**Organizing the initial meeting**

* The first meeting must be held immediately after the student and the supervisor have agreed on the topic.
* In addition to the student, also the intended instructors 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 instructor.
* 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 The Research Foundation of Helsinki University of Technology, please see <http://www.aalto.fi/en/services/research_foundation_tkk/>
* 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, instructor(s) and other possible parties) |  | |
| **Issue** | **Additional information** | **Notes** |
| Definition of the topic | According to preliminary research plan |  |
| Nomination of the instructor(s) | Instructors must hold at least a MSc degree, there can be max. two instructors. |  |
| Determining the manner and frequency of guidance |  |  |
| Schedule of master’s thesis | A master’s thesis must be completed within one year of the confirmation of the topic, this includes both the experimental part and writing part, target time is six months. |  |
| Language of the master’s thesis | Thesis is written in such a language that it is possible to evaluate it. If the thesis is planned to be written in other language than Finnish, Swedish or English it should be discussed with the degree programme committee first. |  |
| Agreeing on possible language revision | Language center: <https://into.aalto.fi/display/enopinnot/Language+and+communication+studies> |  |
| Guideline for master’s Thesis Evaluation | <https://into.aalto.fi/display/enaee/Completing+your+master%27s+thesis?preview=/330989/3999972/Thesis_evaluation_guideline_13092017.pdf> |  |
| 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://content.aalto.fi/node/2476> |  |
| 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. |  |
| Maturity essay | Preliminary agreement on when and how the maturity essay is organized. |  |
| Seminar presentation | Preliminary agreement on when and how the seminar presentation is organized. |  |
| Master's thesis approval | -The thesis approval application and a pdf/A version of the thesis is submitted electronically through the eAge system. The electronic version must be the final version of the thesis! |  |
| Approval of master’s thesis topic | The student applies for master’s thesis topic approval in the eAge system without needless delay.  <https://into.aalto.fi/display/enaee/Completing+your+master%27s+thesis#Completingyourmaster%27sthesis-ApplyforMaster%E2%80%99sthesistopicapproval> |  |
| Other issues |  |  |