

Instructions for NSM students for joint thesis procedure (2014 intake)

Key message

- Each university may have some local requirements deviating from the common NordSecMob requirements.
- The student has to be active making sure how to fulfill the requirements of the two universities.
- Having good contact with both supervisors helps achieving this aim.

Joint thesis procedure

1) The student must contact both the home and host university professors/contact persons for discussing the thesis procedure and the topic - start with your host university first:

- **AALTO:** Prof. Antti Ylä-Jääski antti.yla-jaaski@aalto.fi, or Prof. Tuomas Aura tuomas.aura@aalto.fi
- **KTH:** Prof. Markus Hidell mahidell@kth.se
- **NTNU:** Prof. Danilo Gligoroski, danilog@item.ntnu.no; coordinator Mona Nordaune mona.nordaune@item.ntnu.no
- **DTU:** Prof. Flemming Stassen stassen@imm.dtu.dk, Prof. Christian W. Probst probst@imm.dtu.dk
- **UT:** Prof. Dominique Unruh, unruh@ut.ee

Contact your supervisor in December at the latest!

2) The thesis is written under joint supervision by the home and host universities. The topic must be agreed on by both the home and host university professors and approved by the contact person. As a rule, the professor of the host university is the main supervisor and provides most of the day-to-day supervision but upon agreement, the professor of the home university may become the main supervisor.

3) The student must find out the local rules of the two partner universities concerning the thesis procedure and respect the deadlines given by both the home and the host university; and in addition keep the coordinator informed about the procedure (see below: Issues related to scholarships).

4) The thesis project can be done outside the university (e.g. at a company or research institution) if both the home and the host university supervisors agree on it. In this case the student can have

an instructor at the company or research institution, who takes part in the thesis guidance, but the academic evaluation of the thesis is still made by the supervisors of the consortium universities and the supervisors need to be kept updated about the thesis process.

5) Erasmus Mundus scholarship holders must stay physically in the EU/EEA countries during the thesis procedure, normally in the host or home university country.

6) The student has a responsibility to make sure that all parties are aware of the given deadlines and to communicate regularly with both supervisors. Keep especially the main supervisor up to date with your progress. If there is any delay or problems in the project, it is important to discuss them frequently with your main supervisor.

7) All students should submit the thesis for evaluation by the end of June 2016 at the latest, and the exactly same content (i.e. actual thesis text, excluding possible university-specific requirements on lay-out, abstract, font, case color etc.) However, if one of the universities, either home or host, has an earlier deadline, the student should respect it and submit the thesis at the other university simultaneously, at least in electronic form (this concerns students at UT in particular).

8) Presentation of thesis

Presentation of the thesis must follow the rules of each partner university:

- AALTO: presentation of the thesis must be given either at Aalto or at a partner university
- KTH: presentation of the thesis must be given either at KTH or at a partner university
- NTNU: no presentation is required
- DTU: presentation of the thesis is required
- UT: presentation of the thesis must be given physically at UT

Example A: Students on Aalto + NTNU track must give a presentation at either Aalto or NTNU, even though NTNU doesn't require it (but Aalto does).

Example B: Students on KTH + UT track must give the presentation at UT.

The timing of the presentation must be agreed on with the home and host university supervisors, usually in June or August at the latest. **Both** supervisors need to be informed about the agreed presentation date so that the supervisors can attend the presentation also in the partner university.

Issues related to EM scholarships

Maximum seven monthly scholarship installments will be paid during the spring 2016: last payment in July 2016, given that the thesis work is proceeding in an agreed schedule. The scholarship is only granted for full-time studies and the payment will be terminated once the student graduates, even if this happens before July.

Steps for all NordSecMob students

- 1) The student must complete all remaining courses by **28 February 2016**.
 - the student must be in contact with the local coordinators regarding the missing courses
 - if courses are missing, the student submits an updated study plan to the coordinator at Aalto (Aino) and to the local coordinator on how the student plans to complete the missing courses and when (course code and name, date of re-exam etc.)
- 2) “Confirmation of topic”-form
 - please see [Annex 1](#)
 - the earlier you agree on the topic the better, but the formal confirmation of the topic (the form) should be the final one
 - deadline for returning the form to coordinator at Aalto: **28 February 2016**
 - the form includes the following information:
 - Contact information of both the home and host university supervisors + possible instructors or other contact persons
 - Title of the agreed thesis topic
 - Information on agreed schedule
 - Form is signed by the supervisors
 - **Make sure that your supervisors are aware of the NordSecMob programme specific features (joint supervision: especially if your supervisor is not one of those listed above) and agree to follow the recommendations given by the consortium regarding the joint supervision.** Your coordinator will send you a separate document of instructions for supervisors which you should hand to your supervisor.
- 3) Progress report:
 - the student submits an interim report of the thesis to the supervisors (home and host) **mid-March**
 - the student asks the main supervisor to contact the coordinator at Aalto (nordsecmob@aalto.fi) and to confirm that the thesis is proceeding in schedule by the **1st of April**
 - the scholarship payments will be suspended if the supervisor does not confirm the status of the thesis

What happens if the student does not succeed in submitting the thesis for evaluation by the end of June:

- she/he must enroll for the next academic year 2016-2017 (e.g. Aalto)
- she/he must apply for an extension of residence permit
- no more scholarship funding, **Erasmus Mundus insurance cover** expires
- she/he may have to pay programme fee for the next academic year
- she/he must pay possible other local fees when enrolling for the next academic year

TOPIC / LANGUAGE / SUPERVISOR / INSTRUCTOR OF THE MASTER'S THESIS**NordSecMob - Master's Programme in Security and Mobile Computing**

PERSONAL DATA OF THE STUDENT			
Name			
Home university	Student number	Total of credit units completed	Total of credits
Host university	Student number	Total of credit units completed	
Present mailing address, country of residence during thesis writing			
E-mail address		Phone number	

TOPIC, LANGUAGE, SUPERVISORS AND INSTRUCTORS OF THE MASTER'S THESIS
Topic of the Master's thesis
Language of the Master's thesis: English

Name, E-mail or phone number of the supervisor (professor) of the Master's thesis / Home university Main supervisor <input type="checkbox"/>
Name, degree title (M.Sc/PhD etc.), name of the university/company/research institute, E-mail or phone number of the instructor or other contact person of the Master's thesis / (if applicable)

Name, E-mail or phone number of the supervisor (professor) of the Master's thesis / Host university Main supervisor <input type="checkbox"/>
Name, degree title (M.Sc/PhD etc.), name of the university/company/research institute, E-mail or phone number of the instructor or other contact person of the Master's thesis / (if applicable)

SIGNATURE OF THE STUDENT	
Date / 20	<input type="checkbox"/> Yes, I have read and understood the instructions of the NordSecMob thesis process and contacted and informed both of my supervisors.
	Signature
	Name in block letters

STATEMENT OF THE SUPERVISOR OF HOME UNIVERSITY	
I approve of the suggested topic of the Master's thesis	
The Master's thesis has to be returned at the latest / 20	
Date / 20	<input type="checkbox"/> Yes, I have received and read the recommendations for supervisors of NordSecMob thesis
	Signature
	Name in block letters

STATEMENT OF THE SUPERVISOR OF HOST UNIVERSITY	
I approve of the suggested topic of the Master's thesis	
The Master's thesis has to be returned at the latest / 20	
Date / 20	<input type="checkbox"/> Yes, I have received and read the recommendations for supervisors of NordSecMob thesis
	Signature
	Name in block letters

The signed form has to be returned to the NordSecMob coordinator at Aalto by **28.2.2016** (as a scanned copy to aino.roms@aalto.fi or directly to the office/mailbox outside)