

Master Computer Science Addendum to EEMCS Graduation Policy

This document lists additional procedures to the EEMCS Graduation Policy that apply to Master Computer Science.

Definition of roles

- Thesis Advisor: responsible supervisor, full or associate professor from the TUD Computer Science scientific staff, at least involved in project agreement, second session of first stage review, greenlight sessions and defence.
- Daily Supervisor: involved with daily supervision, should be at least an assistant professor from TUD Computer Science scientific staff, can assess the first session of the first stage review.
- Daily Co-supervisor: involved with daily supervision, cannot conduct reviews or assessments in the graduation policy (e.g. PhD, Postdoc or external supervisor).

1. Project agreement

Before starting the thesis project, the student and the Thesis Advisor agree that the student will conduct a thesis project, which will be supervised by the Thesis Advisor or Daily Supervisor of the research group. Additionally, for daily guidance, a Co-Supervisor can be appointed. Student and Thesis Advisor record when the thesis project starts.

2. Kick-off meeting

The kick-off meeting is the formal start of the thesis project to plan the thesis project. This plan should include at least the following information:

1. Dates for first stage review, green light review and defence.
2. Names of involved Computer Science staff members (Thesis Advisor and, if applicable for daily guidance, Daily (Co-)Supervisor). The thesis project's nominal duration is 30 education weeks, with the first stage review ten weeks after the kick-off, the greenlight review 14 weeks after a successful first review, and the thesis defence six weeks after successful greenlight review. Student and Thesis Advisor or Daily Supervisor can agree upon a project plan that is based on a minimum of 75% study load capacity (i.e. $30/.75 = 40$ weeks). A planning that is based on less study load capacity requires approval from the Director of Studies.
3. The expectation of deliverable(s) at the first stage review.

Revising the planning is always between Thesis Advisor or Daily Supervisor and student. Extensions due to personal circumstances can be applied for during the thesis project by contacting the academic counsellor.

3. First stage review

The first stage review gives the student formative feedback on the thesis project progress. The first stage review rubric forms the basis for formative feedback and for an estimation if the project has a reasonable prospect to be successfully completed in the remaining time of the project. After the review, the Thesis Advisor or Daily Supervisor decides, based on the rubrics, if the student can continue with the project, or, if a second session of the first stage review needs to be scheduled (within 4 weeks when applying nominal time planning). In that case, the Thesis advisor or Daily supervisor specifies the expected improvement the student should make before the second session and advises the student to contact the academic

counsellor. The second session is conducted by at least two core members of the thesis committee, or, if no thesis committee is appointed, the Thesis Advisor and a second member from the Computer Science scientific staff¹. In case this thesis project is stopped, the Thesis Advisor or Daily Supervisor advises the student to form an improvement plan and to contact the academic counsellor and master coordinator. The master coordinator can assist in finding a new project.

Hardship clause: If, in judgement of the staff members involved in the assessment of the second session, there are well-founded reasons to grant the student an additional third session of the review, the master coordinator can be consulted to decide to offer a final extra session. Together a date is set for this session, again with the two staff members that reviewed the second session.

4. Greenlight review

The greenlight review follows the same procedure as the first stage review, except for: 1) instead of first stage review rubric form, the greenlight review rubric forms the basis for the evaluation; 2) decision is made by Chair of the Thesis Committee; 3) instead of 4 weeks, a second session for the greenlight review should be held within 8 weeks when applying a nominal time planning.

Note: During the thesis process the student is responsible for registering and updating the documentations resulting from these procedures.

¹ Staff member is seen as a Computer Science assistant, associate or full professor.