CYPRUS UNIVERSITY OF TECHNOLOGY

DEPARTMENT OF MULTIMEDIA AND GRAPHIC ARTS

UNDERGRADUATE THESIS PROCESS AND POLICIES

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Introduction

The thesis is an optional subject/course in the fourth year of the curriculum of the Department of Multimedia and Graphic Arts. The Thesis is prepared mainly during the MGA 461 course and is assessed with 12 ECTS. This document describes the procedures that students of the Department should follow for preparing their thesis. It outlines the objectives of the thesis, the role of the individuals involved, the categories of theses, the topic selection process, the process of implementing the thesis and writing the final report and the process of its evaluation.

Objectives and Expected Outcomes

The thesis helps the student to develop the skills needed to handle complex projects/assignments on subjects included in the curriculum and aligned with research interests of the faculty and research staff of the Department of Multimedia and Graphic Arts. It is expected that through the process of preparing the thesis the students will learn to:

- Plan, schedule and monitor the progress of the project.
- Identify and effectively use the appropriate sources of information.
- Use a combination of knowledge, tools and techniques taught.
- Formulate their opinions and ideas.
- Present findings and achievements through written reports, oral presentations and other deliverables.

Through the process of preparing the thesis, students use the knowledge and skills they have developed during their studies, while also learning to work methodically, using critical and combinatorial thinking.

The Role of the Individuals Involved

In preparing the thesis, the student who undertakes the project, the Supervisor, the Coordinator and the Evaluation Committee are directly involved. The roles of the parties involved are explained below:

Student

The Student is responsible for selecting the thesis topic in time, for preparing a research proposal and for efficiently processing all the stages of the project. Although the above actions are carried out in collaboration with the supervisor, the responsibility for the timely completion of all required actions belongs to the student.

Coordinator

The duties of the coordinator are undertaken by a faculty member. The coordinator is responsible for the smooth completion of the process of preparing, presenting and evaluating theses. Therefore, the coordinator:

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- Ensures equal submission and equal distribution of thesis's topics by all members of the Department.
- Ensures the relevance of thesis topics to the courses taught in the Department.
- Ensures the evaluation of the topics before they are given to the students.
- Ensures the assignment of thesis topics in all students.
- Deals with requests for changes in thesis topics and/or supervisor.
- Ensures the scheduling of the theses' presentations.
- Ensures the submission of grades for each student.
- Encourages students with the highest grades to present in the final project exhibition and in other Department events.

Supervisor

The Supervisor acts as a personal adviser to the student who has chosen a thesis topic, which falls within the scope of interest of the Supervisor. During the implementation of the project, the student consults with the supervisor on a regular basis. During the initial meeting a general plan for the development of the thesis is prepared. The meetings of the student with the Supervisor aim at informing the Supervisor on the progress of the project, resolving problems that arise along the preparation of the project, and in guiding the student over the following stages.

The Supervisor has the discretion to ask the students the keeping of a logbook of their meetings, or even the delivery of concise progress reports by specific deadlines, to better monitor both the progress of the project, and the student's response to the requirements of producing it. All faculty members without exception can assume the duties of the supervisor. The Special Teaching Staff may supervise undergraduate theses if they wish to do so.

Supervisors are required to supervise any student who selects their topic, while they have the option of choosing students only in cases 1) where more than one student chooses their own topic and 2) student suggests his/her own topic which falls within the scope of interest of the Supervisor and the Department -- Important! In case of acceptance of student supervision with his/her own proposed topic, the supervisor must choose not to give one of the announced topics and come to an agreement with the coordinator, so that the equal distribution of the topics is not violated (see coordinator's duties). Supervisor cannot oversee more than the number of the theses indicated by the coordinator. Collaboration between the Academic staff/Special Teaching Staff for supervising undergraduate thesis can exist unofficially, but only one of the Academic staff/ Special Teaching Staff is declared as supervisor.

Evaluation Committee

The Evaluation Committee consists of the coordinator, the supervisor and one other member of the Department (second evaluator), proposed by the coordinator. The evaluation of the project is done as follows:

1. The supervisor, coordinator, and second assessor score separately and independently from each other based on the Evaluation Criteria Theses (it is the 90% of the final grade and does not include the grade of the presentation). It is noted that the grade refers to the deliverables as of now and does not require any minor changes that might be requested from the student and may improve the project.

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2. The scores are given to the coordinator prior the day of the presentation on a date announced.
3. On the day of presentation (and prior to the student's presentation), the coordinator communicates the initial scores to the evaluators. Then the student is invited to present their work and after completing the presentation and answering any questions of the three-member committee, the student leaves.
4. The evaluators assess the remaining 10% which relates solely with the assessment of the student's presentation skills and the student's answers to the questions and not the substance of the thesis.
5. The coordinator calculates the student's final grade – this is the average between the marks awarded by the coordinator and the evaluator with the closest grading (between supervisor and 2nd evaluator). Since, the coordinator has an idea of all the theses of the year, s/he must evaluate with consistency for correct weighting of the theses' grades and fairness. The two evaluators that now determine the average, have yet another opportunity to discuss and, if they wish, they can reconsider their grade.
6. The coordinator maintains a file with all the above facts for two years after the end of the process.

Preparing the Thesis

Timeframe for the thesis's preparation

The thesis should be completed during the semester in which the student is enrolled in the corresponding lesson MGA 461. Students are eligible to enrol to the MGA 461 course if:

- They have completed at least six (6) semesters and at least 168 ECTS.
- They have successfully completed the MGA 460 course (Research Methodology in Multimedia and Graphic Arts).

Although the choice of enrollment in MGA461 depends on the student, the Department does not recommend thesis preparation to students with an average grade below 7.5 at the end of the sixth semester.

The undergraduate thesis is prepared during MGA 461 offered in the spring semester, while it may begin (unofficially) earlier during the fall semester.

The preparation process of the thesis follows the syllabus of MGA461:

- Week 1-3, MGA461
  Preparation of progress report. Meetings for answering questions, coordination and update
- Week 4-12, MGA461
  Conducting research/ writing of thesis. Meetings for answering questions, coordination and update
- Week 13, MGA461
  Thesis submission
- Week 14-15 (exams period)
  Oral project presentation

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It is noted that the final reports are submitted by the end of the spring semester at a date decided by the Board of the Department and communicated to students. The date of submission of the reports is crucial. Late work is not accepted resulting in the failure of the student to MGA 461.

Evaluation of the Thesis

The grading of the thesis is done by the evaluation committee as described above. The final grade of the project is calculated as follows:

- Successful completion of the project without the need for any adjustments-changes (Grade 5-10).
- Successful completion of the project with some minor corrections and/or adjustments (Grade 5-10). In such a case, the student makes the requested changes within a week from the day of the presentation. The supervisor has the responsibility for checking and approving the amendments. The successful completion of the postgraduate program and the conferment of the degree depend on whether the requested changes were successfully made.
- Reject the project with prompt resubmission of the thesis within 30 days (uncompleted grade). The evaluation committee determines the necessary corrections-additions-changes that are required by the student for resubmission of the project, towards reassessment (for gaining Grade 5-10). In the second case of rejection, the student must repeat the course. It is noted that the student has the option to request the complete rejection of his / her work (Grade 0-4.5) instead of taking advantage of the re-evaluation.

- Full rejection of the thesis (Grade 0-4.5). The student is obliged to repeat MGA 461, choosing a new supervisor and a new topic for the thesis.

Rules of Conduct and Copyright

The thesis must be governed by the basic rules of conduct and morality, which specify that:

- The research for the Thesis must be conducted with respect to scientific truth, academic freedom, life, nature and the environment, biological and spiritual integrity of individuals, human dignity, as well as intellectual property and personal data.
- During the research any discrimination on citizens based on ethnicity, race, ethnicity, language, gender, religion, privacy, physical ability or socio-economic status must be avoided.
- Plagiarism and appropriation are strictly prohibited. Students must act in a manner that meets the requirements of the applicable legislation for the protection of intellectual property.
- Copyright resulting from the completion of the thesis belong to the student.

Thesis Categories

Theses at the Department of Multimedia and Graphic Arts can be pursued in subjects included in the curriculum and aligned with the research interests of the faculty.

- Regarding Type A theses students may engage in theoretical or critical analysis of a topic, a

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historical overview of a topic, an extensive literature review of a subject, or the establishment of a theoretical frame. Type A theses must include enough use of the existing - relevant to the subject - literature. The main deliverable is a final report, of 6000-8000 words.

- Regarding Type B theses students are involved in the application of research in practice. The expected deliverables of applied research consist of the final report (of 3000-8000 words) and other relevant deliverables in paper or electronic form, for example, posters and video games.

The type and quantity of the deliverables are specified in a proposal submitted by the student under the guidance of the supervisor.

Thesis topics

The faculty members of the Department propose topics or general areas of research that falls within their scope of interest, always in relevance to the Department and the Multimedia and Graphic Arts studies. All faculty members are expected to propose a number of topics fixed by the coordinator and must be observed (indication is the number of the students of each year who may enroll in MGA 461). Members of the special teaching staff can suggest topics for theses, if they wish so. The coordinator may choose not to offer topics due to his/her coordinating role. The coordinator may make suggestions to the topicsbefore these are announced to students Topics are announced by the coordinator within the 1st month of the Fall semester.

Assigning topics for the thesis- Early Fall semester

Each student who is qualified for enrolling in the MGA 461 course selects the thesis topic that interests him/ her among the topics announced and is updated by the respective supervisor for any relevant details and requirements on its elaboration. In cases where more than one student is interested in the same subject, the supervisor has the right to choose to which student the topic will be assigned. The supervisor is not entitled to refuse supervision of any student, given that this student is the only one who has chosen the theme. Students may apply their own proposals on the thesis's theme to the members of the Department, provided that a member of the Department accepts the supervision of the proposed topic. Important! In case of acceptance of student supervision with his/her own proposed topic, the Supervisor must choose not to give one of the announced topics and come to an agreement with the coordinator, in order the equal distribution of the topics is not violated (see coordinator's duties). The process of assigning topics to students must be completed within 2 weeks from the announcement of the topics The whole process is moderated by the coordinator, who is also responsible for students who want and they are entitled to enroll and failed to find a thesis topic and/or supervisor.

Thesis proposal – End of Fall semester

Each student, under the guidance of the supervisor, prepares a research proposal which includes a brief review of the relevant literature, the proposed tasks to be processed and the expected deliverables based on the template that is given by the coordinator. The research proposal should be delivered to the coordinator before the end of the Fall semester on a date to be announced by the coordinator and must bear the signature / approval of the supervisor. It is the responsibility of the student to work out the necessary corrections suggested by the supervisor and ensuring his/ her signature prior to the day of submission. The students who will not deliver their project proposal with the signature/approval of their coordinator, they should seriously reconsider the possibility of do not enroll in MGA 461.

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<u>Exception</u>
Enrolment in PGT461 can also be allowed to students who have decided this in the Spring semester. However, these students are an exception to the process which starts in September. These students will have to arrange for themselves to find a topic / academic advisor and submit a proposal in early January (while the rest will have submitted a project proposal by the end of the Autumn semester). The coordinator is not obliged to provide support to student registered to by exemption, up to the point of delivering a project proposal. The coordinator will proceed (and include new students) to the next steps of the PGT461 course.

Working on the research and writing the thesis

The official preparation for the thesis from student begins in MGA461. The text must show comprehensiveness, clarity and must be approached scientifically according to the criteria in Appendix B. The final report should be submitted in <u>Greek</u>. If the student wishes to submit their final thesis in English, then the student must submit a request for evaluation to the Department via his/her supervisor and explain the reasons.

Mid-term evaluation – Week 1-3 of MGA 461

During the 1st to 3rd week a progress report is prepared (written report and other deliverables such as drafts, posters under design etc.) and it is delivered to the supervisor via notification by the coordinator. It is student's responsibility to work on the necessary corrections that the supervisor recommends and improve the project proposal in collaboration with the supervisor. Meetings for answering questions, for coordination and update should be held between the supervisor and the student. The coordinator may suggest additional meetings for answering questions, for coordination and update if deemed necessary.

Working on the research/writing the thesis – Week 4-12 of MGA 461

The project is in progress and it is completed during the 4th to 12th week of MAG 461. Meeting for answering questions, for coordination and update must be held between the supervisor and the student. It is student's responsibility to work on the necessary corrections that the supervisor recommends and improve his/her thesis. Meetings for answering questions, for coordination and update should be held between the supervisor and the student. The coordinator may suggest additional meeting for answering questions, for coordination and update if deemed necessary.

Submitting the thesis – Week 13

The submission of the written thesis and of other deliverables is made during the 14th week of the semester.

Students are requested to submit the following:

- The entire work in PDF format, sent via email. The name of the file should bear the name of the student and the year of the thesis's submission. For example: Andreas_Andreou_2018.
- The report and all deliverables in electronic format (e.g., CD, DVD).
- All Type B thesiss must always contain a video/trailer of the work (game, 3D creation, mobile

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app etc) or/and access to all the deliverables in electronic format.

The Secretary of the Department or the coordinator are responsible for the distribution of the copies to the evaluation committee.

Thesis Presentation – Week 14-15 (exam period)

The presentations of the theses take place face-to-face (or virtually if there is a documented need), following the schedule set by the coordinator. The presentations include a brief presentation of the project and results obtained by the student and questions from the members of the evaluation committee. Students are responsible on how to present their project and the presentation is evaluated by 10% (presentation skills). For Type B theses that have employed the usage of technologies such as Oculus, leap motion, Kinect or tablets, the student is responsible for preparing and presenting a life demo. The presentations are open for all members of the teaching and research staff of the Department, but not for other students.

Final submission of the thesis

The student electronically submits the final work to the supervisor, along with any changes that may have been requested during the presentation. The supervisor examines whether changes were made and forwards the final version in electronic form to the secretariat and the coordinator. The coordinator and the secretariat maintain a record of all final texts of theses.

The project is e-filed in the Institutional Repository KTISIS. All students are required to upload in KTISIS all the relevant data, i.e. information concerning the thesis (see http://www.cut.ac.cy/library/etds/). The library gets the final text from the Department (secretariat) in order to upload it on KTISIS. In order to ensure the quality of the published work, the full text of a thesis will be inducted in KTISIS only if the project has been awarded a grade of 8.5 or higher. The student holds the copyrights. The rights of the Library are limited to the ability to access the contents of the thesis.

Distribution and Improvement of the UG Thesis Process

This document is distributed to the members of the Department of Multimedia and Graphic Arts, and the fourth-year students of the Department of Multimedia and Graphic Art. The document of the UG thesis process can be improved after substantiated proposals lodged with the teaching and research members of the Faculty and Students. All changes must be approved at the Department's Council. https://www.cut.ac.cy/students/practical-information/policies-and-procedures/. Latest approval: 124th department council, December 2021.

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APPENDIXES

Research Proposal

Thesis title
Name of the student
Supervisor

1. Summary *(Times New Roman 12, Line Spacing 1.5, up to 200 words)*
Briefly describe the objectives of the work, as well as the main activities that will be conducted.

2. Scientific Objectives *(Times New Roman 12, Line Spacing 1.5, up to 200 words)*
Identify the scientific objectives of the work, as well as the results in a measurable form.

3. Literature Review *(Times New Roman 12, Line Spacing 1.5, up to 400 words)*
Discuss through a literature review the existing works/research conducted by other researchers concerning the subject of the thesis. Include a list of bibliographic references following the APA system of referencing.

4. Implementation Plan
    4.1. Methodology *(Times New Roman 12, Line Spacing 1.5, up to 200 words)*
Explain the methodological structure of the work. Refer to your choice of research methodology and the important phases of the project.

    4.2. Timetable (Work clusters)

Work Clusters	Title of each work cluster	Date (Beginning)	Date (Completion)	Deliverables
MP1	Management of the Project	10/11/12	**22/4/2013**	D1, D2, D3…

    4.3. Description of each work cluster *(Times New Roman 12, Line Spacing 1.5, up to 100 words for each work cluster)*
Mention the activities that are contained in each work cluster and the deliverables that result from each work cluster. For example: MP1 (Management of the Project): Collaboration with the supervisor and keeping notes from each meeting…

    4.4. Table indicating the deliverables

Number of each deliverable	Title of deliverables	Completion (Date)
D1	Submission of mid-term project	**15/2/2013**
D2	Submission of the thesis	**22/4/2013**
D3		
D4		

Instructions for Writing a Thesis

The student must comply with the thesis format determined by the library, as specified in
http://libguides.cut.ac.cy/etds/structure

The structure of the text of the thesis depends on the subject matter. It could contain the following chapters:
- Chapter 1: Introduction
- Chapter 2: Description of the problem - the need for research
- Chapter 3: Literature review
- Chapter 4: Methodology
- Chapter ... [etc]
- Chapter 5: Results
- Chapter 6: Conclusions and topics for future research
- Appendix: In the Appendix all the primary data should be shown (when appropriate) in figures and tables.
- References: The use of the APA referencing system is encouraged, but the supervisor may require the use of another system according to the subject of the project.

Interim evaluation report

Title of the thesis:
Student:_____
Supervisor: _____

Summary
Brief description of the progress and the stages completed so far (main activities completed).

Deliverables
Brief description of the deliverables that resulted from the research so far.

Other information
Any other relevant information that are related and important to the research should be mentioned (attached) below.

The completion of the project within the timeframe seems to be possible

YES/ No

Supervisor's Signature: _____

Student's Signature: _____

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Criteria for Assessing the Thesis

This Table includes the evaluation criteria, the sub-criteria and the weight of importance of each group of the criteria.

- Type A Thesis - Thesiss in which the main deliverable is a written report (6000-8000 words)
- Type B Thesis - Thesiss that include a written report (3000-8000 words) and other deliverable/s (i.e. posters, flyers, booklets, games, etc.)

Group of Criteria	Criteria	Type A Thesis	Type B Thesis
Programmatic /Research / Methodological Design	1. Clear research statement and motivation 2. Purpose of the study 3. Literature review and gaps in literature 4. Research questions, motivation for conducting this research, aims 5. Clarity in the description of methodology, the systematic approach, or the tools used 6. Presentation of the results 7. Conclusions and discussion 8. Argumentation 9. Use of language / text structure-development / length/ Implementation of referencing style [APA or other]	**90%**	**45%**
Other Deliverables	1. Adequacy of the design solution in relation to the target audience 2. Conceptual framework (concept) 3. Design methodology 4. Adequacy in relation to the problem / gap presented 5. Functionality/ applicability of the communication 6. Technical skills 7. Originality/Creativity 8. Aesthetics 9. Correct implementation and adequacy of the deliverable(s)	**N/A**	**45%**
Oral Presentation		**10%**	**10%**

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