

Thesis procedure – MA HCI

	Subject	Activity
1	Thesis track acceptance criterion	A. grades: GPA of 87 and above in the undergraduate degree , or GPA of 85 and above in the first semester MA studies Any other request will be subjected to the approval of head of program / exceptions committee. B. mentoring: the consent of an internal staff member at a senior lecturer rank, to be the thesis mentor. It is possible to work with two thesis mentors (when one of them is the main mentor) including an external mentor (as the second mentor)
2	Application deadlines	There will be two specific dates in which students can ask to join the thesis track by submitting a request to the thesis mentors. The mentor will review the request and will invite the student for an interview. Following these actions the student will receive an answer to the application. The specific times are: - The beginning of Semester B - The end of semester B After the students acceptance to the thesis track the academic coordinator needs to be informed and sign them up to the thesis track and to thesis writing course (the course takes place during Semester B and summer semester). Thesis writing course is mandatory
3	Withdrawal from thesis track	students may request to opt out if the thesis track by contacting the academic coordinator through the MY IDC information station, the request should include approval from the Thesis mentor.
4	Courses exemption for thesis track	There are no exemption from the MA courses for thesis students. Students must complete 39 credit points.
5	Thesis writing course	The course is mandatory for the thesis track students. It will take place as personal mentoring meetings with the student's mentor, as well as group meetings from time to time.
6	Research proposal submission date	The research proposal submission deadline is the end of the summer semester of the first year of studies. A final version of the research proposal should be submitted to the thesis mentor and to the head of the thesis committee Prof. Doron Friedman via e-mail: doronf@idc.ac.il
7	Research proposal approval	The research proposal will be approved by the Head of the Thesis committee, the proposal and the approval needs to be sent to the academic coordinator in order to be filed in the student file . The student will receive a formal letter approving the proposal.
8	Thesis submission date	Students must finish and submit the thesis by the end of the summer semester of their second year of studies. If there is a need for extension the student can ask for a special approval form the thesis mentor and submit the thesis during their third year of studies. In exceptional cases there is an option to get approval from the head of the thesis committee to submit the thesis on the fourth year of studies.

9	Language	English
10	Thesis Examiners	The mentor and additional two examiners ,either internal or external, will review the thesis. The examiner must be a senior faculty member and in the relevant filed of the thesis.
11	Grade of the written thesis	50% of the grade will be an average of the 2 examiner grades, 50% will be the mentor grade, the final grade is set by the head of the thesis committee and approve by the head of the program. The written thesis consists of 80% of the final thesis grade
12	Defending your thesis	The student will present the thesis to the lecturer and additional one faculty member at least. The external examiner will be invited to participate at the exam . This exam grade will constitute 20% of the final thesis grade
13	Thesis final grade	The head of the program approves the 3 grades (mentor grade, thesis defense exam and the examines grades) and grants the final grade to the thesis (which is composed from 80% written thesis and 20% oral exam grade). The final grade will be given to the student administration no later than two weeks after the thesis defense.
14	MA grade components	70% MA courses average, 30% final thesis grade.
15	Transferring thesis soft copy to the IDC library	The student sends the academic coordinator a copy of the approved thesis (in PDF format), signs a consent document to arrange legal copyrights. The academic coordinator will send the sign document and a copy of the thesis to the IDC thesis collection in the library.
16	After graduating without theses	Student who graduate the MA without a thesis can request to write a thesis, the application process and decision has to end no later than a year from the graduation ceremony date.
17	MA Diploma	Thesis student will be able to get their diploma after completing all the academic requirements (i.e. 39 credit points) and receiving a final grade for the thesis. The diploma is granted during the graduation ceremony. A student who finishes all of the academic requirements can receive a letter of eligibility and a copy of the grade transcript after submitting a request to finalize the degree.

