**OUAS/School of Engineering and Natural Resources**

**Department of Information Technology 8.4.2015**

**Bachelor’s Thesis Practices in the Department of Information Technology**

A Bachelor’s thesis is a project that a student is responsible for and it shows his/her ability to work independently. The customer (i.e. firm, association, etc.) of the thesis will appoint **a supervisor** who will follow the work process and technical contents of the thesis. The school will appoint **an instructor** who will follow the reporting and writing of the thesis as a whole.

**Starting the thesis**: The student has to contact Head of Degree Programme Ms Riitta Rontu ([riitta.rontu@oamk.fi](mailto:riitta.rontu@oamk.fi)) who appoints an instructor for the thesis. The thesis is considered to have been started after both the supervisor and instructor have been appointed, both of them have approved the topic and the starting meeting has been held.

**Follow-up meetings**: The minimum amount of meetings (the supervisor + the instructor + the student) is two; the start-up meeting and the closing meeting. Other meetings are held when necessary. The student will be responsible for arranging meetings with the supervisor and the instructor if needed in order to be able to progress the thesis work.

**Bachelor’s thesis instructions:** Formal instructions for writing a thesis can be found in Oulu UAS students’ intranet Oiva by clicking above the page ‘Information about Studies’ and then ‘Bachelor’s Thesis Instructions’. The own instructions of the Department of Information Technology can also be found there.

**Assessment criteria:** The written report as a whole, also including the writing process, the progress of the work, keeping up the agreed timetables, the final presentation of the thesis and the poster of the thesis.

Also, the thesis is evaluated by the supervisor and the student. The assessment forms can be found in Oiva under ‘Bachelor’s Thesis Instructions’ (appendices). The instructor will give the final evaluation of the thesis. Further information on the assessment criteria can be found in Oiva in the appendix ‘Bachelor’s Thesis Assessment of Oulu University of Applied Sciences’.

**Language instruction:** Ms Kaija Posio ([kaija.posio@oamk.fi](mailto:kaija.posio@oamk.fi)) will instruct the Bachelor’s theses written in English in the Department of Information Technology.

**The scope:** The scope of the thesis is 15 credits, which is on average 400 hours. This must be taken into consideration when the topic is defined. The student should keep record of used hours.

**Approving the report:** The report will be approved once the supervisor has approved the contents of the thesis, the language instructor has approved the language of the thesis and the instructor has approved the thesis as a whole. The grade will be given after the printed thesis has been given to the instructor and the thesis has been submitted either to Theseus or the Oulu UAS Intranet, the final presentation has been given, the evaluation discussion has been carried out, the poster and maturity test have been approved.

**Maturity test:** The maturity test will be written after the report has been approved. The language instructor will check the language and the instructor will check the contents of the maturity test.

**Publicity:** The thesis is public once it has been approved as a study attainment.

**Presentation:** At the end of the process the student will present the Bachelor’s thesis. The presentation can be given at the firm where the work was done or at the school’s premises. The minimum amount of people present in the thesis presentation consists of the student, the supervisor and the instructor.

**Poster:** In the Department of Information Technology every student makes a poster of the thesis in English. The aim of the poster is to present the thesis. The instructor will check and approve the poster.