

# **STUDY GUIDE for the MSc PROGRAM in MEDIA TECHNOLOGY**

**LEIDEN INSTITUTE of ADVANCED COMPUTER SCIENCE  
LEIDEN UNIVERSITY  
THE NETHERLANDS**

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## 1 Introduction

This guide offers detailed information about the master's program Media Technology, as offered by the Leiden Institute of Advanced Computer Science (LIACS) at Leiden University, in close cooperation with the Academy for Creative and Performing Arts ("*Academiet der Kunsten*"). LIACS is part of the Faculty of Science ("*Faculteit der Wiskunde en Natuurwetenschappen*").

The guide was written particularly for students participating in the program, and can be viewed as a study manual. It covers for example the graduation procedures, and how to apply for an elective course, etcetera. Content that may regularly change, such as course descriptions and the program schedule, are kept outside this document. These can be found through the Media Technology website (<http://mediatechnology.leiden.edu>).

### 1.1 Contact Information

Visiting address:	Snellius Building Niels Bohrweg 1 2333CA LEIDEN Room 106 (program office)
Correspondence address:	Leiden University Media Technology MSc program, LIACS Postbus 9512 2300RA LEIDEN The Netherlands
Telephone:	071 527 6994 (international +31 71 527 6994)
E-mail:	<a href="mailto:mediatechnology@leiden.edu">mediatechnology@leiden.edu</a>
Website:	<a href="http://mediatechnology.leiden.edu">http://mediatechnology.leiden.edu</a>

## 2 Organization

Below is a brief description of the main organizational structures of the Media Technology program. The names of the individuals holding positions mentioned have been left out of this document to avoid frequent updating. Contact the program office (see above contact information) for this information.

### 2.1 Head of Education ("*Opleidingsdirecteur*")

The head of education is responsible for the construction and supervision of the curriculum, and the balance between research and education. He/she also monitors the quality of the program.

### 2.2 Program Manager ("*Programmavoorzitter*")

The program manager is responsible for the organization of the program, including organization of schedules, lectures, facilities, student matters, etc.

### 2.3 Program Coordinator ("*Programmacoordinator*")

### 2.4

The program coordinator executes matters of daily organization for the program, and acts as primary contact for the students. He/she works closely with the program manager and runs the so-called "program office".

### 2.5 Executive Committee ("*Opleidingsbestuur*")

The executive committee decides and acts in matters that transcend the authority of the individual head of education, program manager and program coordinator. Example matters under authority of the executive committee are collaboration with other programs, advice concerning acceptance of elective courses, advice concerning admittance of applicants, advice concerning deviations from curricula.

The program manager acts as chairperson of the executive committee. The head of education and program coordinator are seated in the executive committee. Other representatives of the Faculty of Science and the Academy for Performing and Creative Arts can also be seated in the committee. The committee meets regularly, typically once every month. Scheduled meetings are mentioned in the program's calendar. Communication with the executive committee is handled via the program coordinator, or via the e-mail address "mediatechnology@leiden.edu".

## **2.6 Education Committee ("Opleidingscommissie")**

At least twice a year the education committee evaluates the education program of Media Technology and reports its findings to the executive committee. Seated in the education committee is a delegation of students as well as teachers.

The education committee of LIACS acts as the education committee of the Media Technology MSc program.

## **2.7 Examination Board ("Examencommissie")**

The LIACS examination board verifies whether (elective) courses and projects are sufficiently related to the Media Technology program, and whether students qualify for exemption of compulsory parts of the curriculum (in accordance with applicable rules). Also the examination committee verifies whether a student qualifies for the graduation criteria, using the "*Onderwijs en Examenregeling*" (OER) and provides the master's diplomas. Students should apply to the examination committee for matters regarding divergence from the required curriculum, or situations involving disagreement with teachers concerning the grades of a course. The LIACS examination board holds one member representing the Media Technology program. The first step for matters concerning grades or complaints is to apply to the Executive Committee of the Media Technology program. When the student and the Executive Committee still disagree, the student can apply to the examination committee.

# **3 Application, Admittance and Registration**

At the start of each academic year (September) a new group of students is admitted to the Media Technology program. Various criteria must be met for admittance and each potential candidate is evaluated according to those criteria. Students admitted to the program are encouraged to attain their personal learning objectives by means of optional courses and (research) projects. Students will experience a large amount of independence, enabling them to define their own route towards this goal.

## **3.1 Criteria for Admittance**

Students with a Bachelors degree (or equivalently 4 years of Dutch HBO education, or 3 years of completed university education) can be admitted to the Media Technology master's program. The full list of admittance procedures and criteria posed by Leiden University (e.g. language test scores, international students) can be found on the university website (<http://www.mastersinleiden.nl/admissions>).

## **3.2 Admission Interview**

Before admittance, candidates are interviewed by one or more representatives of the program's executive committee. Based on the applicant's qualifications and motivations, an advice for admission is made to the Graduate School of the Faculty of Science. The Graduate School decides on admittance of the candidate into the Media Technology program.

Admission interviews are scheduled twice yearly, typically in June and August. Prior to this interview candidates must provide an application form, résumé (curriculum vitae), a personal statement of motivation which includes the personal learning objective to participate in the Media Technology master program, and transcripts of grades obtained in prior Bachelor (or equivalent) education.

### **3.3 Starting your Study**

The Media Technology program starts in September and has a distinct order. If new students want to start in January/February instead of September, they can do so, but at their own risk: some important courses can only be attended after having participated in first semester courses.

The second semester starts in January. Admission interviews for the start of the 2<sup>nd</sup> semester will take place in December

### **3.4 English Language**

The Media Technology program is offered in the English language only. Candidate students must be comfortable with reading, understanding, speaking, and writing English. The program demands active participation from students in group work, writing and presenting.

For non-native-English-speaking international students, to be admitted to any master program Leiden University requires proof that one has sufficient understanding of the English language, or a so-called "Proof of English Proficiency". The exact requirements are explained on Leiden University's website.

### **3.5 Registration**

If a student fails to register at Leiden University, he/she cannot attend classes and has no right to receive for example graduation supervision. Also, grades can then not be entered into the administration.

## **4 Communication**

Much information about the Media Technology program is available via the official website (<http://mediatechnology.leiden.edu>).

Communication between the program office and students mainly takes place via the Media Technology student forum. The exact location of this forum is linked from the Media Technology website.

With questions regarding the program, students can visit the program coordinator in room 106. The program coordinator is not continuously available, a schedule is posted outside the office. For questions about the content or form of courses, students should first contact the lecturer.

## **5 Curriculum**

For a current overview of all courses and projects in the curriculum, and the ECTS credit points associated with them, please consult the Media Technology website. Offered courses and their associated ECTS credit points may vary slightly by each academic year. Changes in the curriculum reflect altered insights into the value of the offered courses, or reflect technological and scientific advances. Curricula from each prior academic year can also be found on the website.

Students must complete the curriculum of the academic year in which they first registered into the Media Technology program. In order to graduate, all the mentioned courses must be successfully completed, and the required ECTS credit points must be obtained. In the case that courses on the curriculum are no longer offered, an alternative must be proposed by the student. Students must propose the alternative to the program's executive committee, which will advise the examination board on acceptance of the proposed course(s).

### **5.1 Schedule**

A current schedule (calendar) of the offered courses within the Media Technology program, including their exact lecture dates and times is available through the Media Technology website. All courses and lectures are scheduled prior to the start of each academic year, but are subject to slight alterations. It is advised to consult the website for changes frequently.

For elective courses that are not offered as part of the Media Technology program, students must consult the schedule from the offering institute. It is strongly advised to contact the lecturer and organizing institute, and request admittance into the course.

## **5.2 Examination and Grading**

The lecturer of each course is free to choose an appropriate method of examination and grading. Examination can for example have the form of a written examination, an assignment, a research paper, a personal evaluation of the entire course (a so-called 'reaction report'), or a combination of these.

## **5.3 Administration of Grades (U-Twist)**

Grades are administrated by the "Graduate School of Science" of the Faculty of Science. They have a service desk in the Huygens Building (across the street from the Snellius Building), room 123 (071 527 5765).

Students can view their personal grades administration via the "U-Twist" online system using the login information provided to them at the start of their studies (<http://www.ulcn.leidenuniv.nl/students/>). Students are advised to regularly verify that the grades and credit points obtained are in fact registered in the U-Twist system.

## **5.4 Substitution for Compulsory Courses**

Students can qualify for substitution of certain compulsory courses within their curriculum, when they can prove already having current knowledge of the topics dealt with. Substitution should be requested via the executive committee, and requires agreement by the lecturer of the course at hand. To receive agreement from the lecturer, the student must participate in the first lecture and present some form of proof that the knowledge was already obtained through other ways. The lecturer may decide to honor or turn down requests for substitution, based on the material provided by the student and the evaluation of such.

The student is not relieved from obtaining the required number of ECTS credit points through other ways. For every approved substitution, students must follow another (elective) course with the same number of credits or more. The contents of this replacement course must be a logical extension to the course for which substitution was granted, and must be of the same level at least. For example, if substitution was granted for a course "Introduction to Programming" (level 400), then a course in more advanced programming topics may be followed in its place, with level 400 or higher.

Substitution is never granted for a compulsory course if the student in question has failed any exam or assignment for that same course. If substitution is granted, but the student decides to follow the course nonetheless, than the substitution is retracted (becomes non-valid) when he/she fails any graded part of the course in question.

## **5.5 Evaluation**

Students are asked to evaluate the program each year. This evaluation is done in two ways:

- a. by filling in an evaluation form at the end of each Media Technology course, project or workshop;
- b. in an oral evaluation meeting with Media Technology students of the same year, at the end of each semester.

These evaluations are taken into account by the Media Technology executive committee when planning the curriculum for the next year.

## **6 Elective Courses**

The Media Technology curriculum contains a substantial number of ECTS credit points that are to be obtained via elective courses (a.k.a. free choice courses). Students can follow courses from within or

outside the Media Technology program to obtain the required number of ECTS credit points for elective courses. It is strongly advised that students take advantage of this opportunity to expand their knowledge within fields that they expect to apply within their graduation research.

Not every course is accepted by the Media Technology program as an elective course. For each course, approval must be obtained prior to taking the course. Read this section carefully to learn about the rules and procedures.

## 6.1 Approval of Elective Courses

For a course to be accepted as an elective course within a student's curriculum, it must

1. be in concordance with the aims of the Media Technology program, and
2. be at least of level 400 as applied by Leiden University, or of equivalent master level (for example, of level "M" at Utrecht University), and
3. not overlap any course previously completed by the student.

It is each student's personal responsibility to ensure that these requirements for elective courses are met. If a course is not accepted, the obtained ECTS credit points will not count towards completion of the student's curriculum. A student can then follow the course nonetheless, but can not use the credit points within the Media Technology program.

Only the examination board can approve or decline an elective course, using the above criteria. When a student wishes to follow an elective course, he/she must make a request for approval **before the start of the course**. The request must be submitted to the executive committee and include information about the elective course (description, institute, level, ECTS credit points, etcetera). The student can obtain a form from the Media Technology website ([www.mediatechnology.leiden.edu](http://www.mediatechnology.leiden.edu)) to fill in the elective courses. The executive committee will review the request and advise the examination board, which will accept or decline the request. This procedure holds for courses from within Leiden University as well as for courses at other universities, including foreign universities.

If a student wishes to have an elective course accepted that does not meet all of the above criteria, then the request for acceptance should furthermore include

1. a written motivation for wanting that specific course to be accepted, and
2. an overview of the student's other elective courses.

In this case, the examination board will judge the request for each student individually, taking into account his/her motivation and combination of elective courses. However, in any case, no more than 5 ECTS credit points per student will be accepted under level 400 (or equivalent master level).

It is advised that students request approval for their elective courses in one single request.

## 6.2 Admittance to Elective Courses

The Media Technology program cannot guarantee that Media Technology students are admitted to elective courses. For example, admittance may in some cases be limited to a fixed number of students, or to students from the organizing institute only, or to students that comply with some specified prior requirement. This may naturally be beyond our control, and the Media Technology program cannot guarantee admittance of students to elective courses.

## 6.3 Projects

Of the required ECTS credit points for elective courses, a maximum of 5 credit points can be earned by way of participating in projects, instead of following courses. For example, a student may participate in a research project or take part in a larger media production. Naturally, the student's role in a project must contribute towards the goals of the Media Technology program. Also, the project must be finalized with an appropriate academic style paper and a presentation by the participating student(s). A member of the Media Technology scientific staff must evaluate the results and possibly award a grade.

To obtain credit points for a project it is imperative that the project and its associated number of ECTS credit points are approved by the examination board **before** the student commences with the project. For this, a request can be filed with the executive committee. Without prior approval, the examination committee may choose not to award any ECTS points for the project.

#### **6.4 Honours Courses**

Leiden University, and other institutes, organize so-called “Honours Courses” for outstanding students. Typically students are admitted based on written motivation and an overview of study results. Honours courses offer education at very high academic levels, often by international experts. Although we encourage that students follow such courses, it is not possible to obtain ECTS credit points for completing them. Such is the definition of honorary courses.

#### **6.5 Courses from the ArtScience Program**

Various elective courses are offered within the ArtScience program at the Royal Academy of Arts in The Hague (“*Koninklijke Academie voor Beeldende Kunsten*”, KABK). See the ArtScience study guide for a complete overview of their courses.

Koninklijke Academie voor Beeldende Kunsten  
Prinsessegracht 4  
2514AN DEN HAAG  
Phone: (070) 315 4777  
<http://www.interfaculty.nl/>

Being a partner of the Media Technology program, the ArtScience program at the KABK has reserved three places per course for Media Technology students. At the beginning of each semester, there will be a call for registration of the students in these courses via the Media Technology forum. The program coordinator will inform the students about the admission for the courses and will inform the coordinator of the ArtScience program about the contact details of the Media Technology students.

When Media Technology students wish to follow a course at the KABK and need entrance to the workplaces in the KABK, they are required to pick up an application form at the Media Technology office. This form – accompanied by a photograph of the student – must be handed in at the administration’s office of the KABK. The KABK will register the student and provide a KABK student card. This card is absolutely necessary in order to be allowed into the workplaces of the KABK.

The KABK, however, follows its own procedures regarding the admittance of guest students. For most courses there are limitations on the number of participating students. It may also occur that students must have a short interview with the lecturer or hand in an assignment in order to be admitted to a course. More information about this specific procedure and related courses can be found on the website of the Academy for Creative and Performing Arts: <http://www.hum.leidenuniv.nl/kunsten/>

#### **6.6 Amounting the Obtained Credits**

Students are responsible for checking obtained grades and credit points in Leiden University’s grade administration system U-Twist, and taking action in case of any irregularities. It is strongly advised that students regularly check U-Twist to make sure that grades are correctly administrated.

Credits obtained for elective courses within the LIACS institute are automatically registered.

Credits obtained for elective courses from the ArtScience program at the KABK are registered within the LIACS. The program coordinator takes care of the registration procedure and has contact with the KABK about the registration.

When a student follows elective courses at any other department within Leiden University, he/she must first contact the teacher of that course. It is sometimes necessary to enroll in Blackboard for a course. The student identification number and the program of enrollment (Media Technology MSc

program) must be mentioned on every exam paper and assignment by the student. The faculty where the elective course originates will register the grade and obtained credits.

If a student chooses to follow a course at a university other than Leiden University, he/she must first register as a student for that institution. The student must show a so-called "proof of payment tuition fee" ("*bewijs van betaling collegegeld*") which can be requested from Leiden University's Central Student Administration's Office:

Studentcenter Plexus  
Kaiserstraat 25  
2311GN LEIDEN  
Phone: (071) 527 8011  
<http://www.plexus.leidenuniv.nl/>

To validate credit points obtained at other universities or institutes, the student must supply the transcript ("*tentamenbriefje*") to the Media Technology office.

## **6.7 Workshops**

The Media Technology curriculum may contain several ECTS credit points that are to be obtained via workshops. Workshops are typically taught by guest lecturers and are an excellent opportunity to learn about varying topics not part of the regular curriculum.

Workshops are organized by the Media Technology program and typically yield 1-2 ECTS credit points upon completion. The Media Technology program offers at least 2 ECTS credit points via workshops per academic year. Due to the often interactive nature of workshops, there may exist limitations on the number of participating students.

In response to regular requests, it is stated that students are not allowed to teach a workshop or lecture within the Media Technology program themselves, unless they have a prior master's degree, in which case the examination board may (or may not) approve. However, all students are encouraged to organize or suggest workshops.

## **7 Third Semester Project**

The Third Semester Project is an important part of the Media Technology curriculum. Students work in supervised groups towards realizing an idea or installation that may be exhibited as part of an annual Media Technology Exposition. It is often experienced by students as an intense part of the program, in which very close collaboration with fellow students is imperative.

The rules, procedures and evaluation criteria for the Third Semester Project are communicated at the start of the project period. The examination board may decide to not allow students participating in the Third Semester Project if they have not yet completed critical prior courses within the program.

Groups are formed by the Media Technology executive committee and each group is appointed a qualified supervisor who is not part of the project group. Students are fully responsible for their project's success and must take initiative for supervision. The supervisor is available for consultation, but is not responsible for project management, contents, or other tasks. Student groups can approach (internal and external) experts for advice or additional information.

### **7.1 Financial Support**

Student groups are expected to be self-sufficient in obtaining materials and various other resources required for completing their project. However, groups can file a request for financial support with the executive committee. This is only possible if the group delivers a clear and practicable plan that cannot be met financially through other means. Groups applying for financial support must clearly describe what they are in need of on condition that there is no other way to get the project carried out. A maximum of 50% of the made costs can be covered by the financial support.

It is absolutely necessary to file such a request beforehand. Any claims of prior spending will not be recognized. The program has a very limited budget to spend on materials. As a result, absolutely no

guarantee can be given concerning any form of financial support. Depending on the budgetary state of the program, no funds may be available for financial support whatsoever.

## **7.2 Further Work**

After project completion, students have the opportunity to further explore their project. Typically, students may exhibit their idea or installation at festivals. However, this is set aside of the Third Semester Project, so there are no credit points to be further obtained. It is possible, however, to expand on the same topic for a graduation project.

Every project that is exhibited outside LIACS should display the text “Leiden University, Media Technology MSc Program” and include the university’s logo.

## **8 Graduation Project**

For his/her graduation project, each student must choose an individual topic or theme into which he/she would like to do a scientific research project. It is possible to come up with one’s own topic, but students can also do guided research that is already embedded in Leiden University. The student must take initiative in finding a supervisor at the university to whom he/she will present his/her research proposal. Every graduation project has three compulsory parts: doing actual research, writing about the results, and presenting the results.

It is an important feature of the Media Technology program that the graduating student is owner of the research proposal and project. As a result, research by assignment of corporations or internships are not accepted as graduation projects.

### **8.1 Proposal**

Every graduation project starts with a research proposal. The proposal must state the aims of the project and its scientific context: what existing theories or results does it relate to. Also it must give a concise overview of the work expected in pursuit of the project’s goals. It need not be a detailed description of steps to take.

The research proposal must be submitted to the executive committee for approval, described in maximally 1 page. It will be evaluated for scientific relevance, whether it is appropriate within the Media Technology program, and whether it is “doable” for a student. The executive committee may accept and decline a proposal, and when applicable add suggestions for improvement. Alternatively, a student can find a supervisor for the project (see below) that is accepts the proposal.

### **8.2 Supervisor**

With the approved proposal in hand, the student can approach a possible supervisor for the project. This supervisor can be any scientific staff member of LIACS or any teacher in the Media Technology program. If a student finds a suitable external supervisor, then an additional supervisor from within LIACS or the Media Technology program must be found.

Ofentimes a specific expertise that is required for the research is not available within the program or LIACS. In that case it is advised to find an appropriate external supervisor.

The supervisor(s) guides the research project and grades the final results. During the whole graduation project it is the student’s responsibility to contact and inform the supervisor of progress in the project.

### **8.3 Research**

The graduation research must be of scientific nature. The curriculum contains several courses that prepare students for this task. Also the student must be the owner (or leading researcher) in his/her own graduation research.

## 8.4 Paper

The scientific contribution, context, methods and results of graduation research must be described in a scientific-style paper that can in principle be submitted to a scientific conference or journal. For this, the paper must adhere to academic standards, reflected in its structure, content, relevance, and form. Lengthy papers are discouraged; 5-10 pages is considered appropriate.

A paper print *and* digital copy (in PDF file format) of the final paper must be delivered to the Media Technology office. This is a Dutch rule, and without it a student's final grade can not be processed in the university's administrative system.

It is encouraged by the Media Technology program that students publish their papers when possible (not only graduation work). The decision to submit a paper for publication should always be taken together with the supervisor, in accordance with academic etiquette. Particularly for students who wish to pursue a career in scientific research, submitting a graduation paper for publication can be an important step towards securing a PhD position. It is also possible to get financial support for visiting conferences (not hosted by Leiden University). We refer to that section of this guide for information.

## 8.5 Presentation

A compulsory part of every graduation project is a public presentation of the project and its results – without such a presentation it is not possible to complete the graduation project. The student presents his/her final work to the supervisor and others in a way that is appropriate for the project. Typically, this is in the form of an oral presentation and demonstration, but the Media Technology program is open to suitable alternative formats.

Graduation presentations must be held on one of three pre-determined dates within each academic year. Typically, these dates are in February, June and late August. The graduation supervisor must agree that the research project was sufficiently completed to present it – without such agreement, a student cannot present his/her graduation work. Every graduation presentation must be reported to the Media Technology office **at least three weeks in advance**. Due to faculty rules, shorter notice can not be accepted.

With permission from the executive committee (and only then), it is possible to hold the graduation presentation on another date than the pre-determined dates. This permission is at full discretion of the executive committee, and always under the condition that the student makes his/her presentation into an interesting event with a sufficiently large audience. For example by inviting additional speakers, or combining the presentation with an existing event. The additional effort that this involves is under the responsibility of the presenting student(s).

Graduation presentations must be public. The presenting student and supervisor are encouraged to invite others on their own initiative, such as colleagues, students, interested scientists and relatives. The presentation must be at least 20 minutes and followed by at least 10 minutes for discussion with those attending. It is advised to aim the level of detail and complexity at fellow students and Media Technology scientific staff. The graduation supervisor of the student will preside over the event.

## 8.6 Committee of Critics

For every graduation presentation, a committee of 4 critics must be appointed by the student and supervisor. The critics must attend the presentation. They must be an academic peer of the presenting student, or otherwise capable of critically evaluating the student's graduation work. The critics are expected to have read the graduation paper and have first right to ask questions during the discussion following the presentation. The supervisor must see to this. The supervisor is free to consult with the critics in order to determine the final grade for the project. Typically critics are fellow academic staff, external experts, or graduated fellow students.

The names and professions of the critics must be communicated to the supervisor before the graduation presentation, making it possible for the supervisor to welcome and introduce them.

## **8.7 Grading**

The graduation supervisor(s) determines the final grade awarded for a graduation project. The supervisor must always consult with an academic colleague about the grading. Grading must take place shortly after the complete graduation project is completed, but allowing for the supervisor to read the produced material.

The overall academic quality of the student's work is evaluated. Particularly, research choices made by the student are important: were these wise choices, and were the alternatives researched? Creativity in making research choices may be included in the evaluation.

The quality of the graduation paper is also evaluated, according to standards such as can be expected from conference acceptance procedures. The presentation content is also evaluated, as are the responses by the student within the following open discussion.

The formal date of a student's graduation is the day on which the last grade within his/her curriculum is obtained. This date will be mentioned on the diploma. If a student graduates *before* August he/she can request a refund of the remaining tuition fee. Forms are available at the Plexus Student Center (071 527 8011).

## **8.8 Financial Support**

There are possibilities for financial support of material costs made for graduation research. These rules are similar to those within the Third Semester Project. We refer to that section of this guide for information. It is also possible to get financial support for visiting conferences (not hosted by Leiden University). Students or graduated students can apply for financial support to the Executive board. It could be a small contribution in traveling costs for example.

## **8.9 Graduation Ceremony**

The Media Technology MSc diploma is presented to graduating students during a graduation ceremony. Typically such a ceremony is organized in March and September. Each student is shortly addressed by his/her graduation supervisor during what is formally a meeting of the examination board. There is no need or opportunity for the student to present or explain his/her work.

Students are encouraged to invite their friends and family to the graduation ceremony, since this is a public meeting.

## **9 Facilities**

### **9.1 Lecture and Study Rooms**

Three rooms within the Snellius Building are exclusively designated for the Media Technology program. There is one lecture room (room 413) and two computer/lab/study rooms available for students (rooms 406 and 408). Not all classes and labs are held at these locations, the teaching schedule mentions the location for every class.

### **9.2 Computers**

Students are strongly encouraged to have their own laptop computer upon entering the Media Technology program. Computers for use of Media Technology students are available in rooms 406 and 408. In case of problems, students can contact the LIACS systems helpdesk in room 138.

### **9.3 Additional Materials**

The program coordinator maintains a collection of additional working materials for use by students, such as webcams, soldering materials, an oscilloscope, audio equipment, video projectors and other simple tools. These materials can be borrowed for short term use by students for projects within the program. A list of these materials is available on the Media Technology program website. Please note that the Snellius Building is not equipped for operation of powertools so use them elsewhere.