



UNIVERSITY OF WEST ATTICA
FACULTY OF ENGINEERING
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M.Sc. by Research in Electrical and Electronics Engineering

A.12.4

Reports and Theses Preparation Regulation

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Reports and Theses Preparation Regulation

ARTICLE 1: GENERAL AIMS

Graduate students are required to prepare essays or project reports or the MSc thesis in order to fulfill requirements of the various course modules of the MSc program, either compulsory or electives. Essays and reports are aimed at leading students to go deep into the course module subject, at triggering their interest and at familiarizing them with all the stages of preparation of a sound scientific text (planning, structuring and writing). To this end, the A.01 “Research Methodology – Scientific Writing” compulsory course module is offered in the 1st semester: the second part of this course module is designed to prepare and support students in writing scientific texts.

Furthermore, given the unique research character of the present MSc Program, the systematic development of student skills for the structure and writing of scientific texts and academic essays is critical as an introductory step towards the preparation of quality MSc theses (course module C.01) and the mandatory Publication of Research Results (course module C.02) in the 3rd semester of study.

The present regulation covers all essays, reports and the MSc thesis prepared and turned in by students as a requirement of the MSc Program. Students are referred to the course module description tables available online in the MSc Program website in order to find out whether a specific course module requires the preparation of an essay or report or other kind of text or not. Students are also briefed on these requirements by the course module teacher(s) in the beginning of each academic semester.

ARTICLE 2: PROCEDURES AND RULES

2.1 Essays and Project Reports

Essays and projects may be assigned as individual or as team work. Topics are set by the class teacher(s). When more than one topic is assigned, class teachers take special care so that all topics are of equal load and difficulty.

Essay or project report turn-in deadlines are set early (typically, at the time of assignment) and are respected by the students. The *Open e-class* or *moodle* e-learning platforms of UNIWA are used for uploading essays, reports, etc. Teachers should also provide templates or detailed guidelines for the writing and formatting of the text. The template includes details on:

- (a) text formatting/styling, along with the minimum required data that have to appear on the front page (MSc Program title, course module title and code, project title, student(s) name(s) and UNIWA Registry number(s), academic semester and turn-in date),
- (b) text structure (e.g., title page, abstract, introduction, methodology, results, discussion, references, appendices),
- (c) text extent (indicative upper limit: 2,500 words, except for the MSc thesis), and

(d) a standard style for citations.

A distinct template is available online in the MSc Program website for the preparation of the MSc thesis (see next paragraph).

In case the course module teachers deem it necessary, reports or essays may be presented orally in class by their authors, in the style of oral presentations given in scientific conferences. A duration of 15 minute should be allowed in that case, except for the MSc thesis (see next paragraph).

2.2 MSc thesis

The MSc thesis is written and submitted by the student under the research area and research title defined in the respective call. In the case that a modification of the research title (within the same research area) is deemed necessary, so that the new title describes more accurately the research work, an application along with a brief justification has to be filed with the Secretariat by the supervisor. Applications can be filed at any time before the MSc thesis examination procedure. They are forwarded to the Assembly of the Department for consent and become effective immediately afterwards.

MSc thesis is undertaken and carried out strictly on an individual basis. The MSc thesis text should extend to up to 20,000 words approximately. In case of theses that include the development of novel audiovisual or of other digital material or software application, the thesis text can be reduced to 10,000 words approximately. The thesis preparation must follow the plan, stages and schedule agreed between the student and the supervisor.

MSc theses are submitted for examination within the deadline announced by the Secretariat, at the end of each academic semester. Thesis preparation extensions are granted for exceptional reasons such as health issues. Thesis preparation extensions are granted by the CC for whole academic semesters only, after a written justified and documented application of the student.

MSc theses are submitted for examination along with a form signed by the supervisor who states that the thesis is completed and ready for evaluation. The thesis is submitted in digital form, along with any supplemental digital material. A single printed and bound copy is given to the Secretariat for MSc records, after examination, acceptance and grading of the thesis. Thesis text formatting should strictly follow the instructions and template of the MSc program, which is decided by the CC and made available online in the program website. The text should be preceded by an abstract of 300-400 words approximately, along with a set of 4-6 keywords.

ARTICLE 3: EVALUATION AND GRADING

3.1 Essays and Project Reports

Essays and project reports may be evaluated by means of more than one methods:

- Written text graded by the teacher(s),
- Oral examination of the student,
- Oral presentation in class by the author(s),
- Other method the course module teacher deems appropriate.

Evaluation criteria for essays and project reports are set per case by the course module teacher(s). The criteria should refer to the structure of the text, the correct use of terminology and language, the clear presentation of scientific concepts or theories, the degree of understanding of the topic treated in depth and breadth, the experimental design and planning (if applicable), as well as the oral presentation and support of the contents with adequacy and eloquence (if applicable).

Grades are given on the 0-to-10 scale. For team work, teachers evaluate the individual contribution of each member to the final outcome and may therefore give different grades to members of the same team.

3.2 MSc Thesis

An MSc thesis is examined by the tripartite examination committee that includes the supervisor. The student presents and orally defends the thesis to the committee. The procedure is held in public and the date and place are announced in time by the Secretariat. Oral defense typically lasts for 45 minutes, followed by 15 minutes for questions and discussion. The committee may (i) accept the MSc thesis as it is, (ii) return the thesis to the student along with comments for improvement and set a new deadline for defense, or (iii) reject the thesis.

1. In the first case, the thesis is graded by the examination committee on the basis of the set of defined evaluation criteria and grade breakdown, as detailed in the Appendix of this Regulation. Grades are given on the 0-to-10 scale. The final grade is the average of the grades given individually by each committee member.
2. In the second case, the whole procedure is repeated for the defense and acceptance of the improved thesis version.
3. In the third case, the Department does not confer the Master of Science degree and title. Instead, the student receives a Certificate of Attendance stating all successfully completed modules or other educational activities, along with their grades and ECTS units.

Accepted and graded MSc theses must be uploaded in full text in the digital repository of UNIWA Library POLYNOE. After the examination committee files the MSc thesis grading form with the Secretariat, the student has to upload the MSc thesis in full text in POLYNOE, under the MSc Program partition, for the grade to take effect.

ARTICLE 4: ACADEMIC INTEGRITY AND ANTI-PLAGIARISM RULES

Students should clearly and meticulously cite any external sources of material(s) used in the text of the MSc thesis or in any other text(s) students submit during their studies to fulfill the requirements of the MSc Program. They also take special care to place quoted text in quotation marks, so as to differentiate it from their own original text. Quoted text coming from external sources or text similar to already published text(s) of the same or other author(s) should not exceed 20% of the total thesis text, excluding bibliographic references and cover pages. Observation of the above limit is checked by the supervisor on all texts turned in by students, and especially on the final MSc thesis text, prior to submission of the text to examination, using the UNIWA-endorsed software tool (*turnitin®* or other). In the cases of Technical Reports I

and II and of the MSc thesis, the resulting percentage of similarity is forwarded by the supervisor to the other two members of the examination committee.

Plagiarism is considered a grave academic offense. The term covers all cases of

- appropriation or use of the work(s) or part of work(s) of others, either published or not, without the due reference,
- re-use of previous work(s) or parts of work(s) by the same author that have already been submitted and evaluated within a different framework, without clearly stating so,
- quotation of any documentation material without the due reference to its source.

In the unfortunate case that a student commits any of the above academic offenses

- the student receives a zero grade in the particular assignment; in the case of the MSc thesis, the thesis is rejected (see paragraph 3.2, case (iii)),
- disciplinary procedures are triggered for the student; in the case of the MSc thesis, and after a documented proposition by the CC, the Assembly of DEEE may decide to expel of the student. The expelled student receives a Certificate of Attendance stating all successfully completed modules or other educational activities, along with their grades and ECTS units.

In any case, the UNIWA, DEEE and present MSc Program anti-plagiarism rules and regulations apply, as they stand. These are regularly updated by the competent bodies and made available online on the respective websites.

Last updated: Sept. 2024

APPENDIX: MSc thesis evaluation criteria

MSc Thesis Evaluation Criteria		Grade Breakdown (Max Points)	Evaluator 1 (Name)	Evaluator 2 (Name)	Evaluator 3 (Name)
			Grade (B1)	Grade (B2)	Grade (B3)
Text Evaluation Criteria		TOTAL (75)			
A	Aims and objectives, structure and literature review of the field: <ul style="list-style-type: none"> • Definition and documentation of the aims and objectives of the MSc Thesis • Satisfactory bibliographic search and literature review of the field • Research design and planning, selection of a suitable research methodology and justification for this selection 	25			
B	Quality and quantity of original contribution – degree of novelty: <ul style="list-style-type: none"> • Qualitative and quantitative adequacy of the personal contribution of the student • Critical analysis of research within the framework of the adopted methodology (points of uncertainty, strong points and limitations of the methodology) • Degree of novelty and documentation of the contribution of the thesis to the broader scientific area it falls into 	30			
C	Structure, quality and format of MSc Thesis text: <ul style="list-style-type: none"> • Text structure and clarity in the analysis of methodology and argumentation • Use of language • Quality and format of the text (reports, tables, images) 	20			
Evaluation Criteria for MSc Thesis Presentation & Defense		TOTAL (25)			
D	MSc Thesis Presentation: <ul style="list-style-type: none"> • Presentation contents – thesis subject coverage • Structure and clarity of the presentation • Presentation style and mode • Presentation time management 	15			
E	MSc Thesis Defense: <ul style="list-style-type: none"> • Ability to answer questions following presentation 	10			
Evaluators' Grades		TOTAL (100)			
Average MSc Thesis Grade		$\frac{B1 + B2 + B3}{30}$	(Numerical) _____ (Text) _____		