Appendix 3. Thesis process

Processes of teaching and learning (5/11): Thesis

Data systems
- Materials of the library
- Urkund
- Peer
- Theseus database

Interest group and partners
- Proposal topics
- Searches information
- Chooses and outlines the topic

Student
- Proposes topics
- Agreement
- Agreement Plan Seminars
- Works and writes
- Seeks supervision
- Urkund check
- Finished work
- Final seminar
- Maturity Test
- Self-assessment

Supervisor
- Provides supervision at each stage of the process (incl. content, language, data search), asks an Urkund check
- Reviews and evaluates the work
- Checks the language
- Gives permission to a Theseus check

Thesis Work Group / Study Secretary
- Instructions for thesis
- Thesis Work Group
- Checks the entry of the thesis
- Theseus Study Secretary

Saving in Theseus Is satisfied with grade or files an appeal

Voluntary assessment
B Process of teaching and learning
B1 Degree study process
B1.4 THESIS (BACHELOR’S AND MASTER’S LEVELS)

Owner of the process: Development Manager of Education
Coordination of the process by SeAMK: Team of Heads of Programme (Bachelor’s Degree) and Team of Heads of Programme (Master’s Degree) and the Thesis Team
Person in charge of the process at the Faculty: teacher supervising the thesis

The completion of the thesis in SeAMK’s Bachelor and Master-level education is described as a process.
Further information: Tuija Vasikkaniemi, tel. 040 868 0222

Process actors’ functions and key data systems:

| Data systems | - the Library’s material  
|              | - Urkund  
|              | - Theseus  
|              | - Winha |
| Interest groups | - propose topics for theses  
|                | - make a Thesis Agreement with the student and the supervisor  
|                | - at will, make a statement contributing to the assessment of the thesis |
| Student | - searches for information, chooses, and defines the topic  
|         | - makes a Thesis Agreement with the supervisor and the commissioner  
|         | - makes a thesis plan  
|         | - attends the thesis seminars  
|         | - analyses, writes, prints, takes stylistic matters into account, seeks supervision  
|         | - enters the thesis in the Urkund system for an anti-plagiarism check  
|         | - attends seminars or similar events  
|         | - has the language of the thesis checked by the supervisor and submits the thesis for assessment  
|         | - takes the Maturity Test and makes a self-assessment  
|         | - having received the supervisor’s permission, uploads the thesis in Theseus (national thesis repository database)  
|         | - if the thesis cannot be uploaded in Theseus, delivers a loose-leaf paper copy to Seinäjoki Academic Library  
|         | - is given a grade for their thesis  
|         | - is satisfied with the assessment or appeals against it, submitting a request for rectification first to the teacher(s) and, if necessary, to the Examination Board |
### Supervisor(s)
- Provides supervision at each stage of the process and requests an Urkund (anti-plagiarism) check
- Checks and assesses the thesis
- Checks the language of the thesis
- Gives their permission to the upload of the thesis in Theseus

### Thesis Team
- Prepares the thesis instructions in cooperation with the teachers and Heads of Programme

### Appeal procedure:

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<th>Role</th>
<th>Actions</th>
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| Student                     | - If not satisfied with the assessment of their thesis, files a request for rectification to the teacher(s) who administered the assessment  
|                             | - If not satisfied with the decision of the Head of Programme, files a request for rectification to the Examination Board  
|                             | - Receives the Examination Board’s non-appealable decision              |
| Head of Programme           | - Processes the request for rectification together with the teacher(s) who administered the assessment |
| Examination Committee       | - Receives the request for rectification  
|                             | - Processes the request for rectification and decides on the final grade |