

Supervision of master projects by PhD Students

Master in Financial Engineering
Ecole Polytechnique Fédérale de Lausanne

<http://mfe.epfl.ch>

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The supervision of an MFE master project by a PhD student from the Swiss Finance Institute involves the following:

1. A **meeting** between the faculty supervisor, the PhD student, and the MFE student. During this meeting the topic of the master project should be outlined and the MFE student should be provided with a list of references to start from. This meeting should take place either before or shortly after the beginning of the internship.

Required time commitment: **1H for the meeting + 2H for the preparation=3H**

2. During the course of the internship, the PhD student should closely follow the progress of the MFE student by meeting with him or her (possibly over skype) at least once a month. The PhD student should also regularly inform the faculty supervisor about the progress of the master project.

Required time commitment: **6×(1H for the meeting + 1H for the preparation)=12H**

3. The MFE student should produce a **first draft after approximately 4.5 months** (see the guidelines by R. Fahlenbrach for recommendations on the writeup of the thesis). The PhD student should provide feedback on this first draft and recommend changes to be implemented after having consulted with the faculty supervisor.

Required time commitment: **6H**

4. In response to this feedback the MFE student should produce a **second draft after 5.5 months**. The PhD student should read this second draft and either OK it for the final version, or provide clear guidelines for the production of the final draft, again after having consulted with the faculty supervisor.

Required time commitment: **3H**

According to these guidelines the total number of hours of supervision required for each master project is equal to **24H**. It therefore seems reasonable to **have each PhD student supervise up to 2 master projects each year** in addition to the teaching assistantship that we already ask of them.