?
- Where is the prior work?
- Where can I find important material?

5 PRESENTATION

Students, in addition to submitting the thesis document, need to make a presentation to their supervisors describing the thesis work. Supervisors arrange the presentation's schedule and location. They might invite other IU Faculty to attend the presentation.

Students will have 20 minutes only for the presentation. It will be followed by 10 minutes of questions/answers. The presentation should focus on the problem of the thesis, the research questions, the work performed, what was discovered, what are the lessons learned and the recommendations.

This is the recommended structure of the presentation

- General context
- Open problem you addressed – research questions
- Literature review and background
- Your proposed solution to the problem – design and methodologies
- Implementation and experiments
- Results and discussion
- Conclusions – contribution, impact, future work

6 EVALUATION CRITERIA

The thesis work is an activity to be developed by students during the final academic year of the Bachelor program. The work is worth 2 courses (one in Fall and one in Spring). It is evaluated in several stages. The following sections describe the different stages of the thesis evaluation, the grading criteria and the committee in charge of the evaluation.

6.1 Stage 1: Course 1 (in Fall)

There are 2 evaluations during the Fall semester:

1. Mid of semester assessment is based on the Literature Review and Related Work thesis chapter. The writing is aligned with the Academic Writing and Research Culture course. This grade represents the projected grade at the end of the semester of the student if the performances remain those of the initial part of the semester.

Deadline: Week 10 in the Fall semester.

Who: Supervisor

Where: Moodle (A/B/C/D)

2. Final evaluation of the course is based on the Literature Review and Related Work thesis chapter and a working prototype of the thesis. E.g. For thesis type 1, the student should present a working prototype of the implementation.

Deadline: Week 17 in the Fall semester.

Who: Supervisor

Where: Moodle (A/B/C/D)

6.2 Stage 2: Course 2 (in Spring)

There are 2 evaluations during the Spring semester:

1. Mid of semester assessment is based on Chapters Design and Methodology and Implementation chapters. This grade represents the projected grade at the end of the semester of the student if the performances remain those of the initial part of the semester.

Deadline: Week 7 in the Spring semester.

Who: Supervisor

Where: Moodle (A/B/C/D)

2. Final evaluation of the course is based on the thesis work and Presentation (detailed criteria below).

Deadline: Week 18 in the Spring semester.

Who: Supervisor

Where: Moodle (A/B/C/D)

Submission of the final manuscript of the thesis is via Moodle. Students should provide a hard copy of the thesis after Supervisor's approval (between Week 16 and 18 of the Spring semester)

The grading form for the Thesis can be found in Moodle.

These are the criteria:

For thesis type 1:

- Does the student show that the design meets the requirements & specification?
- Has a theoretical model been used or developed?
- Has a formal design methodology been adopted and, if so, properly used?
- Is the design well structured (e.g. is it hierarchical, are there well-identified interfaces and is there a functional specification for each sub-system)?
- Is the design of the software or hardware fully implemented?
- Is the implementation modular?
- Is the final system of high quality (i.e. elegant or robust implementation consistent with industrial standards)?

For thesis type 2

- Are all the factors, empirical or theoretical, affecting the investigation analysed and coherently summarized?
- Has a theoretical model been used or developed?
- Is a clear research question in the form of an explicit conjecture or hypothesis formulated and discussed?
- Are appropriate validation criteria identified and described?
- Have appropriate studies been conducted sufficiently well to address the research question (by simulation or other means)?

- Are the empirical tests well designed with clearly defined parameters and measurable outcomes?
- Are the empirical tests sufficient to arrive at a convincing conclusion or answer to the research question?

For the thesis document: Organization & Clarity

- Is the abstract representative of the content of the report?
- Is there evidence that the student has read a representative amount of relevant material?
- Is this material properly cited?
- Is the report logical in its development of the material?
- Are grammar and spelling generally correct?
- Is the phraseology clear and concise?

Technical Content

- Does the student demonstrate mastery of the domain?
- Is the student's synthesis of the relevant material compelling?
- Has the student explained all the issues in his or her own words or recycled significant amount of the text from other sources?

Conclusions and Future Work

- Are conclusions well written?
- Are the student's conclusions or insights significant?
- Has he or she presented an objective and thorough appraisal of his or her achievements?
- Does the student make clear what he or she has learned from the project?
- Does he or she present ideas on future work related to his or her project?
- Does he or she understand the relevance and importance of the work presented in the Thesis?

For the Presentation

- Has the student covered all of the relevant issues?
- Was the presentation clear and concise?
- Was the student confident of his or her subject matter?
- Did he or she make the subject matter interesting?
- Did he or she answer questions well?

6.3 Stage 3: Panel of Experts

For admission to graduation thesis defense, you must submit the following documents by 9.6.2020, to the Department of Education office :

- Bound graduation thesis, signed by the supervisor on the title page, drawn up in accordance with the requirements;
- Graduation thesis abstract in Russian is on 10-15 pages (the form available in Moodle).
- Graduation thesis and Abstract in soft copy (pdf with a text layer and link to LaTeX doc) uploaded to Moodle;
- Supervisor's review signed by the supervisor (the form available in Moodle);

Graduation thesis will be checked by anti-plagiarism system. If its authenticity is insufficient, it shall be returned for revision.

The Committee includes Professors from Innopolis University and Industry Representatives.

Graduation thesis defense shall be held in English.

Students will have 5 minutes only for the presentation. It will be followed by 10 minutes of questions/answers. The presentation should focus on the problem of the thesis, the research questions, the work performed, what was discovered, what are the lessons learned and the recommendations. Students might use same guidelines as for Supervisors presentation. The grades from Experts will be announced at the same day after panel.

6.4 Outstanding Thesis Works

Those outstanding thesis works, works published or accepted in A or B venues in the Faculty ranking, will receive a Dean's List recognition.