

What will we cover today?

- ✓ **General rules and requirements**
- ✓ **How to approach the thesis**
- ✓ **Where to find help**
- ✓ **Questions**



Prerequisites and Duration

- The thesis can be commenced when you lack 15 ECTS besides the thesis.
- Final assignment of your master studies and is initiated just after the last study activity.
- 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.

- The period may be extended with 3 weeks for every 5 additional ECTS credits from course activity and 1 week for every 5 ECTS credits from exam activity.
- The maximum amount of credits allowed simultaneously with the thesis are 15 ECTS credits.



Registration



- Registration is done by your supervisor where you include a project description containing:
 - A title
 - Project description
 - Your name and student number
 - Amount of credits
 - Start and end date
 - 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.
- The project registration counts as an examination attempt from the registered start date.

Supervisor and Collaboration

- The main supervisor for a Master thesis must be a member of the scientific staff, with a permanent position at DTU in one of the following job categories: assistant professor, an associate professor, senior researcher, senior advisor, or professor.
- **If the supervisor is an assistant professor or researcher**, an associate professor, senior researcher, senior advisor, or professor **have to act as co-supervisor**.
- The Master thesis can be written in collaboration with multiple departments at DTU, another university or in collaboration with a company.
- The thesis may be conducted individually or in group of up to four students.
 - Students will be evaluated individually.
 - The assessment of group projects may also include a group exam with the participation of the entire group.



Report and Evaluation

- You are not permitted to begin the thesis before the start date.
- Within the first month of the project period, a project plan outlining the objective of the thesis must be prepared and submitted on DTU Inside.
- You submit the final report on DTU Inside. The report must be written in English and include an abstract.
- Together with the thesis, a separate document is submitted presenting the original project plan and the revision of it together with a brief auto-evaluation of the project process.
- The oral defence must take place no later than 10 working days after the hand in.



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 DTU Inside > Study rules > DTU's Code of Honor > [Do's and don'ts?](#)
or talk to your lecturer about what you can and cannot do in your course

Further questions?

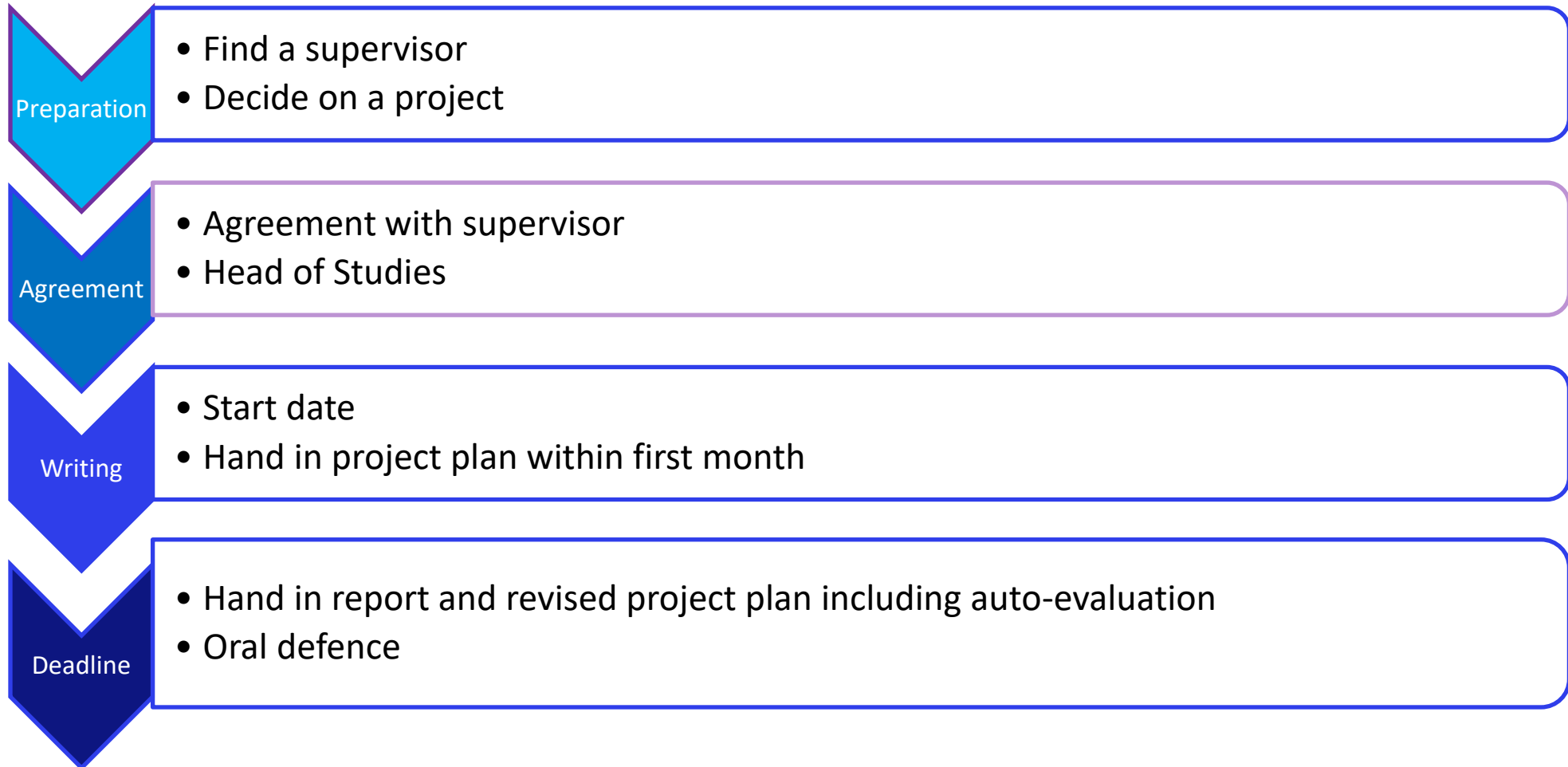
Check out the website stopplagiat.nu

DTU's Code of Honour – Plagiarism

January 2023: It must be clarified that, as a result of the rules on plagiarism, it is not permitted - without correct source reference - to use AI chatbots such as ChatGPT and similar forms of artificial intelligence in exam submissions, reports, etc., as their use is not an expression of one's own independent performance. This also applies to written exams with all aids permitted. The only exception is if the use of this software appears specifically in the course description or is informed to the students by the lecturer before the exam.

DTU Inside → Study Rules → Exam → Cheating at exams and other forms of assessment

Timeline



How to find a supervisor?

DTU Career Hub

<https://www.dtu.dk/careerhub>

DTU dk

<https://www.dtu.dk/english/research>

Previous Courses



How to find a supervisor

- 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

How to find a supervisor?

Meeting with a potential supervisor:

Several initial questions you can discuss with them:

- 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.



How to approach writing a thesis

Start by setting up a document for the report as well as the references

LaTeX support and templates

latex.dtu.dk

<https://www.overleaf.com/edu/dtu#templates>

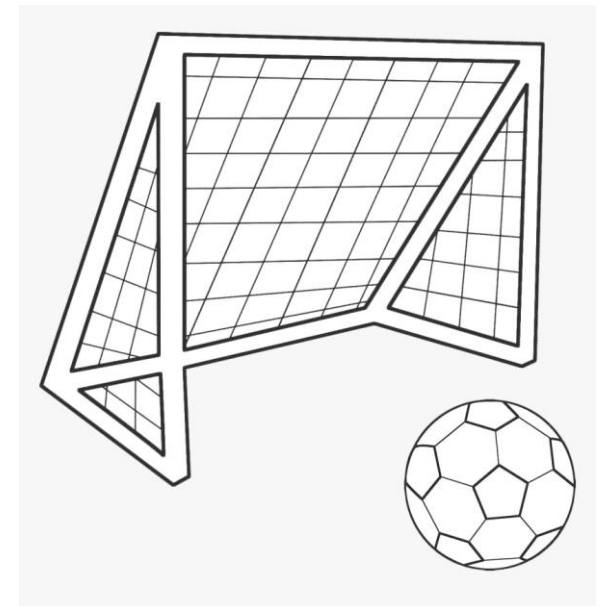
Mendeley

<https://www.mendeley.com>

Excel

Make a sheet with a list of references and short explanation of what the reference includes

Make a project plan!



How to use your supervisor

Before the meeting

- Set up weekly/bi-weekly meetings
- Ask your supervisor: how far in advance before a meeting I should send written material if I would like feedback?
- Prepare questions

During the meeting

- Tell your supervisor what you have done since last time
- State what you would like to be the outcome of the meeting
- Sum up and tell what you will work on until next time
- Make an effort to be social with your supervisor: smalltalk, say yes if you are offered tea, etc.



How to use your supervisor

After the meeting

- Did you get all your questions answered?
- Are there any things you are uncertain about?
- If so: contact your supervisor and double-check

In general:

- **Remember to show up for meetings – no matter how little you think you have achieved**



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.



Important websites

Rules

DTU Inside → Study rules → Final projects → [Master's thesis](#)
or www.studieinformation.dtu.dk → My programme specification

Project database

<https://projektbank.dtu.dk/en-us/Pages/default.aspx>

Other events hosted by the Study Guidance

See the event calendar on DTU Inside → Academic offers and guidance → Study Guidance → [Events](#) about conflicts, how to handle stress, presentation techniques and more...

Who can I talk to?

- Your supervisor is your main ally
- Fellow students, friends and family
- Colleagues and professional network
- Study Guidance: DTU Inside → Academic offers and guidance → [Study Guidance](#)
- Study Counselling Service: www.srg.dk

Thank you – Questions?

