

INSTRUCTIONS FOR MASTER THESIS COMPLETION IN NETLAB

This is how you as a M.Sc. student of Networking Laboratory should proceed with your thesis project.

1. Agree the topic of your thesis with the supervising professor

- take care that you have completed the necessary courses, e.g. the Special Assignment
- within the reception hour come to talk to the prof
- present the following to the prof:
 - draft list of contents of thesis
 - first chapter: problem, scope, method, structure (max 2 pages)
- take care that you have a committed instructor with academic degree for your thesis
- get documented ok from the prof (in a face to face meeting or by email)

2. Submit the official thesis title application form to the department

- define a concise title for your thesis
- get formal signature from the prof (application forms are available at <http://www.sahko.tkk.fi/opiskelijat/kanslia.html>)
- official rules: title is valid for one year, title must be approved at least one month before thesis approval

3. Visit the prof during your thesis project at reception hours

- if the project is jeopardized due to lack of instruction/instructor
- if the project gets blocked by force majeure
- if the goal of the project changes essentially
- if the prof has requested you to have a halfway checkpoint

4. Finalize the thesis

- once you consider your thesis draft ready please
 - check that the format complies to the official standard (template will be available soon)
 - bring a printed copy to the prof (via secretaries if the prof not present)
- the prof reads the full thesis draft only once for giving the grade
- if the prof requests corrections, email a new version of the thesis draft
 - in pdf or MS Word format
 - with an accompanying list of corrections made (accurate enough to guide the prof to read only the corrected parts of the draft)

5. Get the thesis formally approved

- the prof approves the thesis draft for publication when
 - the draft is mature (including substance, language and format)
 - you have emailed the thesis serial number to the prof (please get one from the lab secretary Raija Halkilahti)
 - you have presented your thesis in the thesis seminar and submitted the presentation slides to Raija Halkilahti (see <http://www.netlab.tkk.fi/opetus/s383310/index.shtml>)
 - you have taken the maturity test
- remember to request the serial number printed on the (narrow) back of your thesis covers (see examples from earlier theses)
- four official thesis copies are recommended (TKK archive, department library, Networking Laboratory library, and the prof)
- once the prof sees the final thesis publication in covers, s/he nails down the final grade and submits the formal statement to the department