## Smart Cities & Urban Informatics Thesis Track Protocol

### General:

1. Registration for the thesis track is not automatic. Note that the thesis track generally adds an extra year for completion of the thesis.
2. Eligibility is conditional on completing all the first semester assignments with grade average of 80 and submitting a statement of intent to the head of the SCUI program outlining the thesis title, proposed supervisor and main research problem.
3. Students accepted to the thesis track are exempt from writing a seminar paper. In order to be accredited with the 4 credits afforded by a seminar paper, thesis track students need to register for a 'personal supervision' course in the second year of their studies. This course is in lieu of the missing 4 credits and does not have any formal requirements.
4. **Writing the thesis itself does not count towards credits but the thesis grade comprises 35% of the final MA graduating score.**

### Supervision:

1. Students need to choose a thesis supervisor from amongst the tenure track faculty members.
2. Non-tenure track faculty members can act as supervisors in conjunction with a tenure track supervisor pending the approval of the Academic Head of the Program.
3. The head of the SCUI program can assist in finding supervisors

### Research proposal:

1. Students accepted for the research track have to write a research proposal within four months of their acceptance.
2. The research proposal will be approximately ten pages long and is to be submitted to the academic head of the program in triplicate copies.
3.  An ad hoc academic committee will be appointed to approve the proposal
4. The committee will be composed of the supervisor (chair) and two additional committee members, preferably external to the field of research. In the case of joint supervision, only one additional person will be appointed to the committee.
5. The student will present the research proposal to the committee, and a discussion of the proposal will take place.
6. The chairman of the committee shall submit a protocol of the meeting to the Head of the SCUI program within one month from the date of submission of the proposal.
7. Comments on the research proposal will be communicated to the student through the supervisor.

## Submission of the thesis:

1. The writing of the thesis must be completed within one year from the date of approval of the proposal.
2. In case of failure to meet the specified deadline, the secretariat of the SCUI program shall notify the supervisor in writing, with a copy to the head of the Geography Department.
3. The thesis will be submitted to the secretariat of the Geography department in 4 or 5 copies, (according to the number of supervisors), including a copy to the library.
4. The final thesis will be up to 80 pages with double-space printing and font size 12.

## Recognition of a Scientific Article as a Thesis:

1. A scientific article can be recognized as a thesis when the student is listed as the first author of the article submitted or accepted for publication in a scientific peer reviewed journal, or an article or chapter in a book reviewed by external readers, who are not supervisors of the dissertation.
2. The supervisor will attach a letter that includes:
   a. A reference to the journal or book to which the article was submitted and a confirmation of the external peer review.
   b. An explanation of the contribution of each of the authors to the research.
   c. Confirmation that the student led the research and the writing of the article.
3. The article will not be recognized as a final thesis for another student listed among the contributors.
4. The Head of the SCUI program shall receive the letter (section 2 above) from the supervisor and a proposal to an external reviewer and shall approve the process.

## Evaluation of Work:

1. As a general rule, all work will be reviewed by two members of the academic committee: the supervisor and an additional faculty member (approved by the Head of the SCUI program ). In the case of two supervisors, the work will be reviewed by a third committee member.
2. If the thesis is in an article received for publication, and the supervisor is not one of its authors the review will be conducted by the supervisor only.
3. The evaluation of the work will be submitted in writing to the secretariat, by each of the committee members, within two months from the date of submission.
4. In the event of discrepancies of over ten points between the examiners, the work will be handed over to another reader according to the decision of the Head of the program.
5. The weight of all examiners will be equal.
6. The examiners' comments for the evaluation of the final thesis will be forwarded in a centralized manner to the program head, who will pass it on to the student.
7. Names of committee members and examiners of the dissertation are to remain confidential until the end of the examination procedure and grade is awarded. Examiners' anonymity will be retained unless consent is given for the removal of anonymity.

**Grade reporting:**

1. After examining the work, the supervisor will send the Geography department secretariat the decision at the end of which a final numerical score will be given.

2. The grade will be reported by the Geography department secretariat according to the rules of the faculty.