**MTP INSTRUCTIONS**

**(which must be presented within 12 months after student’s admission, otherwise an extension request must be sent to the coordinator)**

Master's Thesis Project Examining Committee:

* **President – must be a professor of POSMEC.**
* **Examining board - composed by professors or a researcher (postdoc.).**

It shall be composed of a minimum of two professors.

The formalization of the co-supervision of a master's thesis must be done on the occasion of the **presentation of the master's thesis project - MTP - or in a memorandum sent to the collegiate meeting;**

**Neither the supervisor nor the co-supervisor(s) can be part of the respective examining committee** of the master's thesis project;

A teacher or researcher may not participate in an examining committee of a Master's Thesis Project if: (R05)

a. is a first-degree relative of the student to be examined or of his/her supervisor;

b. is, or was, the spouse of the student to be examined or of his/her supervisor.

Have entered POSMEC in March of this year. It is **advisable** to have at least 15 credits done.

**Procedure**

* Present a printed copy of the MTP and hand in the request for an examining board (model on the site in the master’s student area). The printed MTP does not stay with us.
* The defense is scheduled by the student. You do not need to tell us anything.
* Make the evaluation forms and send them to the supervisor's and student's e-mail (PDM 2018 folder) - each student has his/her own folder. Text for the e-mail forwarding: *Dear (name and title), the MTP evaluation forms are attached, for printing and handing in after the evaluation.*