Thesis Work at IMT

This summary applies to students enrolled in 2007 or later and all students who registered for thesis work after 2011-03-01. Please read the complete rules in the Study Guide. Codes enclosed in square brackets below refer to the common regulations and course syllabi from the Study Guide.

Prerequisites
To start your thesis project, you must meet certain general requirements.

- **Civilingenjör** a minimum of 240 credits from courses within the curriculum, passed all compulsory courses in semester 1–6 or a bachelor’s degree, and at least 30 advanced level credits in the main field of study [TQxx33]
- **Högskoleingenjör** a minimum of 135 credits from courses within the curriculum [TQxx11]
- **Master’s program** a minimum of 60 credits from courses within the curriculum with at least 30 credits on advanced level within the main field of study [TQxx30]

The program syllabus lists main fields of study (huvudområden) available for your program, and for each of them, the matrix at www.lith.liu.se/sh/exjobbsomraden.html shows where theses can be examined.

You will need an assignment, an examiner, and a tutor. Instead of a proposed assignment, you may develop your own idea together with the examiner. Please note that assignments are not thesis projects until approved by an examiner. For second-cycle theses (civilingenjör and master’s degree), the examiner and tutor must be different persons [b3.5.10]; for högskoleingenjör, this is a recommendation [b3.6.10]. In addition, external theses require a tutor at the client organization.

Registering for thesis work
1. Fill out the form “Anmälan till examensarbete/Application Thesis work” and submit to your study counselor. When you get it back, hand it over to your thesis examiner who will check any specific entry requirements. The examiner returns the form to the study counselor.
2. After final approval of your application, the thesis work will be available for registration in the student portal. Make sure that you have registered for the program semester first.
3. Fill out the form for internal registration of thesis workers at IMT and give it to the educational administrator.

Planning report [b3.5.11]
During the first weeks of the thesis work, second-cycle students are required to write a planning report containing
- a tentative title of the thesis report,
- a tentative problem description related to the literature,
- a tentative description of your approach,
- a description of the literature you will build your work on, and
- a timetable including planned dates for half-time control and presentation.

There is a time limit for second-cycle theses. Unless there are special circumstances or a longer time has been agreed upon in the planning report, an unfinished 30-credit thesis should be given a “fail” after 12 months [b3.5.19].
Half-time control [b3.5.12]

About half-way into the thesis work, second-cycle students must report to their examiner how work is progressing in relation to the planning report. This is called a half-time control, and it is recommended that the tutor participates in the meeting.

The half-time control has three possible outcomes:

- The work has progressed essentially in accordance with the planning report and can proceed as planned. The half-time control is approved.
- The work has progressed with some deviations from the plan but can be completed after minor adjustments. The half-time control is approved.
- The work has substantially deviated from the planning report and risks rejection. The half-time control is disapproved and a new planning report and half-time control are required.

Auscultation (attendance at thesis presentation) [b3.5.17/b3.6.15]

Before you can present your own thesis work or act as opponent, you must attend a program-specific number of presentations.

<table>
<thead>
<tr>
<th>Civilingenjör</th>
<th>Three auscultations, starting from the 7th semester [TQxx33]</th>
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</thead>
<tbody>
<tr>
<td>Högskoleingenjör</td>
<td>Two auscultations, starting from the 5th semester [TQxx11]</td>
</tr>
<tr>
<td>Master’s program</td>
<td>One auscultation, starting from the 1st semester [TQxx30]</td>
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</tbody>
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Opposition [b3.5.16/b3.6.14]

As a part of your thesis work you should review someone else’s work. This is called opposition and can be carried out before or after your own presentation, but you must meet the admission requirements for thesis work and have done your auscultations (checked by the examiner of the presented thesis). Normally, the number of opponents should equal the number of presenters, but the examiner may exceptionally decide otherwise. You should discuss your review with the examiner at least one week before the opposition.

Thesis presentation

You present your thesis work as a written report and in a seminar. The examiner decides when the work is ready for presentation, and the seminar should be held at a time when other students can attend. You must have done your auscultations before the presentation [b3.5.14/b3.6.12]. Within 10 working days of the seminar (the examiner may grant extensions), a manuscript ready for publication should be submitted to the examiner [b3.5.15/b3.6.13].

Well in advance you should

- ask the educational administrator for an ISRN-code for the report; you will also get information from LiU-Tryck and LiU E-Press
- propose an opponent (the examiner checks that the opponent meets the requirements)
- make an appointment for thesis presentation with the examiner when he or she has approved the work
- ask the examiner, tutor, or educational administrator for help with booking a room
- inform the educational administrator of the final thesis title, presentation details (date, time, and location), and the name of the opponent.

Reflection document [b3.5.18/ b3.6.13]

Within 10 working days of the thesis presentation, you should provide the examiner with a reflection document on the thesis work in relation to the knowledge and skills acquired in the program. The aim is to give the examiner and the program committee feedback on the skills you develop, the thesis process itself and its outcomes, and the fulfillment of the program objectives.
**Printing the report**
IMT will not print your thesis report, but you can have it printed by LiU-Tryck at your own expense. Colored pages are rather expensive, so you may want to prepare a version that can be printed in black and white.

**Electronic publishing**
Electronic publication at LiU E-Press is optional but highly recommended as it makes your accomplishment accessible to a large audience. Step-by-step instructions can be found at [www.ep.liu.se/exjobb/](http://www.ep.liu.se/exjobb/) and publishing tips at [www.ep.liu.se/helpfiles/instr.en.asp](http://www.ep.liu.se/helpfiles/instr.en.asp).