

# **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 University's Academy for Creative and Performing Arts that represents the KABK (Koninklijke Academie van Beeldende Kunsten) and the KC (Koninklijk Conservatorium) in The Hague. LIACS is an institute of the Faculty of Science (*Faculteit der Wiskunde en Natuurwetenschappen*).

The guide is particularly for students participating in the program and can serve as a study manual. Content that may regularly change, such as course descriptions and the program schedule, are not included in 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 2333 CA LEIDEN
Postal address:	Leiden University Media Technology MSc program, LIACS Postbus 9512 2300 RA 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. Names are not specified in order to avoid frequent updating. Contact the program coordinator 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 (*Onderwijscoördinator*)

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 program office.

### 2.4 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 admission 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 a member of the committee. The committee meets regularly, typically once every month. Scheduled meetings are mentioned in the program's calendar. Communication with the executive committee goes via the program coordinator, or via the e-mail address "mediatechnology@leiden.edu".

## **2.5 Education Committee (*Opleidingscommissie*)**

At least twice a year the education committee evaluates the educational 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.

## **2.6 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 board.

# **3 Application, Admission and Registration**

At the start of each academic year (September) a new group of students is admitted to the Media Technology program. A small group of students is admitted to the program as of February. Various criteria must be met for admission 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 the (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 Admission**

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 admission procedures and criteria posed by Leiden University (e.g. language test scores, international students) can be found on the university website <http://en.mastersinleiden.nl/arrange/admission/>

## **3.2 Admission Interview**

Before admission, 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 admission of the candidate into the Media Technology program.

Admission interviews are scheduled during the year, as soon as candidates submitted their online application. Candidates must apply online, via <https://www.apply.leiden.edu/bachelor-master/> and attach a 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. It is possible to start in February instead of September, but at a student's 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 the Fall.

### 3.4 English Language

The Media Technology program requires excellent knowledge of the English language. 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, a so-called "Proof of English Proficiency". The exact requirements can be found on the Leiden University website.

### 3.5 Registration

If a student fails to register at Leiden University, it is prohibited to attend classes. Also receiving grades and graduation supervision is impossible. Registration has to be arranged via <http://www.studielink.nl>

### 3.6 Termination of Registration and Reimbursement of Tuition Fees

Students may terminate their student registration at any point during the academic year. It is important to take care of deregistration as soon as you discontinue your studies.

Reimbursement of tuition fees

It is in your interest to apply for deregistration on time and in line with regulations as late deregistration may affect the amount refunded.

Upon termination of your student registration, tuition fees are refunded for each remaining month of the academic year. Students who have paid a reduced tuition fee because they were enrolled in more than one program will only receive a refund if they terminate enrolment in all programs.

Deregistration per 1 July and 1 August? No refund can be made.

Termination of registration should be done via <http://www.studielink.nl>. Note that you must also do this if you have completed your Bachelors/Masters program and will not continue studying. You can terminate your registration as of the first day of the month after your last grade is registered in uSis. This can not be done retroactively.

*For example, if you receive your last grade in uSis on November 3<sup>rd</sup>, you can terminate your registration as of December 1<sup>st</sup>. This can only be arranged before December 1<sup>st</sup>. In December it will be terminated as of January 1<sup>st</sup> and so on.*

For more detailed information check: <http://www.students.leiden.edu/practical-financial-matters/registration/student-registration.html>

In case of problems always contact the central student information desk in Plexus (Kaiserstraat 25, Leiden; 071-527 8011)

<http://organisation.leiden.edu/student-education-affairs/student-information-centre.html>

## 4 Communication

Information about the Media Technology program can be found on the official website (<http://mediatechnology.leiden.edu>).

Communication between the program office and students mainly takes place via the Media Technology student forum. This forum is linked from the Media Technology website.

With questions regarding the program, students can visit the program coordinator. The program office's opening hours are posted in the Media Technology Calendar (<http://mediatechnology.leiden.edu/programme/calendar/>) and on the Media Technology Forum (<http://mediatechnology.leiden.edu/forum/>). 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 credits (ECTS= European Credit Transfer System) please consult the Media Technology website. Offered courses and their corresponding ECTS credits may vary slightly by each academic year. Changes in the curriculum reflect altered insights into the study load 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 belonging to 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 credits must be obtained. In case 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 of the Media Technology program, including 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 ask for admission to the course.

### 5.2 Signing up in uSis for examinations

Students are obliged to sign up in uSis for examinations, BEFORE the examination is scheduled. Note that presentations or paper deadlines also count as examinations. It is advised to sign up for examinations using the **class number**:

In uSis:

1. Click the Self-service link.
2. Click the enroll link.
3. Enroll by using class number → click the Enroll by class number link.
4. In the next screen you enter the class number. This is a 5 digit-code, which can be found on this website: [http://science.leidenuniv.nl/index.php/english/administrative\\_procedures/sign\\_up\\_classes/](http://science.leidenuniv.nl/index.php/english/administrative_procedures/sign_up_classes/)
5. Put the item in your Shopping Cart en then click the To Shopping Cart button.
6. The course has been placed in your shopping cart and you can now enroll.
7. Click the shopping cart link.
8. Choose the course you wish to enroll in.
9. Click on the Enroll button and reconfirm this in the next screen.
10. Click the Finish Enrolling button
11. Final situation – Confirmation of enrollment

NOTE that enrolling in classes or signing up for examinations at other Faculties can differ from the Faculty of Science. When you are entering a course at another Faculty, please check the registration method in the e-studyguide or at the student administration of the program.

### **5.3 Examination and Grading**

The lecturer of each course is free to choose an appropriate method of examination and grading. Examination can for example be 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.

### **5.4 Administration of Grades (uSis)**

Grades are administrated by the "Graduate School Office" of the Faculty of Science. They have a service desk in the Gorlaeus Building (across the street from the Snellius Building), room H.B. 206 (071 527 4282).

Students can view their personal grades administration via uSis (<https://uSis.leidenuniv.nl>) using the login information provided to them at the start of their studies (<http://www.voorzieningen.leidenuniv.nl/ulcn/>). Students are advised to regularly verify that grades and credits are correctly registered in uSis.

### **5.5 Substitution of 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. 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.

The student is never exempted from obtaining the required number of ECTS credits. For every approved exemption or substitution, students must take another (elective) course with the same number of credits or more. The contents of this replacement course must be consistent with the course for which substitution was granted, and must be of the same level at least. For example, if substitution is granted for the "Introduction to Programming"-course (level 400), then a course in more advanced programming topics is allowed, with level 400 or higher.

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

### **5.6 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. during 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 academic year.

## **6 Elective Courses**

The Media Technology curriculum contains a substantial number of ECTS credits 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. It is strongly advised that students take advantage of this opportunity to expand their knowledge within fields that will probably support their graduation research.

Not every course is accepted as an elective course by the Media Technology program. Each course must be approved of prior to taking the course. Read this section carefully to learn about the rules and procedures.

## 6.1 Approval of Elective Courses

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

### General rules

- Permission for elective courses must always be requested *before the start of the course*, and is always granted on an individual basis. In order to get permission for your elective course, you have to submit a petition in uSis, <http://www.usis.leidenuniv.nl>
- Elective courses may be followed at other faculties and universities.
- Other universities may award "half credits". Leiden University does not accept half credits and will always round off downwards. E.g. 7.5 ECTS becomes 7 ECTS.

### Course levels

- Elective courses must be at *master level*. At Leiden University, this means level 400 or higher.
- Maximally 5 elective credits can be obtained at *advanced level* (level 300 at Leiden University). Permission is on an individual basis and restrictions apply.
- Of these 5 credits, maximally 3 can be obtained at introductory level (levels 100/200 at Leiden University). Permission is on an individual basis and restrictions apply.

## 6.2 How to apply in uSis for an elective

Note that this explanation is also provided on [uSishelp http://www.usishelp.leidenuniv.nl](http://www.usishelp.leidenuniv.nl) with short films explaining the steps (via buttons 'see it' or 'try it')

**1. Login on <https://uSis.leidenuniv.nl>**

**2. go to student center**

**3. click the 'petitions' link**

**4. go to the 'my academics' – tab**

**5. click the 'view my advisement rpt' link**

**6. scroll down**

**a.** When you want to submit a petition for replacing a compulsory course, then click on the course name

**b.** When you want to submit a petition for an internal (Leiden University) elective course, then click on 'Mediatechnology Choice' courses.

**c.** When you want to submit a petition for an external elective course, then click on 'Mediatechnology Choice' courses.

**d.** When you want to submit a petition for an extracurricular course, then click on 'extracurricular'

**7. Click the 'submit request' button on the right**

**a.** replace a compulsory course, then choose 'replacement' from the drop-down menu

**b.** internal (Leiden University) elective course, then choose 'replacement' from the drop-down menu

**c.** external elective course, then choose 'external education' from the drop-down menu

**d.** extracurricular course, then choose 'extracurricular course' from the drop down menu

**8. Click the 'continue' button**

**9. Enter the course name in the description field**

**10. In the 'explanation student' field please provide the following details (important, otherwise the board isn't able to assess your petition!)**

**a.** ECTS

**b.** Level (example: Master 2nd year, Bachelor 3rd year)

**c.** Institute + department

**d.** Course description

**e.** Link to the course description in the study guide online

**f.** Motivation

**11. Click 'save'**

**12. Click 'submit'**

**13. Click 'yes'**



The Media Technology will discuss your petition during the next board meeting and approve/reject in uSis. When the petition is assessed, the status in uSis will change.

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 credits per student will be accepted under level 400 (or equivalent master level).

### **6.3 Admission to Elective Courses**

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

### **6.4 Enrolling in elective courses or signing up for elective course examinations**

Enrolling in classes or signing up for examinations at other Faculties can differ from the Faculty of Science (as explained in 5.2). When you are entering a course at another Faculty, please check the registration method in the e-studyguide or at the student administration of the program.

### **6.5 Projects**

Of the required ECTS credits for elective courses, a maximum of 5 credits can be earned by way of participating in projects, instead of following courses. For example, a student can 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 ECTS credits for a project it is imperative that the project and its associated number of ECTS credits are approved by the examination board **before** the student commences with the project. This can be done by submitting a petition in uSis and replacing one of the 'individual course' sections as explained in 6.1. Without prior approval, the examination committee may choose not to grant any ECTS credits for the project.

### **6.6 Technical assistance to other graduation projects**

Students can obtain a maximum of 2 ECTS credits for helping other students with their graduation project. It must be technical assistance, such as programming and hardware construction. The added work must be of assistive nature to the project and cannot be an essential part. The 2 ECTS credits awarded for such assistance are part of the project space, which in turn is part of the elective space. Both students (assisting and assisted) need approval of the Media Technology board for the assistance, and must write a report about their cooperation. A student can be the assisting and assisted party only once.

### **6.7 Honours College**

Leiden University (and other institutes) organizes 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 credits for completing them. Honours courses are always extracurricular activities.

### **6.8 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 students take an elective course at the KABK, it is sometimes necessary to get access to the KABK workshops. Please contact the program office of Media Technology about this. The KABK has to register the student and provide a KABK student card. This card is absolutely necessary to get access to the workshops of the KABK.

The KABK, however, follows its own procedures regarding the admission of guest students. For most courses the number of participating students is limited. 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/>

## 6.9 Registration of grades

Students are responsible for regularly checking their grades and ECTS credits in uSis and taking action in case of any irregularities.

- (Elective) courses of LIACS will be automatically registered.
- Grades for elective courses from the ArtScience program at the KABK, will be registered by the program coordinators of both Art Science and Media Technology.
- Grades for elective courses at other departments of Leiden University will be registered by that department. Note that students first have to contact the teacher of the course. It is sometimes necessary to enroll in the Blackboard page of 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.
- Grades obtained at any other institute than Leiden University must be registered in uSis by the program coordinator of Media Technology. After finishing the course, you have to pick up a signed grade transcript (*tentamenbriefje*) from the student administration of the institute where you took the course.

In order to register as a student for a course at another institute than Leiden University, students need to pick up a “proof of payment tuition fee” (“*bewijs betaald collegegeld*”) from Leiden University’s Student Information Desk:

Studentcenter Plexus  
Kaiserstraat 25  
2311GN LEIDEN  
Phone: (071) 527 8011  
<http://students.leiden.edu/organisation/student-information-desk.html>

## 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. Often it is experienced 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 actual costs can be declared within the financial support system.

It is absolutely necessary to submit 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, funds may not 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 not part of the Third Semester Project, thus no ECTS credits can 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 on 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. This can be done via an e-mail to the program coordinator. He/She will bring it up for discussion during the next board meeting. 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 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.

Oftentimes 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).

## 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.

Presentations are planned on specific days (see program calendar) and are open to everyone.

Graduating students must:

1. Obtain permission from the supervisor for the graduation presentation.
2. Graduation presentations must be held on one of three pre-determined dates of each academic year. 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. You have to send the project title and abstract to the program coordinator, with supervisor(s) mentioned.

With permission from the executive committee (and only then), it is possible to choose 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).

3. Invite the Committee of Critics (see 8.6) and organize a public presentation event. The presenting student and supervisor are encouraged to invite others on their own initiative, such as colleagues, students, interested scientists and relatives. 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.
4. Prepare a 25 minute presentation (in a suitable form) about the project. After each graduation presentation, the critics have first right to ask questions. After this, others can ask questions. The supervisor manages the discussion. Total discussion time is approximately 10 minutes.

### **8.6 Committee of Critics**

For every graduation presentation, a committee of two 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. At least one of the critics is not a fellow student. 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* June 1st he/she can request a refund of the remaining tuition fee. Check section 3.6.

### **8.8 Financial Support**

There are possibilities for financial support of material costs made for graduation research. These rules are similar to those of the Third Semester Project. Check section 7.1. 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**

During a graduation ceremony graduated students receive their diploma. 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). The location of every lecture is mentioned in the Calendar.

### **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 ISSC (ICT Shared Service Center) helpdesk helpdesk at 071-527 8888 or go to one of the servicedesks <http://www.issc.leidenuniv.nl/helpdesk/helpdesk-profiel.html> .

### **9.3 Additional Materials**

The program coordinator maintains a collection of additional working materials for use by students, such as webcams, soldering materials, 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.