**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.
* 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 and delivered to all participants.

**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 meeting. |  |
| 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.** This 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://into.aalto.fi/display/enaee/Completing+your+master%27s+thesis>. |  |
| 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/educational-and-study-projects-students-in-research-projects> |  |
| 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://into.aalto.fi/display/enaee/Completing+your+master%27s+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 |  |
| Maturity essay | As of 1.8.2019 maturity essay is no longer required. The abstract of the master’s thesis (and its transalation when applicable) serves as the maturity essay. |  |
| 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 |  |  |