

Working title for degree thesis

Degree thesis application form and plan

Student name

Degree programme (Degree programme language)

20XX

**DEGREE THESIS APPLICATION FORM**

**Student details**

|  |  |
| --- | --- |
| Student name |  |
| Student number |  |
| Degree programme |  |
| Year of study |  |
| Current number of ECTS |  |
| Number of work practice ECTS |  |
| Date of application |  |
| Expected start and finish dates |  |

**Thesis title and abstract**

|  |  |
| --- | --- |
| Thesis working title |  |
| AbstractWrite a brief summary of your thesis plan here. The abstract should provide a clear and factual description of what you intent to do. Summarize sections of the plan below, especially the aims and objectives, and the schedule and expected results. |

**Participants**

|  |  |
| --- | --- |
| Supervisor |  |
| Examiner |  |
| Other Arcada staff |  |
| Commissioner (external) |  |
| Other external staff |  |

**Language**

|  |  |
| --- | --- |
| Degree programme language |  |
| Thesis language |  |

**Approval (signatures required)**

|  |  |
| --- | --- |
| Supervisor |  |
| Examiner |  |
| Responsible persons of locations in Arcada where the work will be performed |  |
| Head of Department (only if thesis language is different to degree programme language) |  |
| Degree Programme Director |  |

**DEGREE THESIS PLAN**

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# Introduction

## Background

Introduce the topic here. A complete literature review is not needed because that is part of the actual thesis work. Describe the key points that put the thesis topic in perspective and justify why it is worth investigating.

Describe also you own motivation, e.g. how you want to learn new skills, achieve certain aims, utilize your education or get experience in a particular field.

Make sure that you have read carefully the thesis instructions in Start so that you understand the purpose and expectations of a thesis. Also read the thesis evaluation criteria in Start, and discuss the assessment criteria with your supervisor and examiner.

## Aims of thesis

Make a list of the thesis aim(s), and support them with objectives on how you intend to achieve the aim(s).

## Compliance with degree programme theme

Describe how the topic matches your degree program theme, e.g. sustainability.

# Work breakdown

Break down the thesis project into individual components, e.g. literature review, prototype design, and finalizing thesis. You can use constructs such as a project network, system anatomy or work breakdown structure. Write a paragraph for each component describing its aim and how you will perform the work.

Create a schematic figure illustrating the dependencies between project components.

# Schedule

Use your work breakdown components to make a Gantt chart. Specialist software is available, but you can also make a Gantt chart using familiar spreadsheet software. Be realistic with the schedule and adjust the project scope accordingly!

# Resources

## Participants

List all the participants in the thesis project, e.g. supervisor, examiner, external partners, staff responsible for where the work will be performed, and other technical support personnel. Include in the list the role of each participant and the time each will allocate to your project.

If you are performing your thesis in parallel with another student on a related topic, then describe the division, sharing and dependencies of the work.

## Location

List the locations where you will perform the work, and describe briefly what work you will perform in each location. Make sure to consult the responsible person for each location.

## Equipment

Describe the equipment that you will utilize. Demonstrate that you have considered your choice well. Do you have access to the equipment? Do you know how to use the equipment or do you need training? Can you operate the equipment independently or do you need supervision? Addressing these questions now at the planning stage with the appropriate staff is essential for estimating the project schedule.

## Materials and services

List the materials and services that your project will require. List also the costs for new materials and services that will need to be purchased. Agree with your supervisor or external commissioner the budget for the project.

# Language

In what language will you write your thesis?

If you intend to write in a language different to your degree programme language, write an explanation here justifying why. Note that you will still be expected to write an extended abstract of your thesis in your degree programme language.

# Risk management

Describe the risks for all project components. Include both the risks to your safety and also to the successful completion of each component on schedule, e.g. dependence on delivery of a critical material. Make a table of the risks and include their probability, potential impact on the project, and how you can mitigate the risk, e.g. backup plan or redundancy.

# References

Include any references for citations above. Start using automatic citing and referencing software, e.g. Refworks or References in Word.