



MSc AI Thesis Information Session

11th October, 2022

Presented by
Andrew Yates, MSc AI Thesis Coordinator

Quick facts

- Registration for the Thesis course is required
 - If you missed registration back in June please contact vakaanmelding-fnwi@uva.nl
- 48EC, Block 2 - Block 6
- Start date: 31st October, 2022
- Due date: 26th June, 2023
 - Formal extension request required if needed
- Grading through reviews and rebuttals
- Milestones throughout the thesis
- Information is available on Canvas (MSc AI > [Module: Thesis Master AI](#))
 - Share the manual with your supervisor ASAP
- 30-40 pages (template available under Files on Canvas)

Contacts and points of information

- Andrew Yates and Ciara Snijders are the MSc AI Thesis Coordinators. Please only contact us at mscAlthesis-GSI@uva.nl in **English**.
 - Andrew is the AI expert and Ciara expertise is more in academic writing, time management, professional/academic skills and communication
- If you have any personal concerns or issues please contact the Study Advisor, Cecilia Sigvardsdotter: A.K.C.Sigvardsdotter@uva.nl
- More information about the thesis can be found on the **Msc AI thesis Canvas page**.
- If you still have questions after using these resources, then you can email us at mscAlthesis-GSI@uva.nl. Please note that if you come to us with questions that can be answered by the AI Thesis website, we will redirect you back to the website.
- Your communications must be polite and professional.

Finding your project

- There are two types of theses: industrial and academic theses.
 - Industrial theses are at a company, main supervision on location, relevant real-world questions, with optional compensation.
 - Academic theses are at the university, main supervision at UvA, in-depth research, eagerness to publish outcomes.
- All projects are available on the Project Marketplace and were at the thesis fair.
 - These projects have been approved - you do not need an additional approval to start these projects.
 - Use the contact section on the form to directly contact the organisation/supervisor.

Thesis Committee

The committee will comprise of:

1. An UvA supervisor
2. An UvA second reader

One of the two committee members is on the list of examiners.

Two separate members of staff are required to complete the grading of the thesis. One who will follow you through the thesis process. The other will be independent from your project whose role is to assess your project.

For industrial theses: the external supervisor will act as a mentor and advisor to the student, not a grader. We do ask the external supervisor for input.

Thesis Committee: finding your supervisor and examiner

How to find your supervisor:

Please use the document available on Canvas as a guide to finding your supervisor.

When searching for a Supervisor please use the following protocols:

- only contact one potential supervisor at a time
- wait for their response before moving on to a further possibility
- explain your project in detail and why the person you are contacting would be the best fit to supervise your project

You **do not need to find a second reader**. A new system is in place to find them for your project. You do not need to find them yourself.

Submitting your own thesis proposal

If your project does not come from the Project Marketplace you will need to have your project proposal approved before you can start to ensure it is a MSc AI thesis. This must happen *in October*.

Your proposal will need to have the following:

1. a research question or subject that is relevant for the AI program and
2. a supervisor from the UvA

For the first requirement, it is important to note that the thesis should be equivalent to 8 months of full-time work. The proposed research question or direction should therefore be novel and of high scientific interest. Please make sure you add as much detail as you can in your project proposal so that we can clearly evaluate the project.

The second requirement is equally important: you need to find a supervisor before starting the thesis. The supervisor can then also help with the research question and direction.

Please send us your proposal and supervisor by **24th October, 2022**

MSc AI thesis milestones

- Start date: **31st October, 2022**
- **Thesis Contract** is due on **1 January, 2023**

What is the Thesis Contract?

- Project form on DataNose, need to have a working project title, supervisor, and upload a general description of your project.
- We will then help you find a second reader based upon your project

(description of form is on the following slide)

Thesis contract

1.1 Working title: this is your current title - not your final title. Your final title will be the one on your final submission

1.2 Number of ECs: you will be completing a 48EC Only students who started the program in 2018 or earlier can choose to do a 36EC thesis.

1.4 Examiner/second reader: if you already have an Examiner please add their name - else type in Andrew Yates' name – a second reader will be found for you.

1.7 Daily Supervisor: This is your UvA supervisor (whether your project is internal or external)

1.9 Other supervisor: If you are doing an external project please add their details here, or if you have any other person helping with supervision.

1.10 External or Internal: choose between internal or external

1.12 Institute and department/research group: name of organisation of of research group (type full name)

1.13 -1.16: information about location of project

MSc AI thesis milestones

- Thesis Proposal is **due on 1 March, 2023**

What is the Thesis Proposal?

- A PDF with your research question, full literature review, and completed methodology. Ideally you will also have a basic outline of your introduction as well.
- This is an important step in your thesis helping you to plan your thesis timeline, set your research question and an initial review of existing literature.
- Your Thesis Proposal should be shared by your UvA supervisor to confirm that you are on the right track to complete your thesis successfully.
- A Thesis Proposal needs to be submitted in order for you to submit your final version on DataNose.

MSc AI thesis milestones

- Thesis is **due on 26th June, 2023**

How to submit your thesis:

- Submit your thesis on DataNose. You will find the option to submit under the 'Actions' menu on the right hand side of your project page. Please make sure that you have submitted a Thesis Proposal.
- Inform your Supervisor and Examiner (your assessors). They will then read and review it with feedback and a grade each.
 - If you do not wish to make any comments or respond to the feedback given by the assessors you do not have to complete or begin the rebuttal process. In this case please simply write 'I do not wish to complete the rebuttal'. You will be assigned your final grade and you are finished.
 - If you do wish to make any comments or respond to the feedback given by the assessors you can you start the Rebuttal process.

MSc AI thesis - Rebuttal

The rebuttal is done through the evaluation system on DataNose. The rebuttal form will be completed by the supervisor, examiner and student. The rebuttal will provide detailed feedback and give you the opportunity to give clarifications or explanations to questions asked by your thesis committee in your evaluation form.

This rebuttal is optional.

The rebuttal consists of 4 parts:

1. Rebuttal clarifications and corrections on supervisor review
2. Rebuttal clarifications and corrections on examiner review
3. Rebuttal answers to questions by supervisor
4. Rebuttal answers to questions by examiner

This will then lead to a final grading to take place jointly between the supervisor and examiner.

A common timeline is as follows (note this can vary greatly depending on vacation periods of the graders):

- 2 weeks for the review
- 1 week for the rebuttal
- 1 week for final grading

You can find the form on the MSc AI thesis webpage [under step 6](#).

MSc AI thesis - Extensions

If you require an extension for your thesis you are required to send us a Thesis Extension request via email (mscAlthesis-GSI@uva.nl).

To submit a Thesis Extension Request you will need to submit the following information:

- Your full name
- Reason for extension:
 - Physical health and mental health reasons
 - Personal/family issues
 - Taking courses alongside thesis
 - Element of external research has been delayed
 - External company issues
 - Issues with thesis committee
 - Research has expanded for possible journal submission
 - Other
- Please provide details/a description of the situation
- Proposed end date/length of extension requested
- Link to your DataNose project page
- Attach evidence for your extension
(this is not required for physical health/mental health reasons or for personal/family issues)

Your request will be reviewed by the MSc AI Thesis Coordinators who will approve or reject the extension based on the information provided as well as accept or propose a new end date. The form may also be sent to the study advisor if required (based on the reason selected).

The form must be submitted as soon as the relevant issue arises, not at a later date. Extensions requests submitted more than a month after the issue/event arises will automatically be rejected.

The form **must be completed one week before your end date** as listed on DataNose. Extension requests submitted after the deadline will automatically be rejected.

If your extension has been approved, your end date will be updated on your DataNose project page.

A few pitfalls

Over the years, we have observed several pitfalls to learn from:

- Pick a project that suits you. 8 months is too long to pick a project not close to your heart.
- Communicate often and well with your supervisor, don't wait too long before coming to us if there are significant issues between supervisor and student.
- For industrial theses: You are doing a thesis at a company, you are not their intern for completely different jobs. Some extra effort is to be expected (e.g. integrating your project in their pipeline, presenting in the company, ...), but keep your eyes on the thesis.
- Due to grade inflation in the program, people can get the wrong impression of the overall grades: 6 = you finished a thesis, 7 = good job, 8 = excellent job should be published at a good venue, 9 = highly innovative research.

TL;DR

- **Before starting** the thesis: find a project and a supervisor
 - If you are submitting your own proposal:
Before **24 Oct 2022**: submit your proposal *and* supervisor
- Before **1 Jan 2023**: submit thesis contract
- Before **1 Mar 2022**: submit thesis proposal
- Before **26 June 2023**: submit thesis
- Once reviews are in, optionally provide a rebuttal

Q&A

We will now be answering any questions that you may have.

Please make sure that these are not specific to your case (email MScAI-thesis@uva.nl with these)