

Master's Thesis Guide of the Aalto University School of Arts, Design and Architecture

Introduction

This guide concerning master's theses of the School of Arts, Design and Architecture (ARTS) for the degrees of Master of Arts (Art and Design) and Master of Science (Architecture) and the related evaluation criteria (APPENDIX 1) have been approved in the Academic Affairs Committee for Arts, Design and Architecture on 22 October 2014.

The guideline, except for the provisions on evaluation criteria, will enter into force on 1 January 2015 and will be applied to master's theses started on or after 1 January 2015. The evaluation criteria will be applied to the examination of all master's theses of 30 credits submitted to examination on or after 1 March 2015. Upon the request of the student, the guide or the evaluation criteria may be applied to the evaluation of master's theses also earlier.

This guide and the associated evaluation criteria do not apply to students who earn the degree of Master of Arts (Art and Design) in accordance with the previous degree regulations and thus do a 40-credit thesis and receive the credits for it before the end of the transitional period of the degree reform, meaning no later than on 31 October 2015. As of 1 November 2015, this guide and the related evaluation criteria will be applied to all the theses associated with master's degrees awarded at Aalto ARTS. The requirements for the thesis for the Master of Arts (Art and Design) during the transitional period have been described in an appendix (APPENDIX 2).

The departments may specify this guide and the appended evaluation criteria with implementation regulations providing students with more detailed information on the thesis practices of the programme and on the application of the school's general evaluation criteria to the theses of the department.

Aims of the master's thesis

To graduate, students must meet the aims set for the thesis. The aim of the master's thesis is that:

- Students demonstrate command of the field of the master's programme and ability to apply the knowledge and skills acquired in the programme independently;
- Students demonstrate ability for research-oriented work on an artistic, theoretical or applied research topic and demonstrate ability to use data and source material for research purposes;
- Students demonstrate good communication skills for work in the field of study.

The thesis may be a piece of theoretical, artistic or applied research, a work of art or a combination of these; it may also include a production component. The production component may be, depending on the field, for instance, a design, a work of art, an exhibition, or project. Theses always include a written component. If the thesis consists of a design or other production component and a written component, the student must specify the emphasis to be given to the different components in the evaluation. However, the thesis is always evaluated as a whole, with all the components of the thesis included in the evaluation.

The recommended extent of the written component of the thesis is 25–70 pages (approx. 50 000–140 000 characters) depending on the extent of the possible production component.

The evaluation criteria and the evaluation principles for theses have been described in more detail in Appendix 1 and in the chapter *When the thesis is complete*.

Before doing the thesis

Thesis plan

The thesis process begins with choosing a topic and defining the scope or research questions of the thesis. The thesis is written on a topic related to the programme and/or major. Students write a thesis plan on the thesis, either independently or in the thesis seminar of the programme. The thesis plan is designed to serve as a mental organisation tool helping both the student and the thesis advisor(s) in grasping the thesis process. The thesis plan contains the following:

- topic and tentative title of thesis
- student name, programme and major
- thesis supervisor and thesis advisor(s)
- extent of thesis
- goals set for the research of the thesis
- description of the artistic component if the thesis is an artistic work
- definition of the thesis scope
- methodological choices, meaning a tentative plan on the ways of seeking solutions to the research questions or a description of the starting points and goals of artistic work
- language of thesis
- planned timetable for thesis completion
- financing plan if required by the topic of the thesis

After the plan is complete, the thesis topic needs to be approved; in the field of art and design, the topic of the thesis is approved by the thesis supervisor, and in the field of technology, by the thesis evaluation group. Approving the topic also involves setting a period of validity for it; as a rule, the topic is valid for one year, but for special reasons, a longer period is possible.

Thesis supervisor and thesis advisor

The thesis supervisor and thesis advisor support the student in the thesis process.

The supervisor may be a professor in the programme, designated by the director of degree programme, or by decision of the director of degree programme, a lecturer or other member of faculty well-acquainted with the school. The supervisor is responsible for ensuring that the thesis topic is related to the programme and feasible to be covered within the scope of a master's thesis. Additionally, the supervisor ensures that the student finds a thesis advisor and is given sufficient supervision and guidance and is responsible for giving permission for the thesis submission for examination.

Thesis advising is the responsibility of the thesis advisor, who supports the student in different stages of the thesis process. A thesis may have one or two thesis advisors, who may be either faculty members or 'external advisors'. At least one of the thesis advisors shall have excellent knowledge of the field of the thesis. The thesis supervisor and advisor may be the same person.

Obtaining approval for the thesis topic

When the thesis plan is ready, the student contacts the intended thesis supervisor in the programme or major in which the thesis is written to agree on the presentation of the topic. The availability of a suitable thesis supervisor is ensured in conjunction with discussing the personal study plan of the student (HOPS).

In the field of art and design, the supervisor approves the topic and the thesis plan, appoints a thesis advisor or advisors and determines the period of validity of the topic, i.e. the deadline for the thesis submission for examination. The supervisor notifies the thesis evaluation group of the approved topics and of the thesis advisors appointed.

In the field of technology, the topic for the master's thesis is approved first by the thesis supervisor and then by the departmental thesis evaluation group. As part of the same process, the thesis evaluation group appoints the thesis supervisor and the thesis advisors and determines the period of validity for the thesis topic, i.e. the deadline for the thesis submission for examination.

The topic of a thesis not submitted for examination by the deadline expires, in which case the student needs to re-apply for the topic to continue working on the thesis. Since thesis advisors commit to their task only for the period of validity of the topic, a new agreement on thesis advising is also necessary before continuing working on the thesis.

Doing the thesis as teamwork

Doing the thesis as teamwork requires agreeing on the arrangement with the thesis supervisor. If the thesis or its production component is done as teamwork, the student has to be able to demonstrate his or her contribution to the work in order to have it evaluated.

Doing the thesis on commission

The thesis may also be done on commission for a company or other external party. It must however be borne in mind, that the thesis is primarily a piece of academic work and evaluated against academic criteria. The thesis topic of a thesis done on commission is approved in accordance with the normal procedure described in this guide. The topic, timetable, supervision and advising responsibilities of the commissioner as well as any compensation for the related work should be agreed upon in writing. For contracts, see the university [contract templates](#).

Publicity of the thesis and processing secret information

Once the thesis has been approved, it becomes a public document. The theses are publicly available at the Aalto University library and in electronic format in the database, if the student has authorised electronic publishing. Theses cannot contain any confidential information; for instance, if confidential information is processed during the process of doing a commissioned thesis, any confidential information has to be excluded from the thesis to be evaluated. This means that any confidential material must either be treated as background material for the thesis or worked on separately from the thesis to be evaluated. If there is a need to discuss confidential information in the thesis, the student and thesis supervisor must agree on its use in advance.

Language of the thesis

Students may write their master's thesis either in Finnish, Swedish or English. Students studying in a Finnish-language programme and wishing to write their thesis in English need to agree on this with the thesis supervisor when obtaining approval for the thesis topic. When choosing the language of the thesis, students should bear in mind that, one requirement for the thesis is demonstrating the language skills needed for the work in their field of study. In other words, students need to have good command of the language of the thesis. The student is responsible for ensuring the correctness of the language; the language may affect the evaluation.

Although students in an English-language programme are entitled to write their thesis in Finnish or Swedish, writing the thesis in English may be a prerequisite for receiving a degree certificate stating that the degree has been completed in English.

The language of the thesis abstract and maturity essay are defined in the section *Abstract (maturity essay)*.

Doing the thesis

Thesis advising and supervision

Although the thesis is to be done independently, students have the responsibility to consult the thesis advisor during the writing process to ensure that requirements are met.

Students appointed an external thesis advisor or advisors may, as a rule, be given a total of max. 10 hours of face-to-face advice by the external advisor(s), and a reasonable amount of guidance by the thesis supervisor or the departmental thesis advisor.

The student and the thesis advisor should agree in detail on the advising arrangements and timetables. Both parties are responsible for compliance with the thesis plan; should any problems arise in advising, the thesis advisor or student should contact the supervisor to resolve the issue as soon as possible. Since the supervision and advising process cannot be taken into consideration in the evaluation of the thesis, any problems in it should be brought up before the examination of the thesis.

Responsible conduct of research and good artistic practices

As part of the supervision process, students are instructed in responsible conduct of research. For additional information on the code of academic integrity of the university, see [Aalto University Code Of Academic Integrity and Handling Violations thereof \(https://into.aalto.fi/pages/viewpage.action?pagelId=5127241\)](https://into.aalto.fi/pages/viewpage.action?pagelId=5127241) The guideline describes responsible conduct of research and good artistic practices and explains different types of misconduct. Aalto University is committed to acting in compliance with the guideline 'Responsible conduct of research and procedures for handling allegations of misconduct in Finland' by the Finnish Advisory Board on Research Integrity (http://www.tenk.fi/sites/tenk.fi/files/HTK_ohje_2012.pdf).

Ensuring the correct citing and referencing techniques is part of thesis advising. To this end, the student should enter the thesis text into a university-provided plagiarism detection system for an electronic originality check well in advance of the thesis submission. After the check, which the student and the thesis advisor representing the school faculty go through the report produced by the system and review any problems in citing and referencing that the student may have. Students with only external thesis advisors go through the originality report with the thesis supervisor.

Support for academic writing and specialist support

Students who need support in academic writing can seek help in the courses and writing clinics offered by the Aalto University Language Centre. The school publishes the details on the [Language Centre teaching for ARTS students](#) annually.

Students who feel they need specialist support for writing the thesis may contact the [accessibility contact person](#) to find out about possible support measures.

Layout of the thesis

The title page of the thesis must include: the student name, thesis title, type of thesis (master's thesis for Master of Science (Architecture) or for Master of Arts (Art and Design)), extent of thesis, name of programme and possible major, school, university, and year of thesis publication.

Abstract (maturity essay)

The thesis includes an abstract describing the contents of the work. The purpose of the abstract is to summarise the key contents of the thesis in a manner that allows a non-specialist reader to understand the main points. The abstract is written in the present tense and includes the key contents of the thesis.

The abstract also includes the details of the thesis such as school, department, programme and major for which the thesis has been written, thesis supervisor and thesis advisor(s). The abstract has no subheadings. The abstract is written in standard language without abbreviations, but special terminology of the field of study is allowed. The abstract may be written on a [template](#); if the template is not used, the abstract may be max. one A4 page long and it has to contain the same information as provided on the template. The abstract is appended to the thesis.

The abstract is written in two languages: in the language in which the student has been educated (Finnish or Swedish) and in English. Students who write their theses in English and have been educated in another language than Finnish or Swedish, write the abstract only in English.

The abstract serves also as the maturity essay for the master's degree. Writing the abstract (the maturity essay) in the language in which one has been educated (Finnish or Swedish) is part of demonstrating the requisite language proficiency for the degree. For students educated in Finnish or Swedish, the version writ-

ten in the language the student has been educated serves as the maturity essay and both its contents and language are checked. The abstracts of students educated in a language other than Finnish or Swedish are only submitted for a content check. Students who have already demonstrated requisite proficiency in the language in which they have been educated (Finnish or Swedish) and written a maturity essay in that language for the bachelor's degree do not have to demonstrate their language proficiency again for the master's degree. In such cases, only the contents of the maturity essay are checked.

Students educated in other languages than Finnish or Swedish wishing to get feedback or language advice on the abstract may have their abstracts checked by an English teacher at the Aalto University Language Centre.

The contents of the maturity essay are checked by the supervisor of the thesis or, in the supervisor's absence or indisposition, the director of the master's programme or a teacher of the department assigned by the director. The language of the abstract is checked by the Language Centre. The abstract (maturity essay) is evaluated on a scale of Pass/Fail. If the thesis is failed, the abstract is also failed.

When the thesis is complete

Submission of the master's thesis

When the thesis complete, the student presents it first to the thesis advisor and, after his/her approval, to the supervisor. Once the thesis supervisor has familiarised him/herself with the thesis to a sufficient extent to know that it meets the requirements set for theses, s/he permits its submission for examination. The thesis may also be presented in a departmental presentation session where the students present their theses not only to the thesis supervisor but also to a larger audience. After the oral presentation of the thesis, the student may be given the permission to submit the thesis for examination; in the field of art and design, permission is given by the supervisor, and in the field of technology, the thesis evaluation group.

Students must submit for examination all those components of the thesis that they wish to have examined. The written component is submitted for examination in three bound copies. The student also saves the thesis in electronic format.

Thesis publicity, retention and electronic archives

The original thesis, the abstract and the copies of the evaluation statement are retained at the Aalto University Library permanently. Together with the written component, also the documentation or recording of the production is saved in a manner suitable for the nature of the production and its copyrights. The other copy of the thesis and the related material may be retained at the department if possible.

The thesis is a public document and available at the library and, given consent by the student, also in the Aaltodoc publication archive. The thesis becomes a public document once it has been approved by the thesis evaluation group and once the minutes of the meeting has been signed by the chair and secretary of the group. The school has the right to retain the theses approved by it as it sees fit and publish the details of the thesis in the publication archive (e.g. title and language of thesis, keywords and thesis advisor).

All the theses of the Aalto University School of Arts, Design and Architecture and the related reference details are saved in the electronic publication archive of the Aalto University Library, Aaltodoc. The theses are saved as electronic PDF files and the school has a right to publish them provided the student has consented to it in conjunction with saving the thesis details in the archive. Also the thesis abstract is published if the student gives his/her consent to it. The school maintains [instructions for the self-archiving of publications](#)

In addition to the Aaltodoc publication archive of the Library, the theses may be saved in an electronic comparison repository, provided the student gives his/her consent to it. Saving the thesis to the comparison repository protects it against plagiarism, since the text of the thesis may be compared to work submitted by other students.

Examination of the thesis

In the field of arts, a minimum of two examiners are selected for the thesis: at least one of them must be a professor, lecturer, researcher or other member of the school faculty who is well-acquainted with the evaluation practices of the school, while the other examiner may be external to the school. In the field of art and design, the examiner is either appointed by the thesis evaluation group or, when the group decides to delegate appointment authority, by the thesis supervisor. If the thesis supervisor is also the thesis advisor, the examiners are always designated by the thesis evaluation group.

In the field of technology, only one examiner is assigned for each thesis. The examiner must be well-acquainted with the thesis evaluation practices of the school and with the field of the thesis. In the field of technology, the examiners are appointed by the thesis evaluation group.

The examiners must either hold at least a master's degree or be in a professorial position. The thesis advisor or the supervisor cannot act as the thesis examiner.

All the components of the thesis are included in the evaluation. The written component of the thesis is always examined on the basis of the hard copy submitted by the student. If the thesis of the student contains a unique event that cannot be reproduced as such (e.g. exhibition, discussion, pedagogical experiment, performance), the student must request for examiners for that component well in advance of the event. The examiners of the work must acquaint themselves with the unique production and the related documentation. If this is not possible, the examiners acquaint themselves with the production only on the basis of documentation. Producing adequate documentation for the evaluation of the thesis is the responsibility of the student.

If the thesis consists of a design or other production component and a written component, the student must specify the emphasis to be given to the different components in the evaluation. However, the thesis is always evaluated as a whole, with all the components of the thesis included in the evaluation.

The examiners evaluate the thesis in accordance with the criteria specified in the appendix (APPENDIX 1). The final grade is given for the thesis as a whole using those evaluation criteria which are relevant for the thesis. Emphasis may be put on criteria most relevant for that particular thesis: if the student defines his or her work as theoretical or applied research, the criterion *Quality of the artistic component* may be ignored. In such cases, weight is put on the criterion *Discussion of the topic, conclusions and interpretation*

Public thesis examination session

Before its grading, the thesis is presented in a public examination session, where the student gives a presentation on it to the supervisors and to a larger audience. After the presentation, the examiners present their statements on the thesis. If the examiner is unable to attend the examination session, s/he submits a written evaluation of the thesis in advance to the chair of the session for it to be read at the session. The student has a right to respond to the remarks and questions of the examiners at the public examination session, and where the examiners are unable to attend the session, to the members of the thesis evaluation group present at the session. The examiners submit their written statements and present their grade proposals to the thesis evaluation group after the examination session. The examination statements are public. If the examiner's grade proposal is affected by the public examination session, s/he is obligated to report this to the thesis evaluation group when giving his or her proposal for grade. At least one half of the membership of the thesis evaluation group has to be present at the examination session.

The departments organise at least 4 public thesis examination sessions per year. Usually, the thesis must be submitted for examination about one month before the intended date of examination, but during the summer, the examination time may be longer. The departments inform their students of the thesis submission deadlines and examination session dates no later than at the start of each term.

Evaluation of the thesis

After the examination session, the examiners submit their written statements and a grade proposal to the thesis evaluation group which assigns the grade for the thesis. It is the responsibility of the thesis evaluation group to ensure that all theses are evaluated against identical criteria.

In the field of art and design, a member of the thesis evaluation group acting as the thesis advisor is disqualified from the grading decision. Only those members of the thesis evaluation group who have completed a

study attainment of corresponding level or who have been appointed professors may take part in the decision-making of the thesis evaluation group.

A thesis may be failed if it does not meet the requirements set for theses or if the student has violated against the university code of academic integrity while working on it (e.g. through plagiarism). If the thesis is failed, the process starts over with the student obtaining approval for the topic from the thesis supervisor. If failing the thesis was not due to reasons related to the topic, the same topic may be re-approved. If the thesis was failed due to plagiarism or other violation of the code of academic integrity, the violation is handled in accordance with the *Aalto University Code of Academic Integrity and Handling of Violations thereof*.

The student has the right to receive a written notification of the grade, including the written statements of the examiners and any reasons given for the grade, after the meeting of the thesis evaluation group.

Students dissatisfied with their thesis grade should first discuss the evaluation with the thesis supervisor or with the chair of the thesis evaluation group.

Appeals

Students dissatisfied with the grade of their thesis may appeal against the decision in writing to the Aalto University Academic Appeals Board within 14 days of receiving notification of the decision. The appeal shall arrive at the university before the closing time of the Registry (at 15.00) on the deadline date.

If the student is notified of the decision by an electronic message (by e-mail), the notification is deemed to have been received by the student on the third (3) day after mailing, unless proven otherwise.

If the student is notified of the decision by mail, the notification is deemed to have been received by the student on the seventh (7) day after mailing unless proven otherwise.

Address to the Aalto University Academic Appeals Board:

Aalto University Academic Appeals Board
Registry
P.O. BOX 11000
FI-00076 AALTO
kirjaamo@aalto.fi

The appeal must specify the following:

1. student name and contact information (address, e-mail address and telephone number)
2. date of student receiving notification of the decision
3. decision (incl. name of thesis and name of person responsible for grading)
4. the change sought with the appeal
5. grounds for the appeal (copies of documents on which the student bases his/her appeal if not already submitted to Aalto University).

No appeal may be lodged against the decision of the Academic Appeals Board.

For additional information, contact the secretary of the Academic Appeals Board.

General instructions on graduation

The thesis is usually one of the final study attainments of the degree and related to the completion of the degree. The student should check the studies completed for the degree with the study coordinator of the programme and request for a degree certificate no later than one month before the degree certificate award ceremony. The degree certificate is ordered by filling in a request form. The requests must without exception be submitted before the deadline specified for that academic year to ensure that the degree certificate is

ready in time for graduation. In conjunction with ordering the degree certificate, students are asked to fill out an online graduate exit survey.

Appendix 1 Thesis evaluation criteria

The evaluation criteria below apply to the master's theses of the School of Arts, Design and Architecture. The final grade is given for the thesis as a whole using those evaluation criteria which are relevant for the thesis. Emphasis may be put on those criteria that are relevant for that particular thesis: if the student defines his or her work as theoretical or applied research, the criterion *Quality of the artistic component* may be ignored. In such cases, weight is put on the criterion *Discussion of the topic, conclusions and interpretation*

The oral presentation given in the examination session and the skill in answering the questions posed by the examiner may raise the grade of the thesis.

In the grades 3–5 of the chart, the previous standard of quality is included in the next.

Evaluation criteria and matters evaluated	Grounds for failing the thesis	1	2	3	4	5
Choice of topic and of the artistic and/or scientific goals for thesis Relevance of the topic for the field Definition of topic Setting of artistic and/or scientific goals for thesis	The thesis topic has not been approved and it is not related to the programme or major of the student. The lack of any definition of scope significantly complicates the discussion of the topic. The goals of the thesis are not explicated.	The topic of the thesis has been approved but it is poorly linked with the field. A lacking definition of the scope complicates the discussion of the topic. The scientific and artistic goals of the thesis are vaguely presented.	The topic is related to the field but has little relevance for it. Unclear definition of the scope complicates fluent discussion of the topic. Some scientific and/or artistic goals are apparent, but the arguments for them are weak.	The topic has significance for the field. The definition of the scope is clear and supports the discussion of the topic. The student has set scientific and/or artistic goals for the thesis and justifies them.	The definition of the scope is justified and supports the discussion of the topic very well. The student analyses the choice of the scientific and/or artistic goals of the thesis.	The topic is demanding. The definition of the scope demonstrates in-depth understanding of the topic. The student evaluates the choice of the scientific and/or artistic goals of the thesis.
Command of topic and use of sources Command of the topic Use of sources	The student is not familiar enough with the topic to discuss it in the thesis. The key sources relevant for the topic have been ignored. The text repeats the contents of the sources without providing references (plagiarism).	The scope of the topic has been recognised but knowledge of subject area is superficial. The sources are not relevant or evaluated. There are shortcomings in citing and referencing techniques.	The topic has been described. The thesis makes use of sources that allow the discussion of the topic but source evaluation is lacking. The student has fair command of citing and referencing techniques.	The thesis demonstrates the student's command of the topic and its context or theoretical framework as well as of the previous research. The sources used in the thesis are essential for the topic and the use of sources demonstrate good command of the subject area. Sources have been evaluated. Good command of citing and referencing techniques.	The thesis demonstrates the student's very good command of the topic and its context or theoretical framework as well as of the previous research. The thesis demonstrates very good command of key sources. The sources are evaluated and weighted purposefully.	The thesis demonstrates the student's in-depth knowledge of the topic and its context or theoretical framework as well as of the previous research. Finnish and international sources are used extensively. The sources are critically evaluated and their choice and weighting supports the discussion of the topic excellently.
Discussion of the topic, conclusions and interpretation Choice of methods and techniques	The goals set for the thesis are not achieved with the methods or techniques selected.	There are shortcomings in the command of the method or technique selected that affect the results.	The choice and command of methods and techniques support the attainment of the goals in a satisfactory manner.	The choice of methods or techniques supports the discussion of the topic. The student has good command of the methods	The student has excellent command of the methods or techniques and applies them very well. The student demonstrates	The student applies and critically evaluates the selected methods or techniques. The student examines the topic analytically and critically

<p>Ability for analytical and research-oriented work</p> <p>Ability to draw conclusions and think independently</p> <p>Conceptualisation of the topic and linking it to a broader context.</p> <p>Evaluation of thesis reliability</p>	<p>The discussion of the topic lacks any analysis and no conclusions are drawn in the thesis.</p>	<p>The conclusions are exaggerated or lacking. There are major shortcomings in arguing for the conclusions and evaluating the reliability of the thesis.</p>	<p>ner.</p> <p>Conclusions have been drawn but the arguments for them are weak.</p> <p>The thesis discusses factors affecting its reliability.</p>	<p>or techniques selected.</p> <p>The student demonstrates ability for analytical and research-oriented work.</p> <p>The student draws justified conclusions or, in an artistic work, demonstrates independent thinking in relation to the topic discussed. The student understands the broader context of the thesis.</p> <p>The student analyses the reliability of the key aspects of the thesis.</p>	<p>very good skills in analytical and research-oriented work and critical thinking.</p> <p>The student draws justified conclusions based on analysis, or in an artistic work, independent thinking in relation to the topic discussed. The conclusions are analysed in light of the source literature. The student conceptualises the results and discusses their relation to a broader context.</p> <p>The student evaluates the reliability of the thesis critically.</p>	<p>and understands the complexity of the phenomenon.</p> <p>The student draws significant conclusions which inspire future research, design or artistic activity, or, in an artistic work, evaluates his or her thinking in relation to the topic discussed. The student conceptualises the results and discusses their relation to a broader context.</p> <p>The student evaluates the reliability of the thesis critically and comprehensively.</p>
<p>Quality of the artistic component</p> <p>Idea and execution of the production component</p> <p>Artistic thinking or design vision</p> <p>Understanding the broader context of the work</p>	<p>The execution of the production component has major shortcomings and does not support the discussion of the topic.</p>	<p>The execution of the production component has shortcomings and articulates the idea or topic poorly.</p>	<p>The execution of the production component supports the idea of the work to some extent. There may be shortcomings in the execution.</p>	<p>The execution of the production component supports the idea of the work.</p> <p>The student demonstrates ability for artistic thinking or design vision.</p>	<p>The production component execution is of very high quality. The related solutions are interesting and support the idea of the thesis very well.</p> <p>The student demonstrates ability for lateral artistic thinking or design vision.</p> <p>The work is evidently linked to the conventions of the field and to a broader context.</p>	<p>The production component execution is excellent and supports the idea of the thesis insightfully.</p> <p>The student demonstrates excellent ability for lateral artistic thinking or design vision.</p> <p>The student demonstrates in-depth command of the conventions of the field and/or challenges them successfully.</p>
<p>Description and analysis of the process</p> <p>Description and analysis of the working process</p>	<p>No description is provided of the working process or the choices made.</p>	<p>The student describes the working process or the choices made to a minor extent.</p>	<p>The student describes the working process or the choices made but the arguments for them are weak.</p>	<p>The student describes the working process and/or the choices made and justifies them analytically.</p>	<p>The student analyses and evaluates the working process and/or the choices made.</p>	<p>The student evaluates the working process and/or the choices made in depth.</p>
<p>Quality of thesis language and presentation, and the examination session</p> <p>Presentation of thesis</p> <p>Quality of thesis language</p> <p>Oral presentation at examination session</p>	<p>The presentation of the various thesis components complicates understanding its contents.</p> <p>There are major shortcomings in the written expression.</p>	<p>The presentation of the thesis components is not appropriate for the contents.</p> <p>Notable shortcomings in written expression.</p> <p>The student is able to respond to some questions posed at the examination session.</p>	<p>The presentation of the thesis components involves solutions that do not support the discussion of the topic.</p> <p>Written expression is satisfactory, but the language needs revision.</p> <p>The student responds to the questions posed at the examination session in a satisfactory manner.</p>	<p>The presentation of the thesis components supports the discussion of the topic.</p> <p>Written expression is fluent and the thesis has no errors that affect readability.</p> <p>The student responds to the questions posed at the examination session and is able to justify the answers.</p>	<p>The solutions applied in to presentation of the thesis components are very good and support the discussion of the topic very well.</p> <p>The written expression is fluent and almost free of errors, and the style is appropriate.</p> <p>The student justifies the views s/he presents at the examination session very well.</p>	<p>The solutions applied to the presentation of the thesis components are commendable and support the discussion of the topic excellently.</p> <p>The written expression supports the discussion of the topic and the understanding of the contents excellently. The text has no errors.</p> <p>The student justifies his or her views presented at the examination session in depth.</p>

Knowledge and professional skills	The student does not demonstrate knowledge or skills required in the degree.	The student demonstrates the minimum level of knowledge and skills and an ability to apply his/her knowledge to work in the field.	The student demonstrates command of the key skills of the field and a satisfactory ability to apply knowledge to work in the field.	The student demonstrates artistic or scientific knowledge and skills or other expertise relevant to the field and an ability to apply the gained knowledge to discussing questions of the field.	The student demonstrates artistic vision, professionalism, analytical or scientific skills and a very good ability to apply the gained knowledge to discussing questions of the field.	The student demonstrates significant artistic vision, professionalism, critical research-oriented thinking and an excellent ability to apply the gained knowledge to discussing issues of the field.
Overall impression Overall description of thesis Connection between the thesis components	The thesis has a great deal of major shortcomings. The thesis components are not interconnected and the student does not justify the choices made.	The thesis has major shortcomings, but meets the minimum criteria for a thesis. The thesis components do not form an integrated whole and the choices regarding the thesis components are not justified.	Despite shortcomings, the work fulfils all the criteria set for a thesis. The thesis components do not form an integrated and coherent whole, and the choices regarding the thesis components are poorly justified.	The thesis fulfils the criteria set for a thesis well. The thesis components form an integrated whole or the student justifies the choices regarding the components well.	The thesis fulfils all the criteria set for a thesis, and has particular merits in some areas. The thesis components form an integrated coherent whole. The student analyses his or her solutions regarding the thesis components.	The thesis has particular merits as a whole and in almost all areas. The thesis components form an integrated whole and support each other excellently. The student justifies and evaluates the solutions regarding the thesis components.

Appendix 2

The requirements for the Master of Arts (Art and Design) thesis during the transitional period of the degree reform until 31 October 2015

Pursuant to the degree regulations of 1 August 2014, the thesis for the Master of Arts (Art and Design) degree has an extent of 30 credits instead of the previous 40. The change in the extent of the thesis affects the time the student is expected to spend on it: in a 30-credit thesis, defining the thesis scope gains importance. The recommended minimum length of the written component of the thesis has been reduced from the previous 30 pages (ca. 60 000 characters) to 25 pages (ca. 50 000 characters). In accordance with the evaluation criteria entering into force on 1 August 2014, the recommended extent of the written part of the 30-credit thesis is 25–70 pages depending on the extent of the production component (a design, work of art, exhibition, production, or project).

Students may pursue studies either in accordance with the degree structure specified in the degree regulations of 2012 or in accordance with the previous degree requirements until the end of the transitional period, which for the master's degrees is 31 October 2015. After the end of the transitional period, as of 1 November 2015, earning 40 credits for the master's thesis will no longer be possible. That is why students wishing to earn their Master of Arts (Art and Design) degrees in a discontinued programme within the transitional period are recommended to start working on their master's thesis no later than on 31 October 2014. Those who start working on their master's thesis for the Master of Arts (Art and Design) after 1 November 2014 are recommended to start pursuing their degree under the new degree regulations, which involve a 30-credit thesis.

As of 1 November 2015, all master's theses for the Master of Arts (Art and Design) will be evaluated in accordance with the evaluation criteria provided in an appendix to this guide.