



IMLEX Master's Thesis Process

Additional instructions concerning the IMLEX thesis guidelines will be provided on the IMLEX website. This document will be updated whenever necessary.

Students need to prepare for the Master's thesis in the fourth semester.

According to the IMLEX program curriculum, students are expected to write their master's thesis during the fourth semester after successfully passing at least 90 ECTS worth of classes.

Thesis topics

Thesis topics are collected by all full partner universities and industry partners from July to August each year. TUT mainly coordinates the process.

In addition, students are welcome to propose their own potential topics of their own. However, the main supervisor needs to be from one of the IMLEX consortium members.

Students will choose their preferred topic in September, and the List of supervisors and research Topics will be confirmed in October.

TUT will define the thesis supervisor at TUT for each student. In the case of topics proposed by industry, it will be checked if there is a need to have an academic supervisor from one of the IMLEX universities.

Thesis host location

IMLEX consortium needs to check that all students fulfil the minimum mobility requirements. (*Valid from student intake 2025 onwards*) This means that certain students will have restrictions on their thesis host and physical location during the thesis semester. The mandatory mobility periods cannot be substituted by virtual mobility.

Thesis format

Recommended number of pages varies depending on the thesis topic and can be between 40 – 100 pages. Students are encouraged to discuss with their supervisors what they recommend for the type of topic.

IMLEX thesis template is available as an accessible doc template and LaTeX template: attached is the document template that students should use for their thesis unless they opt for LaTeX. There are specific requirements for the accessibility of the final thesis document, which are explained in the attached template. Students can find the LaTeX template for the IMLEX thesis and the accompanying documentation at the following links:

1. LaTeX Template
2. Documentation

Inside the package, students will find *README.IMLEX.en.txt* and *minimal_imlex.en.tex*, which should assist students in getting started. If students have technical questions, please ask a supervisor.

Students may follow the reference, citation, and formatting guidelines of your host university for the writing process.

Plagiarism detection

Students should discuss with the supervisor and use the plagiarism detection system of their thesis host university. The check can be done by the student or by the supervisor, depending on the host university policy. If no such an option is available, they can use the [UEF plagiarism detection tool](#), with the help of the UEF staff.

In all cases, students and supervisors need to make sure that a plagiarism check has been run before submitting the final thesis for evaluation.

Usage of AI technologies

The IMLEX committee continuously monitors developments in AI and generative AI technologies and may review or modify these policies as needed.

Instructions for AI use by students are available [here](#) (UEF page), and can be used as general information also for other than theses hosted by UEF.

Thesis Preparation Guidelines

All students must follow these guidelines for thesis completion and submission.

Format

Consult for the rules governing the format of your thesis and see the above-mentioned thesis template.

Consistency: Maintain consistent formatting throughout the thesis, including font style, size, and margins.

Headings and Subheadings: Use clear and descriptive headings and subheadings to guide the reader through the works.

Page Numbers: Include page numbers for easy navigation.

Spacing: Use appropriate line spacing (usually double or 1.5) to ensure readability.

Thesis Structure

The standard thesis structure generally includes the following sections:

Title Page	<ul style="list-style-type: none"> - The title of the thesis - Student's name - Student's institutional affiliation - IMLEX degree - The date of submission <p>Ensure the title is clear and descriptive, providing a concise summary of your research topic.</p>
Abstract	<p>The abstract is a summary and significance of your thesis, typically around 150-300 words. It should highlight the research question, your methodology, and key findings, plus a conclusion. Keep it concise but remember that it should be impactful: an effective abstract allows readers to quickly grasp the essence of your thesis.</p>
Acknowledgements	<p>The acknowledgements section is where students thank those who have supported throughout your research journey, including supervisors, peers, and family members.</p>
Table of Contents	<p>The table of contents lists all the sections and subsections of your thesis along with their page numbers.</p>
List of Figures and Tables	<p>If your thesis includes figures and tables, list them here with their corresponding page numbers. This is particularly useful for readers who want to reference specific data or visuals.</p>
Introduction	<p>A strong thesis introduction structure includes:</p> <ul style="list-style-type: none"> - Background information on the topic - The research problem or question - The objectives and significance of the study - An overview of the thesis structure
Literature Review	<p>The literature review examines existing research relevant to your topic, demonstrates your understanding of the field and justifying your research. In your literature review students should:</p> <ul style="list-style-type: none"> - Summarize and critically analyze previous studies - Identify gaps in the literature

	<ul style="list-style-type: none"> - Establish the context for your research
Methodology	<p>The methodology section details how the students conducted their research. It should include:</p> <ul style="list-style-type: none"> - The research design (qualitative, quantitative, or mixed methods) - Data collection methods (e.g., surveys, interviews, experiments) - Data analysis techniques - Ethical considerations
Results	<p>The results section presents the findings of your research without interpretation. Use text to describe key findings, tables and figures to illustrate data and finally make sure that the presentation of your results is clear and logically organized.</p>
Discussion	<p>The discussion section interprets the results in the context of your research question. It should:</p> <ul style="list-style-type: none"> - Explain the significance of the findings - Compare them with existing literature - Discuss potential limitations - Suggest implications for future research
Conclusion	<p>A conclusion should recap the research question and objectives, summarizing your key findings. Students should also discuss the significance of the study and suggest areas for future research.</p>
References	<p>The references section lists all the sources cited in your thesis, formatted according to a specific citation style. Ensure all references are accurate and complete.</p>
Appendices	<p>Appendices include supplementary material that is relevant to your research but not essential to the main text. This might include:</p> <ul style="list-style-type: none"> - Raw data - Questionnaires - Interview transcripts

Thesis presentation

Each student must defend their Master's thesis at Toyohashi, Japan. The defense session will take place in August of the second year of the Master's program. On-site presentation in Toyohashi is required unless physical absence is unavoidable, in which case the student may join the defense

session online. As a rule, the defense is conducted as an oral presentation using presentation slides.

In mid-July of the second year, each student must submit a draft of the master's thesis to the designated reviewers for peer review, including revision comments. After receiving feedback from the reviewers, the master's thesis will be revised and finalized.

Detailed information will be communicated for students in June of the second year.

Thesis evaluation

Each IMLEX thesis will have at least three examiners, one of whom is the supervisor: two from TUT and one or two from UEF, UJM, or KU Leuven. If the thesis is conducted in Chiba or Utsunomiya University, there will be an additional examiner from there. If the master's thesis is conducted in a partner company, the main supervisor can be from the company or one of its full partners.

The examiners will give one joint statement of the evaluation. The official evaluation will be given using the IMLEX thesis evaluation form. There is one final grade ranging from 1 to 5 for the whole thesis, and TUT will assign the pass/fail grade. The final grade will be a combination of the following sections:

1. Written report (Literature review, Experimental part, Discussion, Composition of the thesis, scientific presentation, and linguistic form): 60%
2. Presentation: 30%
3. Thesis process (evaluated by the supervisor): 10%

Grade confirmation and appeals

The IMLEX committee acknowledges students' right to appeal the final grade of their master's thesis. Primarily, the student should discuss with the thesis supervisor and IMLEX academic staff to find out the reasons for the evaluation and grading. If the student is still against the evaluation, the appeal process is conducted via email (imlex@uef.fi), and UEF will handle the process of possible new review.

Possibilities are to increase the grade, lower it, or leave it unchanged. Appeals can only be made before the student's degree is awarded.

Appeals Period: Student needs to inform the IMLEX coordinator within 5 days from the day of communicating the thesis grade for the student if they accept or do not accept the thesis grade.

Others

Submit: Electronic copy

If students decide to use LaTeX, they will need to submit both the PDF document and the corresponding original LaTeX file during the final thesis submission process for UEF's acceptance. Please keep this in mind when adding non-visible comments to the file.

Additionally, students must send a PDF copy to relevant persons concerning the master's thesis. The mailing address will be notified later.

Publication

All IMLEX theses need to be public documents without any confidential sections. Theses will be published by UEF. Upon submission, students will have the option to make the thesis publicly available in the UEF thesis database or limit its availability to UEF library computers.

Overview of the process

Detailed timeline *Specific dates to be announced later by TUT*

Activity	Schedule (tentative)	Note
3rd semester		
1. Master's thesis topics provided by partner universities or industry partners	From July to August	Choose one of the topics or set up your own topic.
2. Register thesis topic and potential supervisors	Deadline: Early October	
3. Final assignment of supervisors	Deadline: Mid-October	
4. Approval of the supervision agreement, including the thesis topic and supervision plan	Deadline: Late October	
4th semester		
5. Course enrollment – master thesis Submit "TUT master's degree Application Form" with information about thesis topic and supervisor	Usual time limit for course registration: Early July	Student→Supervisor→TUT
6. Submit the draft thesis	Deadline: Mid-July	Student→Supervisor or Reviewer(s)
7. Draft thesis evaluation by Supervisor/Reviewer(s)	From July to Early August	Student→Supervisor or Reviewer(s)→back to Student
8. Submit the second final thesis	Deadline: Mid-August	

9. Final presentation	August	2 days in person at TUT, Japan
10. Submit the final version of thesis	Deadline: Late August	
11. Graduation/Award Ceremony	Mid- to late September	At President's Office, TUT, Japan