



February 2025

Regulations for the assignment of master's thesis advisor

Master's thesis

The students enrolled in the master's degree program in Transportation Engineering and Mobility must defend their master's thesis at the final examination. The thesis must be prepared during the final year of the study program under the guidance of one or more thesis supervisor(s). The supervisor(s) must be chosen from among the lecturer(s) of one of the subjects included in the current curricula of the master's degree in Transportation Engineering and Mobility. All students must submit a request for the thesis assignment and the thesis supervisor(s). The request is agreed with the identified thesis supervisor(s) and is sent by the supervisor(s) to the director of the study program. The request and assignment of the thesis supervisor(s) do not imply any fulfilment for the due request to access the master's degree examination, for which the procedures and fulfilments provided by the students' office apply.

Timing for application

The request for thesis and thesis supervisor(s) may be submitted by students who have earned at least 78 ECTS. Thesis requests can be submitted at any time of the year except for the days from December 20 of each year to January 6 of the following year and from July 20 to September 10. The name of the supervisor(s) chosen for the thesis request must be indicated in the request. The thesis request must be submitted at least 120 days before the estimated graduation session date.

Application procedure and instructions for completing the form

The student must complete the request by completing the online module at the link: <https://forms.office.com/e/Xrg8b0MX93>. Access to the online module is allowed after accreditation (login) with institutional credentials. No other application methods are permitted. The online module must be completed after filling out the corresponding PDF template for the thesis request and tutor assignment, which is available as an attachment to these regulations. The PDF template must be signed by the requesting student and digitally countersigned by the thesis supervisor, who forwards the demand to the director of the Study Program. The thesis supervisor's signature must be digitally affixed in PAdES format. By signing, the identified faculty member agrees to assume the role of the thesis supervisor and assumes the responsibility to inform and involve all the others eventually identified supervisors. The signed PDF module must be uploaded on the online request module.

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The signed template must be attached (uploaded) to the online thesis request module. The information to be reported on the online module is the same as on the signed application module.

Withdrawal or modification of submitted requests

Only in the case of a shift in the supervisor(s) must the submitted application for the thesis be changed. Modifications must be made by invalidating the previous application and submitting a new one. The module for invalidating an earlier request must be completed online at <https://forms.office.com/e/4qkV10wBJM>; note that the online module requires uploading the attached invalidation module in pdf format, bearing the signature of the initially signing supervisor(s).

Transitional arrangements

The regulation takes effect on Feb. 10, 2025. Supervisors' requests and assignments before that date are subject to a survey and classification action conducted 15 days after the regulation's effective date. The survey is carried out among students regularly enrolled in at least the second year of the course and among the Course of Study faculties.