

Rules of conduct for MA thesis students with Pr. Bontempi

1. The student must prepare and maintain a **Google doc portfolio document** (to be shared with Pr. Bontempi) about the advances of the MA thesis. In particular, the document must contain
 - a. Your name, email and academic year
 - b. Title of your MA thesis
 - c. Log of historical activities (including dates): reading of state-of-the-art documents, attended seminars, recent meetings with supervisors, software developments, document writing
 - d. Short term planning (next month)
 - e. Long term planning (up to the defence date)
 - f. Links to presentations made during the meetings
 - g. Links to Overleaf drafts of thesis manuscript, including bibliography
 - h. Links to GitHub repository
2. The student is responsible to solicit regularly (at least each 3 weeks) for a meeting with the supervisors to discuss and present about the thesis advance. In case (s)he is not able to work on the thesis for a long period, this should be communicated to Pr. Bontempi asap.
3. The student should be registered to the INFOF422 class and attend it regularly.
4. For MA-INF1 students: only students having in the MA1 "Preliminary work" a **grade greater than 12/20** will be allowed to continue their thesis in MA2 under the supervision of Pr. Bontempi
5. Doing the MA1 preparatory work and the MA2 thesis during the same academic year is forbidden.
6. The Preparatory work and the MA thesis should be written in Latex (preferably in English) by using the tool Overleaf <https://www.overleaf.com>: the link should be shared with supervisors and Pr. Bontempi
7. An example of outstanding preparatory work made from a MLG MA thesis student is <https://tinyurl.com/yc4dtw6>.
8. A template of the MA thesis is available <https://tinyurl.com/2p8z8yv6>. I insist on the importance of having a
 - a. **notation sheet** whose conventions should be respected throughout the entire manuscript.,
 - b. **a section** in the Introduction chapter clearly stating your **contributions**.Also, it is highly recommended to refer to the **reproducibility checklist** in <https://www.cs.mcgill.ca/~jpineau/ReproducibilityChecklist.pdf> to report the results of learning experiments performed in the thesis.
9. Students in MA2 are normally asked to present in February/March the advances of their work to MLG researchers.
10. Final thesis documents (both MA1 and MA2) may be submitted for defence **only after explicit agreement** with Pr. Bontempi. The student should be aware that the revision of the final document may take up to 2 weeks and must include this revision time in the submission schedule.
11. From the DI regulation: *"The candidate must have the explicit agreement of his/her promoter to submit the thesis and the agreement of the adviser should only be given if the adviser judges that the work has enough qualities so that it is expected to convince the jury. If this agreement cannot be obtained, and if the student still wishes to defend his/her thesis, the jury will be officially informed of this fact by the secretary's office before the defense."*
12. A specific issue concerns students submitting in the **second session** since the deadline is typically around August 15th i.e. during the supervisor' vacations. In this case the student should make sure to contact the supervisor in order to check that he will have enough time for review. A submission in the second session without an explicit agreement of Pr. Bontempi will imply the rejection of the document by the jury.
13. Final assessment of the thesis work will take into consideration: the contribution of the thesis wrt initial objectives (8/20), the quality of the manuscript (6/20), the quality of the oral defence (2/20) as well as **the quality and the frequency of the interaction (e.g. regular update of the portfolio) (4/20)**.

The student (last name, first name, student number, email)

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agrees to comply with those rules during the course of the Master Thesis.

Date

Signature

