Checklist for Master thesis projects - Before you start and during the project

1. Make sure you have all necessary information on requirements, rules and regulations

2. Attend someone else's thesis presentation

3. Find a thesis project that interests you. For external projects, look for contact persons and a supervisor at the company. For internal projects, contact research groups or departments in order to find a supervisor. Write a project plan, a preliminary specification, together with the supervisor. Make sure the project has something of your own ideas in it. If you can't find any thesis project despite serious efforts, contact your program director or thesis coordinator

4. Fill in the application form, make sure the supervisor signs it too, and perhaps the reviewer. Attach a transcript of your record of studies and the final thesis specification. The thesis coordinator doesn't handle the application if it's incomplete

5. Contact your coordinator, propose the project and perhaps also a reviewer. It's not your task to find a reviewer, but the administration is faster if you have agreed with a reviewer on your own. Otherwise, the thesis coordinator will find a reviewer for you

6. Do not start the project until you get an approval from your reviewer and your examiner. If you do, you take the risk that your work is wasted.

7. The reviewer contacts the supervisor and makes sure he/she understands the requirements in terms of level, amount of work and content. If confidentiality issues exist, these have to be regulated here

8. The reviewer goes through the goals in the thesis course plan together with you, and you discuss how the preliminary specification meets theses goals. You probably need to rewrite parts of the specification after this. Fill in the “Learning Outcome Form” together with your reviewer.

9. Make sure you have a plan for meetings with your reviewer, not only your supervisor

10. Update your project plan or specification in cooperation with the supervisor and reviewer no later than five weeks after the projects started. This can work as a first preliminary draft of the report

11. Attend the mandatory mid-course meeting in your study period.

12. Attend someone else's thesis presentation

13. Contact the thesis coordinator and apply for being opponent on someone else's report and presentation
14. Continue to write on your own report. If you need help with language or structure, consider this as early as possible.