

**RULES AND PROCEDURE FOR PREPARING A THESIS**



**CYPRUS UNIVERSITY OF TECHNOLOGY**

**DEPARTMENT OF MULTIMEDIA AND GRAPHIC ARTS**

**RULES AND PROCEDURES FOR PREPARING A BA THESIS**

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## PROCEDURE FOR COMPLETING THE UNDERGRADUATE THESIS

### Introduction

The thesis is an elective course for the 4th year of the program of study at the Department of Multimedia and Graphic Arts. The thesis is mostly carried out within the framework of the MGA 461 course, which is worth 12 ECTS credits. This document describes the procedure followed for the completion of the thesis by students of the Department. Specifically, it describes: the purpose of the thesis, the role of involved individuals, categories of thesis topics, the process of selecting a topic, the process of conducting and writing the thesis, as well as the evaluation process for the thesis.

### Objectives and Expected Outcomes

The thesis project helps the student to develop the skills required for completing complex projects/studies in areas related to the program of study and the research interests of the academic and research staff of the Department of Multimedia and Graphic Arts. It is expected that through the thesis project, the student will learn to:

- Design, plan, monitor, and control the progress of the work.
- Identify and effectively use relevant information sources.
- Combine knowledge, tools, and techniques taught in a cohesive manner.
- Formulate opinions and ideas.
- Present findings and achievements in written reports, other deliverables, and oral presentations.

Through the thesis project, the student utilizes the knowledge and skills developed during their studies, and also learns to work methodically, using integrative thinking.

### Role of Involved Parties

The preparation of the Undergraduate Thesis involves directly the student who takes on the project, the Supervisor, the Coordinating Professor, and the Evaluation Team. The roles of the involved parties are as follows:

### Students

The student has the responsibility for timely selection of the thesis topic, preparation of the proposal, and completion of all stages of the work. Although these actions are carried out in collaboration with the Supervisor Professor, the responsibility for the on-time completion of all required actions belongs to the student

### Coordinating Professor (CP)

The responsibilities of the Coordinating Professor are assumed by a member of the Departmental Faculty. The CP has the responsibility for the smooth completion of the process of thesis preparation, presentation, and evaluation:

- Ensures equal submission and equal distribution of thesis topics among Department members.
- Ensures that thesis topics are relevant to the subjects taught in the Department.
- Ensures the evaluation of thesis topics before they are assigned to students.
- Ensures the assignment of thesis topics to all students.
- Handles requests for changes to thesis topics or supervisors.
- Ensures the planning of thesis presentations.
- Ensures the submission of grades for each student.
- Encourages students with the highest grades to present at the final undergraduate exhibition and other Department events.
- Is responsible for informing students about the procedures and rules for writing a thesis. This is done during the first week of the Fall semester as part of the MGA460 course.

### Supervisor/Supervising Professor (SP)

The Supervisor/Supervising Professor serves as a personal advisor to the student who has chosen a topic for their thesis, which falls within their field of interest. During the thesis writing process, the student meets with their SP on a regular basis. During the initial meetings, a general plan for the development of the thesis is outlined. The meetings between the student and SP aim to inform the SP about the progress of the work, resolve any problems that arise during the writing process, and guide the student on the next steps. The SP has the discretion to request from the student a record of their meetings or even submit brief progress reports at specific deadlines, so that the progress of the thesis and the student's response to its requirements can be monitored.

The duties of an SP are assumed by all members of the Department's academic staff without exception/ The academic members can be supervisors by choice. Supervisors are required to supervise any student who chooses their topic, while they have the ability to select students only in cases where:

- 1) more than one student chooses the same topic and
- 2) a student proposes their own topic that falls within the interests of the supervisor and the Department.

Important! In any case where an SP accepts supervision of a student with their proposed topic, they must choose not to assign one of the announced topics and to ensure that equal distribution of topics is not violated. A supervisor cannot supervise more than five (5) thesis projects. Collaborations between academic members for supervising thesis projects can occur informally, but only one member is declared as the supervisor.

### Assessment Committee

The Assessment Committee consists of the CP, SP, and another member of the Department (the second assessor), who is proposed by the CP. The assessment of the thesis is conducted as follows:

The SP, CP, and second assessor evaluate separately and independently based on the Criteria for Evaluating Master's Theses (which accounts for 90% of the grade and does not include presentation). Note that the evaluation refers to the progress up to that point and does not assume any minor changes that may be requested from the student, and which may potentially improve the work.

The evaluations are given to the CP before the presentation date, which is announced in advance.

On the day of the presentation, before the student presents, the CP shares the initial evaluations with the assessors. Then, they call on the student to present and after completing their presentation and answering possible questions from the three-person team, they leave.

The assessors also evaluate the remaining 10% that concerns only presentation skills and answers to questions from the student, not the substance of the thesis.

The CP calculates the final grade for the student, which is the average of the grades given by the SP and second assessor with the closest grade (between SP and second assessor). The CP, having a complete picture of all master's projects of that year, must and should evaluate consistently to ensure fair grading and avoid injustices. The two assessors who determine the average have another opportunity to discuss and, if they wish, can revise their grade.

The CP maintains a file with all these events for 2 years after the completion of the process.

## Writing a Thesis Procedure

### Time for finishing the Thesis

The Thesis is completed within the duration of one academic year, during which the student is enrolled in the corresponding course, MGA 461. Eligibility for enrollment in MGA 461 has the following conditions:

- The student has completed at least six (6) semesters of studies and has earned at least 168 ECTS credits.
- The student has successfully completed the MGA 460 course (Research Methods in Media and Graphic Arts).

Although the enrollment in MGA 461 is a student's choice, the Department does not recommend that students with an overall grade below 7.5 at the end of their sixth semester undertake a thesis.

The thesis is written within the framework of MGA 461 during the spring semester, although it may start unofficially earlier, during the fall semester or spring semester, when students are in their sixth academic year.

- Week 1-3, MGA 461: Preparation of a progress report. Meetings for resolving issues, coordination, and information.
- Week 4-12, MGA 461: Completion of research / writing of thesis. Meetings for resolving issues, coordination, and information.
- Week 13, MGA 461: Submission of thesis.
- Week 14-15 (examination period)
- Oral presentation of work

It is noted that final references must be submitted by the end of the spring semester on a specific date determined by the Department and announced to students. The submission deadline is decisive. Late submissions are not accepted, resulting in the failure of the student to complete MGA 461.

### Assessment of Thesis

The assessment of the Thesis is conducted by the assessment team as described above. The final grade of the work is as follows:

- Successful completion of work without any necessary corrections or changes (Grade 5-10).
- Successful completion of work with limited-scale corrections or changes (Grade 5-10). In this case, the student is required to make the necessary changes within one week from the presentation date. The Supervisor is responsible for monitoring and approving the changes. Note that the grade of the student refers to the initial submission evaluated by the assessment team and the presentation. The grade cannot be changed due to limited-scale corrections.
- Rejection of work, with a recommendation for resubmission according to central regulations (Incomplete Grade). The Assessment Team determines the necessary corrections, supplements, and changes required from the student, which must be made for re-evaluation, with the possibility of achieving a grade of 5/10. Note that the student has the option to request a complete rejection of their work (Grade 0-4.5) instead of taking advantage of the opportunity for re-evaluation.
- Full rejection of work (Grade 0-4.5). If a student chooses to retake the MGA 461 course, they must work with another Supervisor and on a new topic for their Master's thesis.

### Rules of Conduct and Copyright

The Thesis must be governed by the basic rules of ethics and ethics, which determine that:

- Research for the Thesis must be conducted with respect to scientific truth, academic freedom, life, nature and the environment, biological and spiritual integrity of man, human dignity, intellectual property and personal data.
- The investigation must avoid any discrimination against citizens on the basis of ethnicity, race, national origin, language, sex, religion, private life, physical ability or socio-economic status.
- Plagiarism and appropriation of foreign achievements are strictly prohibited. FTs must act in a way that meets the requirements of the applicable legislation on the protection of intellectual property.
- The copyright resulting from the completion of the thesis belongs to the student.

### Thesis Categories

Thesis in the Department of Multimedia and Graphic Arts can be performed in subjects included in the curriculum and in the research interests of academics.

- In Type A theses, students may engage in theoretical or critical analysis of a topic, historical review of a topic, extensive literature review of a topic, or creation of a theoretical frame. The Type A thesis must include adequate citation-use of existing bibliography relevant to the subject. The main deliverable is the final report, of 6000-8000 words.
- In Type B thesis, students deal with the application of research at a practical level. The expected applied research deliverables consist of the final report (3000-8000 words) and other relevant deliverables in printed or electronic form such as, for example, posters and computer games.

The type and quantity of deliverables shall be specified in the proposal submitted by the FT under the supervision of the EC.

### Thesis Topics

The members of the Department propose topics or general areas of research that fall within their research interests, always in relevance to the Department and studies in Multimedia and Graphic Arts. All faculty members of the Department are expected to propose a number of topics determined by the SP and must be observed (indication of the number of students of each year who may be enrolled in PGT461). SPDs can suggest topics if they wish. The SP may choose not to offer topics due to his/her coordinating role. You mean that the members of the Department who have already offered five topics or the maximum predetermined number in Phase A, do not propose topics in Phase B. The CP may make suggestions on the issues before they are given to the Student. The topics are announced by the CP before the beginning of the Fall semester.

### Assignment – End of Spring (Phase A) to Beginning of Fall semester (Phase B)

Phase A: April to July: A timetable is set by the SP for direct student consultation with academic members of the Department on undergraduate issues. Each academic member can agree directly with student, for thesis supervision, and give up to five topics. It is the responsibility of the student to search for available academic members and consult with them. The academic member is not obliged at this stage to agree with a student. The student is responsible for informing the committee by notifying the academic member with whom he/she has agreed to prepare his/her thesis.

Phase B: Those who do not secure a subject in Phase A, declare their interest in preparing a thesis in the CP. Each student who meets the requirements for enrollment in the course MGA 461, selects the topic of the Thesis that interests him/her, from the topics announced, and is informed by the respective EC about the details and conditions of preparation of the Thesis. In cases where more than one student is interested in the same topic. The CR in cooperation with the EC have the freedom to choose which student will be assigned the assignment. The EC does not have the right to refuse supervision of any student as he/she is the only person who has chosen the subject. Students may submit to members of the Department their own proposals on the subject of the Thesis, provided that a member of the

Department accepts the supervision of the proposed topic. Important! In any such case of acceptance of student supervision with his/her own proposed topic, the EC should choose not to give one of the issues announced and to consult with the CR so that the equal distribution of issues is not violated (see CR debts). The assignment process to Student must be completed within 2 weeks of the announcement of the topics. The whole process of assignment is coordinated by the CP who is also responsible for handling cases of students who want and are entitled to register in MGA 461 and have not managed to find a thesis and/or EC issue.

### Project Proposal – End of Autumn Semester

Each Student, under the supervision of the EC, prepares the Project Proposal which includes a brief review of the relevant literature, the proposed work to be completed and the expected deliverables based on the template given by the CR. The project proposal must be delivered to the CR before the end of the Autumn semester, on a date to be announced by the CR, and must bear the signature/approval of the EC. It is the responsibility of the student to work on the necessary corrections proposed by the EC and to secure his/her signature before the day of delivery of the Work Proposal. Students who do not deliver a project proposal with the signature/approval of the EC, are well advised to seriously consider not registering in MGA461.

### Exception

Enrollment in MGA461 may also be allowed to students who have decided to do so in the Spring semester. However, these students are an exception to the process which started in September with the support of the PS. These students will have to arrange for themselves to find a topic/academic advisor and deliver a proposal at the beginning of January (while the rest will have delivered a project proposal at the end of the fall semester). The CR is not obliged to provide support to student exemptions up to the point of delivery of the project proposal. The CR will proceed (and include new students) in the next steps of the course MGA 461.

### Work Completion and Final Report Writing

The official preparation of the paper by the students begins in the Spring semester at MGA461. The text of the final report should be complete, clear and scientific, in accordance with the criteria in the Annex. The final report should be submitted in Greek. In case the student wishes to submit the final report in English, he/she must submit a request for evaluation to the Department through the EC and explain the reasons.

### Mid-term Evaluation - Week 1-3 of PGT461

During Week 1-3 of PGT461, a progress report (written report and other deliverables such as drafts, posters under design, etc.) is prepared and delivered to the EC with notification of the CR. It is the responsibility of the FT to work on the necessary corrections proposed by the EC and to improve his/her project proposal in cooperation with him/her. Resolve, coordination and information meetings should take place between the EC and the FT. The CRS may invite additional questions resolution, coordination and briefing meetings if necessary.

### Completion of research / writing of thesis - Week 4-12 of MGA461

The work progresses and is completed in Week 4-12 of MGA461. It is the responsibility of the student to work on the necessary corrections proposed by the EC and to complete the thesis. Resolve, coordination and information meetings should take place between the EC and the Student. The CRS may invite additional questions resolution, coordination and briefing meetings if necessary.

### Thesis Submission - Week 13 of MGA461

The submission of the written report and other deliverables takes place in the 13th week of the semester. Students are invited to submit the following:

1. Working in PDF format via e-mail. The file name should be the name of the FT and the delivery

date. E.g. Andreas\_Andreou\_2018.

2. The report and all deliverables in electronic format (e.g., CDs, DVDs).
3. Type B thesis must always have an additional deliverable video/trailer of the work (game, 3D creation, mobile app etc) and/or access to all deliverables in electronic form.

The distribution of copies to the Evaluation Team is the responsibility of the Secretariat of the Department or the CR.

### Thesis Presentation - Week 14-15 (examination period)

The presentations of the thesis are made in person (or online if there is a documented need) according to the presentation schedule set by the CP. The presentations include a short presentation of the work and results by the student and questions by the members of the Evaluation Team. In type B theses that have used technologies such as Oculus, leap motion, Kinect or tablets, students has the responsibility to prepare and present a life demo. Students are responsible for how their work is presented and the presentation is assessed with 10% (presentation skills). All members of the teaching and research staff of the Department have the right to attend the presentation, but not students of any year.

### Inclusive language

All thesis students must adopt an Inclusive Language. Guide for the use of inclusive language at the Cyprus University of Technology is available here:

[https://www.cut.ac.cy/digitalAssets/445/445000\\_100inlusive\\_language.pdf](https://www.cut.ac.cy/digitalAssets/445/445000_100inlusive_language.pdf)

### Final Thesis Submission

The Student submits the final project electronically to the EC, together with any changes that may have been requested during the presentation of the paper. The EC examines whether the changes have been made and forwards the final text in electronic form to the secretariat and to the CRS.

The CP and the secretariat keep a record of all the final texts of the thesis.

The paper is submitted electronically to the institutional repository KTISIS. All Students are required to submit to KTISIS the transmitted information, i.e. information related to the thesis (see <http://www.cut.ac.cy/library/etds/>). The Library receives the final text from the Department (secretariat) in order to insert it into KTISIS. However, in order to ensure the quality of the published papers, the full text of a thesis will be entered in KTISIS only when the thesis has been graded 8.5 or more. Students owns the copyright. The right of the Library lies in the ability to access the content of the thesis.

### Distribution and Improvement of Thesis Process

The rules and procedure for the preparation of the thesis are distributed to the members of the Department of Multimedia and Graphic Arts, and to the students of the Department of Multimedia and Graphic Arts who are in the 4th year of their studies. This rule can be continuously improved following substantiated proposals submitted by teaching-research members of the Department and students. All changes must be ratified by the Department Council.

GENERAL RULES OF ATTENDANCE [https://www.cut.ac.cy/digitalAssets/79/79220\\_100I\\_Rules\\_General.pdf](https://www.cut.ac.cy/digitalAssets/79/79220_100I_Rules_General.pdf)

*2.8.2 The preparation and evaluation of the thesis or thesis is carried out in accordance with rules approved by the Council of the Department. The last update of the rule was made at the 124th Session, December 2021.*



## Project Proposal

**Thesis Title**

Student

Thesis advisor

**1. Project Summary** (*Times New Roman 12, Line Spacing 1.5, up to 200 words*)

Briefly indicate the objectives of the project and the main activities to be implemented.

**2. Scientific Objectives of the Project** (*Times New Roman 12, Line Spacing 1.5, up to 200 words*)

Identify the scientific/technological objectives and expected results of the project in a measurable form.

**3. Existing Knowledge/Bibliography Review** (*Times New Roman 12, Line Spacing 1.5, up to 400 words*)

Discuss the current level of knowledge in the subject of the project after a quick review of the literature. Include a list of references in an APA citation system.

**4. Implementation Plan****4.1. Methodology description** (*Times New Roman 12, Line Spacing 1.5, up to 200 words*)

Record the structure of the scheduled thesis. Refer to the choice of research methodology and the important phases of the project.

<b>4.2.</b> <b>Work packages</b> <i>No. Work Package</i>	<i>Title of Work Package</i>	<i>Date (Start)</i>	<i>Date (End)</i>	<i>Deliverables</i>
ΔΕ1	Project Management	10/11/12	<b>22/4/2013</b>	Π1, Π2, Π3...

**4.3. Description of Work Packages** (*Times New Roman 12, Line Spacing 1.5, up to 100 words per batch*)

List the activities included in each package and the deliverables that will result from each package.

Example: WP1 (Project Management): Cooperation with the supervising teacher and maintenance of ...

**4.4. Table of Deliverables**

<i>No. Deliverable</i>	<i>Title of deliverable</i>	<i>Completion (Date)</i>
Π1	Submission of interim report	<b>15/2/2020</b>
Π2	Submission of thesis	<b>22/4/2020</b>
Π3		
Π4		

## Thesis Writing Guidelines

The student must apply the thesis format as specified by the library in <http://www.cut.ac.cy/library/etds/>  
The structure of the text of the thesis depends on its topic. Indicatively, it may contain the following chapters:

1. Chapter 1: Introduction
1. Chapter 2: Problem description – need for study
2. Chapter 3: Literature review
3. Chapter 4: Methodology
4. Chapter... [et seq.]
5. Chapter 5: Results
6. Chapter 6: Conclusions and issues for future research
7. Annex: The Annex shall give, where appropriate, all primary data in figures and tables.
8. References: The use of the APA referral system is encouraged, but the supervising teacher may request the use of another system depending on the topic of the project.

## Interim progress report

### Thesis Title:

Student: \_\_\_\_\_

Thesis advisor: \_\_\_\_\_

### ABBREVIATION

Brief description of the progress of the project so far (main activities implemented).

### DELIVERABLES

Brief description of the project deliverables so far.

### OTHER INFORMATION

Please find attached any other information deemed necessary regarding the project.

It seems that it will be possible to complete the taCP within the timetables

YES / NO

Signature of the Thesis advisor: \_\_\_\_\_

Student's signature: \_\_\_\_\_

### Thesis Evaluation Criteria

The Table includes the groups of evaluation criteria, the sub-criteria and the weight of the groups.

- Type A Assignment – For assignments that have AS A BASIC DELIVERABLE THE WRITTEN REPORT (6000-8000 words)
- Type B Thesis – This type includes a WRITTEN REPORT (3000-8000 words long) AND OTHER KEY DELIVERABLE(S) [e.g. Posters, Flyers, Booklets, Games, Apps, etc].

Group Criteria	Criteria	Type A work	Type B work
Programmatic / Research / Methodological Design	<ol style="list-style-type: none"> <li>1. Clear research statement / motivation</li> <li>2. Description of problem and objectives, relevance to the field of research (purpose of the study)</li> <li>3. Literature review, identification of gaps in the literature</li> <li>4. Formulation of research questions / formulation of motivation / formulation of general objectives</li> <li>5. Clarity in the description of the methodology of research, development and use of research tools</li> <li>6. Presentation of results and correctness of calculations based on data</li> <li>7. Conclusions and discussion</li> <li>8. Compositional ability, argumentation and originality</li> <li>9. Language use / structure-text development / length / application of a citation system [APA or other] / application of inclusive language</li> </ol>	<b>90%</b>	<b>45%</b>
Other deliverables	<ol style="list-style-type: none"> <li>1. Success of the design goal in relation to the target audience</li> <li>2. Conceptual approach</li> <li>3. Design Methodology</li> <li>4. Eligibility for the problem</li> <li>5. Usability / Effective communication.</li> <li>6. Correctness/Functionality/ Excellent practical execution (technical CPills)</li> <li>7. Originality/ Novelty of the deliverable/Creativity</li> <li>8. Aesthetics/Aesthetics</li> <li>9. Adequacy of deliverable(s), integrated implementation</li> </ol>	<b>N/A</b>	<b>45%</b>
Oral presentation		<b>10%</b>	<b>10%</b>

