

Master Thesis Regulations

Erasmus Mundus Master in Vision and Robotics (VIBOT)



Contents:

1. Scope
2. Procedure
3. Calendar

Annex A. Thesis proposal form

Annex B. Calendar for year 2014-2015

Annex C. Supervisor Evaluation Form

Annex D. 2nd Reader Evaluation Form

Annex E. Final Thesis Evaluation Form



Erasmus Mundus in Vision and Robotics Master Consortia (UB, HW, UdG)
February 2015

Master Thesis Regulations

1. Scope

The Master thesis is regarded as an activity of the student in an area related to the topics of the master, with an equivalent of 30 ECTS, and supervised by a lecturer of the master or a member of a partner institution. The thesis will be based on a given research subject, a technological development or a mixture of both. It can be carried out in any of the three universities of the consortia or any other institution or company previously agreed with the consortia.

2. Procedure

The student must follow the procedure below,

- I. **Master Thesis proposal.** The student will present the thesis proposal form (see Annex A.) to the master coordinator in the thesis host institution. The proposal should contain the following information: Title of the thesis, Aim, Brief description, Main tasks, planning (chronogram), thesis director and the research group or institution.
- II. **Thesis submission.** In a due date (see calendar), the student will present a master dissertation with the following structure.
 - Introduction
 - Problem definition
 - State of the art



- Methodology
- Results
- Conclusions
- Bibliography

The thesis should contain a maximum of 70 000 words and extend from 40 to 60 pages. In addition, the student must present a summary of the thesis in the format of a short scientific paper from 4 to 6 pages, as well as a poster (A0 format) which will be presented during the VIBOT day in Girona in June 16th, 2015.

Formatting guidelines and templates for the master thesis and the paper are set along with this document.

Submission of the thesis and scientific paper should be both electronic and in 2 printed copies which are given to the master thesis co-ordinator of each host institution (students outside Europe whom will defend by video-conference will only send electronic copy)

III. Evaluation. The master thesis will be evaluated using the following procedure:

- a. Supervisor (40%).** The supervisor will evaluate the work of the student in terms of quality, management and the dissertation document.
- b. Second Reader (30%).** The dissertation document will be evaluated by a second reader belonging to one of the universities of the consortia (UB, HW, or UdG) which will be proposed by the consortia.
- c. VIVA assessment (30%).** There will be **two simultaneous** VIVA examinations during the VIVA dates at the University of Girona (check the calendar for the dates). Each VIVA examination board will be composed of three lecturers of the master, one from each institution. The members of the board will receive a copy of the dissertation document and the reports from the supervisor and the second reader.



The examination board will evaluate the oral presentation (presentation skills, structure, results, methodology, etc.) and the questions answered by the student.

A final mark will be given after the VIVA examination taking the above criteria into account.

3. Calendar

The calendar of the Master Thesis process is approved by the master consortia and is detailed in the Annex B.

ANNEX A – Master Thesis Proposal

1. Student Information

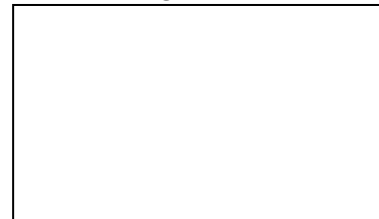
Family Name:

First Name:

Passport Number:

e-mail:

Date and Signature



2. Master Thesis Information (use as many pages as needed)

Title:

Description:

Aims:

Tasks:

Planning:

3. Supervisor Information

Signature

Name:

Department:

Institution:

e-mail:

Date and



ANNEX B – Calendar for the year 2014-2015

	Date/deadline	Comments
Starting of the semester	2 nd February 15	
Submission of the MSc Thesis Proposal	2 nd March 15	Submit the document in the Annex A to the master coordinator david.fofi@u-bourgogne.fr
Design of the web site which will present your work	13 th April 15	Example of web site: http://gradvibot.u-bourgogne.fr/
Selection of second reader	30 th April 15	Second reader designation by the consortia
Submission of the MSc Dissertation	1 st June 15	Submit the thesis dissertation to the master coordinator of thesis host institution (see regulations) paper and electronic version. HW: D.E. Clark : d.e.clark@hw.ac.uk UdG: R. Marti : robert.marti@udg.edu uB: Y.Fougerolle: yohan.fougerolle@u-bourgogne.fr as well as an electronic copy to david.fofi@u-bourgogne.fr
Dissertations are sent to the second readers	3 rd June 15	
Submission of the MSc research paper (4 to 6 pages), submission of the poster	5 th June 15	Submit these documents to yohan.fougerolle@u-bourgogne.fr
Up-load your research work on the web site designed for VIBOT Day and Industrial launch	10 th June 15	
Submission of the supervisor evaluation form	12 th June 15	Supervisor submits the evaluation form to the master coordinator of thesis host institution (coordinator forwards an electronic copy to david.fofi@u-bourgogne.fr)
Submission of the second reader evaluation form	12 th June 15	Second readers submit the evaluation form to the master coordinator of thesis host institution (coordinator forwards an electronic copy to david.fofi@u-bourgogne.fr)
VIVA assessment in Girona	15 th June 15	All students will defend in the University of Girona. Students outside Europe will defend by videoconference.
VIBOT Day (see program)	16 th June 15	Science forum, student poster presentations and oral presentations in front of a panel of private companies (see VIBOT day program).

ANNEX C –Supervisor Evaluation form

MSc/Diploma Dissertation Assessment Supervisor Counts for 40% of final project mark

Student Name:

Course: VIBOT

Project

Title:

Assessed By: (supervisor) 2nd Reader

You should assess the dissertation under ALL of the categories listed.

British: The normal expectation is Distinction 70%, MSc 50%, Diploma(HWU only) 40%

French System: Over 50%, Passable, Over 60% Mention Assez Bien, Over 70%, Bien, Over 80% Tres Bien

Spanish System: Over 50% Aprobado, Over 70% Notable, Over 85% Sobresaliente.

Please mark your views on the following tables and provide comments, then use these to assist in allocating a mark for each section.

1. Technical Quality of Project

The following points may be considered if relevant to the project	Weak Strong					N/A
	1	2	3	4	5	
Is the topic meaningful, complex and challenging?						
Is there evidence of a clear understanding of the project area/research topic?						
Is there any novelty in the work? Or is the work a significant contribution to the area?						
Is the topic fully researched or investigated?						
Are the project outcomes of a high quality?						
Comments:						
Mark (Out of 20)						/20

2. Project Management

The following points may be considered if relevant to the project	Weak			Strong		N/A
	1	2	3	4	5	
Did the student take responsibility for the management of project?						
Did the student manage their time effectively?						
Were the project milestones set appropriately and achieved?						
Was the adopted approach/methodology fully understood and justified?						
Has the student used appropriate tools/software?						
Have the appropriate design methodologies been employed?						
Has the student provided ideas and approaches of original thinking?						
Comments:						
Mark (Out of 20)					/20	

3. Results and Evaluation

The following points may be considered if relevant to the project	Weak			Strong		N/A
	1	2	3	4	5	
Are the results presented clearly in a logical manner?						
Are problems and difficulties explained?						
Does the student demonstrate an understanding and interpretation of results and their significance?						
Is the application/product of limited functionality?						
Does the student demonstrate an appropriate level of understanding of the complexities of the project?						
Is there any critical evaluation of the project?						
Has the student suggested future work?						
Are evaluation and recommendations coherent and logical?						
Comments:						
Mark (Out of 20)					/20	

4. The Dissertation Document

The following points may be considered if relevant to the project	Weak			Strong		N/A
	1	2	3	4	5	
Is the writing clear, concise and with good English?						
Is the dissertation sensibly structured into chapters and sections?						
Is the dissertation of an appropriate length?						
Is the approach adopted well justified?						
How well did the student discuss and explain their own work?						
Is the dissertation as a document of an MSc standard?						
Comments:						

5. Volume of Work and Skill Demonstrated

The following points may be considered if relevant to the project	Weak			Strong		N/A
	1	2	3	4	5	
Does the student appear to have undertaken a significant volume of work?						
Was the student required to master new material to enable them to undertake the project?						
Is the topic fully investigated?						
Does the dissertation show a deep understanding of the topic?						
Comments:						

6. General Comments:

Do you for any reason believe that this dissertation should be withheld from the library?	YES	NO
If YES, please state why.		

Do you believe that the dissertation contains serious plagiarism?	Unsure	YES	NO
If YES or unsure please comment:			

7. Total Mark

Total: /100

8. Amendments

This section is **ONLY** to be completed if the dissertation is returned for remarking due to disparity in marking between the supervisor and 2nd reader.

Amended Mark

**Amended Total:
/100**

If the final mark has been amended, please state the rationale for the changes.

Signature..... Date.....

ANNEX D – 2nd Reader MSc Dissertation Assessment

MSc/Diploma Dissertation Assessment

2nd Reader (30% of final mark)

Student Name:

Course: VIBOT

Project

Title:

Assessed By:(2nd Reader)

Supervisor

You should assess the dissertation under ALL of the categories listed.

British: The normal expectation is Distinction 70%, MSc 50%, Diploma(HWU only) 40%

French System: Over 50%, Passable, Over 60% Mention Assez Bien, Over 70%, Bien, Over 80% Tres Blen

Spanish System: Over 50% Aprobado, Over 70% Notable, Over 85% Sobresaliente.

As second reader you are primarily concerned with the dissertation document. Please mark your views on the following tables and provide comments, then use these to assist in allocating a mark for each section.

1. Rationale and Objectives

The following points may be considered if relevant to the project	Weak			Strong		N/A
	1	2	3	4	5	
Is the topic meaningful, complex and challenging?						
Are the objectives and aims clearly stated?						
Are the main areas of investigation for the project identified?						
Has the student provided ideas and approaches of original thinking?						
Comments:						
Mark (Out of 20)						/20

2. Review and Methodology

The following points may be considered if relevant to the project	Weak			Strong		N/A
	1	2	3	4	5	
Is there evidence of sufficient background reading?						
Is there evidence of a clear understanding of the project area/research topic?						
Is the literature study up to date and critically evaluated?						
How pertinent is the background/referenced material?						
Has the student used appropriate tools/software?						
Have the appropriate design methodologies been employed?						
Are the appendices relevant?						
Comments:						
Mark (Out of 20)					/20	

3. Results and Evaluation

The following points may be considered if relevant to the project	Weak			Strong		N/A
	1	2	3	4	5	
Are the results presented clearly in a logical manner?						
Are problems and difficulties explained?						
Does the student demonstrate an understanding and interpretation of results and their significance?						
Is the application/product of limited functionality?						
Does the student demonstrate an appropriate level of understanding of the complexities of the project?						
Is there any critical evaluation of the project?						
Has the student suggested future work?						
Are evaluation and recommendations coherent and logical?						
Comments:						
Mark (Out of 20)					/20	

4. The Dissertation Document

The following points may be considered if relevant to the project	Weak			Strong		
	1	2	3	4	5	N/A
Is the writing clear, concise and with good English?						
Is the dissertation sensibly structured into chapters and sections?						
Is the dissertation of an appropriate length?						
Is the approach adopted well justified?						
How well did the student discuss and explain their own work?						
Is the dissertation as a document of an MSc standard?						
Comments:						
</						

5. Volume of Work and Skill Demonstrated

The following points may be considered if relevant to the project	Weak			Strong		N/A
	1	2	3	4	5	
Does the student appear to have undertaken a significant volume of work?						
Was the student required to master new material to enable them to undertake the project?						
Is the topic fully investigated?						
Does the dissertation show a deep understanding of the topic?						
Comments:						

6. General Comments:

Do you for any reason believe that this dissertation should be withheld from the library?	YES	NO
If YES, please state why.		

Do you believe that the dissertation contains serious plagiarism?	Unsure	YES	NO
If YES or unsure please comment:			

7. Total Mark

Total: /100

8. Amendments

This section is **ONLY** to be completed if the dissertation is returned for remarking due to disparity in marking between the supervisor and 2nd reader.

Amended Mark

**Amended Total:
/100**

If the final mark has been amended, please state the rationale for the changes.

Signature..... Date.....

ANNEX E – MSc Thesis Assessment

MSc Thesis Assessment

Student Name:

Course: VIBOT

Project

Title:

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Supervisor:

Assessed By:

Assessed By:

Assessed By:

You should assess the dissertation under ALL of the categories listed.

British: The normal expectation is Distinction 70%, MSc 50%, Diploma(HWU only) 40%

*French System: Over 50%, Passable, Over 60% Mention Assez Bien, Over 70%, Bien, Over 80% Tres
Blen*

Spanish System: Over 50% Aprobado, Over 70% Notable, Over 85% Sobresaliente.

A) Supervisor mark (Out of 100)	/100
B) 2n Reader mark (Out of 100)	/100
C) VIVA (Out of 100)	/100
FINAL mark (Out of 100) 40% (A) + 30% (B) + 30% (C)	/100

MSc/Diploma VIVA Assessment

(30% of final mark)

1. Presentation Skills (out of 40)

The following points may be considered if relevant to the project	Weak Strong					N/A
	1	2	3	4	5	
Planning						
Clarity						
Are the objectives and aims clearly stated?						
Are the main areas of investigation for the project identified?						
Has the student provided ideas and approaches of original thinking?						
Use of examples						
Clear transitions						
Does the student demonstrate an appropriate level of understanding of the complexities of the project?						
Comments:						
Mark (Out of 40)						/40

2. Questions (out of 60)

Comments:
Mark (Out of 60)

/60

3. General Comments:

4. Total Mark

Total:	/100
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Signature..... Date.....

Signature.....

Signature.....