**Organizing the initial meeting**

* The first meeting is recommended to be held immediately after the student and the supervisor have agreed on the topic.
* In addition to the student, also the intended advisor(s) and/or possible representatives from the industry should be invited. In case of an international joint degree / double degree programme, supervisor from the partner university should be invited.
* Before the meeting, the student prepares a preliminary research plan together with the supervisor and the advisor.
* If there are possible employment-related issues, contact the department’s HR staff (when thesis work is done in the industry, the student and the company are the agreeing partners).
* If the work is done by Scholarships from Foundation of Aalto University Science and Technology, please see

<https://www.aalto.fi/foundation-for-aalto-university-science-and-technology>

* The minutes of the meeting are written by the student and delivered to all participants.

**Basic information:**

Name of the student:  
Aalto Bachelor: YES / NO  
Starting year of studies:

**The agenda and minutes for the initial meeting:**

|  |  |  |
| --- | --- | --- |
| **Opening of the meeting** | **Notes** | |
| Place and time |  | |
| Participants  (Supervisor, student, advisor(s) and other possible parties) |  | |
| **Issue** | **Additional information** | **Notes** |
| Definition of the topic | According to the preliminary research plan |  |
| Nomination of the advisor(s) | Advisors must hold at least MSc degree, there can be max. two advisors. |  |
| Determining the manner and frequency of  guidance | It is highly recommended to agree the time for the next meetings. Where do you meet (place/online)? How often do you meet? How do you communicate outside of meeting times? |  |
| Schedule of the master’s  thesis | A master’s thesis must be completed within one year of the confirmation of the topic. **The target time is six months.** Note, that this time period is not calculated from the approval date of the topic but from the actual start date of the thesis as agreed and judged by the supervisor. This time includes both the experimental part and the writing part. The effect of the time used for completing the thesis in thesis grading is to be discussed. |  |
| Language of the master’s thesis | The thesis is written in such a language that it is possible to evaluate it. The thesis is to be written in Finnish,  Swedish or English. |  |
| Agreeing on possible  language revision | Aalto University Language Centre does not offer proof-reading service. A Writing Clinic service is available for students to enhance written English.  <https://mycourses.aalto.fi/course/view.php?id=405> |  |
| Guideline for Master’s Thesis Evaluation | <https://www.aalto.fi/sites/g/files/flghsv161/files/2022-10/Thesis_evaluation_guideline.pdf> |  |

|  |  |  |
| --- | --- | --- |
| Usage and limitations of confidential data in the thesis | - The entire master’s thesis is a public document with no exceptions  - If the company wants to hide internal data or confidential results, the part of the thesis cannot be taken into  account in the evaluation.  -Clear definition of data to be published in a publication  -Clarification of the need for specific agreements  <https://www.aalto.fi/en/services/study-and-educational-projects-contracts-with-organisations-outside-aalto-university> |  |
| Principles of publishing or patents, if applicable | - Clear agreement, who owns the possible inventions from the results of the thesis.  - The student always has the copyright to the thesis. |  |
| Approval of the master’s  thesis topic | The approval of the topic is applied for via the electronic eAge system. The link <https://www.aalto.fi/en/programmes/masters-programme-in-automation-and-electrical-engineering/thesis>  You need to attach the supervisor’s agreement to the  application. Eg. a copy of this agreement.  Topic application is to be submitted at the beginning of the thesis work |  |
| Seminar presentation | Preliminary agreement on when and how the seminar presentation is organized. |  |
| Master's thesis approval | The electronic version of the thesis and the thesis  approval form is submitted electronically via the eAge system.  Approval of thesis can be applied for once the supervisor gives his/her permission. |  |
| Other possible issues |  |  |