

DTU



Study Guidance's information meeting on

Master's thesis

Spring 2025

Agenda

Who are we?

- Mads – MSc Mechanical Engineering
- Sanni – MSc Applied Chemistry

What will we cover today?

Rules and requirements

How to approach the thesis

Assessment

Tips and tricks

Questions – ask questions in the Q&A

Rules and requirements

Prerequisites for starting the master's thesis



- ✓ The thesis can be commenced when you lack maximum 15 ECTS besides the thesis
- ✓ In general, the thesis must be started following the previous study activity (a course)
- ✓ You can read more about the prerequisites for the MSc project on student.dtu.dk
→ [My programme specification](#)

Start date for the master's thesis

- DTU expects you to begin your master's thesis immediately following your previous study activity. This means that you should start on the first working day after an exam or after you have finished a project course.
- That is not always possible to do. If you cannot commence your project on the first working day, your supervisor must add an explanation for the alternate start date, when (s)he registers the project.
- There are many possible explanations for not starting your thesis right after the last study activity.

If you want to read more about the rules for the master's thesis, you can find them at student.dtu.dk → Study rules → Rules for final projects → [Rules for the master's thesis](#)



Duration

Volume

- The duration of the Master's thesis including holidays:
 - 30 ECTS = 5 months
 - 32.5 ECTS = 5½ months
 - 35 ECTS = 6 months
- As a general recommendation no parallel activities are conducted in this period.

Time frame

- For any additional 5 ECTS credits you will get an extra 3 weeks. 1 week for every 5 ECTS credits from re-exam activity.
- The maximum amount of ECTS credits allowed simultaneously with the thesis are 15 ECTS credits

Remember

- ! The weeks are calendar weeks, not semester weeks
- ! Take your supervisor's summer holiday into consideration when planning the project period

What if I cannot keep to the time frame?

SPS students: You can apply for up to 3 weeks extension – you must apply for this prior to the project start

If there are extraordinary circumstances that warrant additional time, you can

- apply for an exemption,
- Apply for extension,
- or use an exam attempt and start a new/modified project.

You can read more about extensions at

student.dtu.dk → Study rules → Rules for final projects → [Rules for the master's thesis](#)

Requirements for the supervisor

- The main supervisor for a Master's thesis must be an employee at DTU with a permanent position such as: Assistant professor, associate professor, researcher, senior researcher, senior adviser, or professor.
 - *With the exception of assistant professors and researchers*
 - *For assistant professors and researchers, however, an associate professor, senior researcher, senior adviser, or a professor must be connected to the project as co-supervisor*
- Any co-supervisors can be from a different institute, or university, or a company.
- Must be someone you feel comfortable with,
 - Speak to your supervisor about frequency of meetings.
 - Talk about expectations.

DTU's Code of Honour – Plagiarism

DTU considers it cheating and plagiarism if you:

- Submit work that is not your own
- Manipulates or falsifies data
- Hand out your own work to other students

Questions about cheating and plagiarism?

Check out your do's and don'ts at student.dtu.dk → Exam → Exam cheating → [Avoid exam cheating](#)
or talk to your supervisor about what you can and cannot do in your thesis

Further questions?

Check out the website stopplagiat.nu

How to approach the thesis



How do I get started?

Consider what you want:

- Would you like to work alone or in a group?
- Would you like to work with a company?
- Who could be my supervisor?
- What is important to you? A specific topic or a specific supervisor?
- Do you plan to do any courses parallel to your project?
- Do you want to do your project as part of an exchange at a different university?

How do I find a project?



DTUs Career Hub: [DTU Career Hub – the digital bridge to the engineers of the future](#)



Ask professors from courses you've taken or your Head of Studies



Research at DTU → [Departments and Centres](#)



Use your own idea



DTU Orbit – The Research Information System www.orbit.dtu.dk



The library: www.bibliotek.dtu.dk/english and www.findit.dtu.dk/en



How do I find a supervisor?

Reach out to potential supervisors

- Introduce yourself !
- What are your interests and what are you looking for?
- Ask if they have any research questions that they might need a MSc. student to work on

- A supervisor could be a professor you know from a previous course,
- or an employee at DTU working in a field you are interested in

"It is normal and perfectly fine to shop around among supervisors until you find the right one..."



How do I find a supervisor?

What should I look for in a supervisor?

- Someone interested in the same or similar field as you
- Someone you feel comfortable with

Considerations

- How often do we meet?
- How do you usually supervise students?
- What do you think will be the biggest challenge in this project?

! Remember to use your supervisor: They are there to help you

! This may be your project but your supervisor is also invested in it and would like to see you succeed

Group work



You can work alone or in a group of at most 4 people

It is not mandatory that the project report is individualised

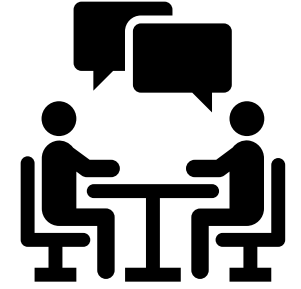
The project period for a group is determined by the group member with the right to the longest project period

- **An example:** If one group member is an SPS student with 3 additional weeks, this extension counts for all students in the group

! Always ask your supervisor if it is possible to do the project as group work

Collaboration with a company

- Although your main supervisor must be from DTU you can write your thesis with a company or abroad
- If you have a student job you can ask the company you work for if you can write your thesis in collaboration with them
- Otherwise you can contact different companies or ask your DTU supervisor if they have any collaborations with companies that they could help you contact
- If you would like to write your thesis abroad then you can contact different universities or ask your DTU supervisor if they have any contacts abroad



Registration

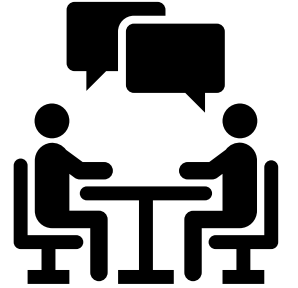
The project registration must contain:

- ✓ Title
- ✓ Description (problem statement)
- ✓ Amount of ECTS credit
- ✓ The project period (start and end date)
- ✓ Your name and student number
- ✓ If necessary, a justification for a different start date

You will receive an email receipt when the agreement has been approved and registered in the system

When you have an agreement,

- Your supervisor registers the project to AUS
- Your Head of Studies then has 14 days to reject the project
- You cannot start before the 14 days are up
- The agreement is **binding** and **counts** as an exam attempt from the first date of the project period



Project plan

Within the first month of the project, you must formulate and hand in a project plan

Project plan usually contains:

- ✓ Academic content – *Topic, title, problem description, etc.*
- ✓ Formal details – *Project period, number of ECTS, etc.*
- ✓ A description of how your project meets the learning objectives for the MSc thesis (find them in your programme specification)
- ✓ Timeline

“(...) Formalities regarding report length, content, structure, and duration of the oral defense, etc., are agreed upon between the student and the main supervisor.(...)”

Assessment

Assessment

- A final report and an oral defence
 - The final report is submitted on student.dtu.dk
 - The report must be written in English and include an abstract
 - Overall assessment
 - The grade will be given from the 7-point grading scale
- The date for the oral defence is decided by you the student, supervisor and external examiner
 - The supervisor finds an external examiner
 - The defence must take place at the latest 10 working days after the report is submitted

Your diploma will be digital. You will receive a link to www.diplomasafe.com at your student email within 6 weeks.



The oral defence

Prepare for the defence:

- Take a break!
- Read through the report
- Check up on the theory
- Find and note your errors
- Reflect on what you could have done differently
- Practice your presentation, make sure you keep time!
- Talk to your supervisor about time, place, and format of the defence

Tips and tricks

Tips and tricks

Before project start

- Align your expectations and define the scope of your project
- Decide on your tools (Word, LaTeX, Python, Java, ...)
- Consider your study space (library, at home, café...)

During the project

- The project should be cohesive
- Remember to allocate time for anything unexpected – especially important with experimental work
- Back-up your work!
- The final days will be busy. Do not be optimistic in your planning – give yourself a buffer period at the end of the project

Common challenges

Lack of motivation

- You don't have to be motivated all the time
- Work your way towards motivation

Procrastination

- Don't blame yourself
- Try different study techniques

Perfectionism

- It's good to be ambitious but remember to be realistic
- There will most likely always be parts you would like to change
- Remember it's a dynamic process

! Remember: It is not uncommon to experience frustrations

**Have you heard about the Student
Counselling Service
(Studenterrådgivningen)?**

They have several workshops and other offers to when you need help with your mindset.

You can find their services at
www.srg.dk

Expectations



Remember: you are still a student

- It is a learning process
- No one expects you to make an award-winning discovery during your project

What is expected of you:

- That you are capable of working independently
- That you are capable of working professionally
- That you are capable of structuring a project period

Difficult times are expected during a project, remember to:

- Take breaks
- Consider how and where you study best
- Talk to your fellow students – you are probably not the only one struggling

Where can I get more help?

The Career Center: Karriere@dtu.dk

- Facebook: DTU Career Centre
- Instagram: @dtucareercentre
- DTU Career Hub: [DTU Career Hub](#)

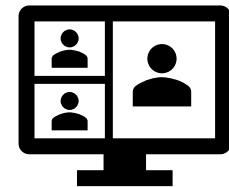


Workshops and presentations about strengthening your writing

- The Student Counselling Service's workshops about final projects (srg.dk)

You can also reach out to your Head of Studies and course responsables

Find all the rules at student.dtu.dk



Questions?

- Study Guidance DTU
 - studvej@adm.dtu.dk – phone number: 4525 1199
 - Find our good advice at student.dtu.dk → Courses and teaching → Final projects → [Master's thesis](#)
- Rules can be found at:
 - student.dtu.dk → Study rules → Rules for final projects → [Rules for the master's thesis](#)
- Slides and recording can be found at:
 - student.dtu.dk → Help and guidance → Study guidance → [Events](#)