Appendix 1. Thesis process

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

- Data systems
- Materials of the library
- Thesis Work Group / Study Secretary
- Instruction for theses
- Thesis Work Group

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

- Student
- Provides supervision at each stage of the process (incl. content, language, data search), asks an Urkund check
- Agreement Plan Seminars
- Works and writes Seeks supervision Urkund check
- Finished work Final seminar Maturity Test Self-assessment

- Supervisor
- Reviews and evaluates the work
- Checks the language
- Gives permission to a Theseus check

- Theseus database
- Saving In Theseus
- Is satisfied with grade or files an appeal
Processing of an appeal against assessment

Student
- Is not satisfied with the assessment of the thesis
  -> Request for rectification
  - Is not satisfied with the assessment
    -> Request for rectification
  - Is satisfied with the assessment
    -> Request for rectification
- Final grade

Supervisor(s)
- Revises the assessment

Head of Programme
- Processes the request for rectification and makes a decision

Examination Board
- Processes the request for rectification and makes a decision
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.  
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**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>Tasks</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 |