

## **Research Seminar at MAE: Rules and Requirements (2017–2018)**

This document contains a list of rules regulating the participation of MAE students in the NES research program.

The Research Seminar is an intrinsic ingredient of the NES academic process. Meeting its requirements is obligatory for all second year students. The Research Seminar is regulated by articles of Chapter 8 of the MAE Charter (“Reglament”), by “On the regulation of completing Term Papers and Master’s Theses in the 2017–2018 academic year”, and by the current document.

1. During the second year of studies, each student must participate in the Research Seminar (RS) as a member of a research group. The purpose of RS is to give students the skills of doing research and presenting research results, and provide efficient supervision of students’ research work. During this process a student must write and defend a Term Paper (TP) and Master’s Thesis (MT). A student receives 2 credits for completing the requirements of the Research Seminar.
2. Each research group contains project leader(s) and students assigned to the project. Research groups are encouraged to meet together with other groups with similar interests. The meetings run during modules 6 and 7 at least three times per module. At least one RS meeting should be held in the first year before the summer vacations.
3. A student may work towards TP and MT under supervision of qualified researchers working at NES but not running RS, or those working outside NES. The decision of approving an outside supervisor is made by the Academic Committee (AC). Such students must participate in RS of a group with closest research interests, in particular do presentations in this RS to satisfy the presentation requirement (see item 6); project leaders of these RS should give them such opportunity. The decision of incorporating such students to RS is made by the Program Director.
4. One time slot of 2 academic hours per week is reserved in the regular timetable. A RS may be held at some other time convenient to all members of the research group.
5. Each student assigned to a research project must attend all research meetings, as well as NES research conferences. The research leaders are required to keep track of student attendance in special journals and report it to the Program Directorate on a monthly basis. Attendance below the 66% level in a module or non-attendance at conferences may lead to a failure to pass RS (see item 8), as well as a reduction or deprivation of financial support.
6. Each student must give a presentation at least 3 times during RS (not counting MT defense, see item 8). One of these presentations is delegated to the Spring research conference, another one is a defense of TP. Not giving a presentation at the Spring research conference automatically leads to a failure to pass RS in the module when the conference is held (see item 8).

7. During the period designated by academic rules, student supervisors must read and evaluate students' TP using a NES conventional point scale. Apart from TP itself, this grade is based on the defense of TP in RS (preferably, combined with other research groups with similar interests), active participation and satisfaction of the attendance requirements in modules 6 and 7. The TP grade is incorporated into the academic transcript and is worth 1 credit.
8. During an academic year student supervisors must evaluate in each module the performance of students assigned to their projects. In evaluation, the binary scale (pass/no pass) is used. The evaluation is based on satisfaction of the attendance requirement, quality of presentations, active participation in discussions, meeting deadlines of submission of TP, MT and abstracts. A failure to pass the Research Seminar in a module implies that to make it up the student must submit referee reports of all papers having been considered at RS in this module, or do some other comparable research work. A no pass must be made up by the middle of the following module, otherwise it counts as a final grade. A no pass for RS is equivalent to a non-satisfactory grade for an obligatory module course.
9. At the end of the academic year student supervisors summarize module RS grades into a yearly RS grade according to the binary scale. A necessary condition to passing the Research Seminar is passing all five module RSs and passing the Methodological Seminar. The yearly RS grade is incorporated into the academic transcript.
10. A necessary condition to passing the Methodological Seminar and thus the Research Seminar is obligatory participation in the seminar series with visiting researchers held at NES during the second year of study. A student must attend, in the period from September to April, at least three seminars (by own choice), as well as submit a referee report on one of seminars (by own choice) within a week after the seminar. The referee report is graded by professors from the corresponding field and is sent to the seminar speaker. If the referee report is not submitted in time, this can be made up by further submission of two referee reports. If, again, they are not submitted in due time, this can be made up by further submission of three referee reports. The due dates are specified according to the general rules of makeup exams.
11. Each student must defend the MT at a meeting of a subcommittee of the State Attestation Committee (SAC). A SAC subcommittee includes one of leaders of the project where the student belongs, and two, as a minimum, SAC members who are not leaders in this project. The subcommittee makes a recommendation of the MT grade based on the reports of project leader(s) and referee, as well as on the presentation at the defense.
12. MT defenses should take place during two weeks in June. The defenses are scheduled by the Program Directorate. After all defenses take place the SAC meets for the purpose of finalizing MT grades and final attestation.