

MA in HCI Thesis Process and Guidelines

Thesis application, proposal, and research process:

Criteria for joining the thesis track	Average grade in undergraduate degree of 87 or higher, or average grade in the first semester of the MA in HCI studies of 85 or higher. In special cases the head of the program can submit an applicant to an exceptions committee. A faculty member (senior lecturer or above) must agree to serve as a thesis supervisor. It is possible to work with two supervisors (with one being the main one) or to include an external supervisor (as a second supervisor).
Submitting an application to the thesis track	At the end of Semester A or during Semester B. Students should submit an application to the thesis supervisors. The supervisor will review the application and invite the student to an interview and will accept or reject the applicant.
Option to withdraw from the thesis track.	Possible at any time by notifying the adviser and the student administration.
Option for late submission to the thesis track	Students can submit their application at a later stage, after completing all courses, and no later than one year after the date of the graduation ceremony of the student's cohort.
Exemption from courses	There are no exemptions, thesis students must complete all 39 course credits.
Duration of Thesis track	Thesis can take between 1-3 years, not including the first year of MA courses. Thesis students start to work on their research during the summer semester, and progress according to their advisor's expectations.
Thesis guidance	Students take the mandatory thesis training, which is conducted in the form of personal mentoring sessions with the personal thesis supervisor during Semester B+C.
Research proposal	Students must submit a research proposal by the end of the summer semester of the first academic year, after it was approved by their advisor. The submission is done to the head of the thesis committee Prof. Doron Friedman by email: doronf@idc.ac.il , and to student administration. Thesis proposal guidelines are detailed in a separate document.
Approval of a research proposal	Head of the thesis committee will approve or request revisions. When the proposal is formally approved it should be reported to the student administration coordinator for filing in the student's file and issuing an official letter to the student.
Deadline for submitting the thesis	The students are expected to finish the thesis work and submit it during their third year of studies. In exceptional cases, permission can be obtained for the fourth year by the head of the thesis committee.

Thesis completion and submission process:

Type and format of the thesis	Thesis should be formatted according to the library instructions (see below) and according to the supervisor's requirements. If the student submitted the core thesis work as a paper to a high ranking journal or conference, the thesis can be formatted based on that paper according to the following guidelines: ● If the supervisor approves the paper as "worthy of publication", the student may turn the paper into the official thesis document by formatting it according to the library instructions below, with additional opening, closing, and other extra pages. ● Based on the supervisor's request, the student should consider expanding sections that were kept short due to the conference/journal limitations, for example the literature review, the design process, the findings etc. ● The thesis document should be written in first-person singular "I" unlike the paper's convention of "we". The final thesis document will be submitted to the formal thesis evaluators as detailed below.
Thesis language	English
Thesis evaluators	The thesis will be examined by the thesis supervisor and in addition by two evaluators/examiners, internal or external. The examiner must be a permanent faculty member at the rank of senior lecturer and above in a relevant field. The thesis supervisor must agree/approve the evaluators.
The composition of the grade of the written thesis	50% of the grade is the average of the grades of the 2 examiners, 50% is the supervisor's grade, the calculation is made by the thesis coordinator and approved by the head of the program. Thesis grade guidelines: ● 65-74 Worthy academic thesis. ● 75-84 A good thesis that justifies a graduate degree. ● 85-90 A very good thesis that may be accepted as a short article at an international conference. ● 91-95 Prominent work containing an original contribution that may be accepted as a full paper in a high-ranking international conference or scientific journal. ● 96-100 groundbreaking work that includes original and in-depth scientific contribution, submitted as an article to a competitive peer-reviewed international conference or scientific journal.

Defense of the thesis	After the thesis was examined and graded, a private or public exam will be held in which the student will present the thesis to the thesis examiners with optional guests, based on the student & supervisor decision. At least 2 of the 3 examiners should be present at the defense and the grade for the thesis defense will be the average of the grades of the judges present. Guidelines for students regarding the defense: • Prepare a presentation of 20-30 minutes that cover the main sections of the work, according to your advisor guidelines. A suggested structure: motivation, theoretical background & related work, research question, the system (and design process if relevant), method, findings, limitations, contribution and impact. • Be prepared to answer questions by your committee members, practice with your adviser • Decide if you want to make it a private or public session. In case of a public defense, please coordinate the invitation of family members, friends, fellow students and alums.
Determination of a final grade for the thesis	The three grades (supervisor's grade, two examiners grades, and defense test grade) will be submitted to student administration no later than two weeks after the defense test, for final grade calculation and issue of a letter of approval.
MA degree grade calculation	50% average grade of all courses, 10% the defense test average grade, and 40% the written thesis average grade.
Submission of the final thesis copy to the library	The student will submit to student administration a PDF file of the final approved thesis and will sign a document approving publishing the title by the library.
Receiving a diploma	A thesis student will receive a letter of eligibility for the degree and a grade sheet after completion of all courses (39 credits) and after receiving a final grade for the thesis. The formal MA diploma itself is received during the next graduation ceremony.