

Checklist for Bachelor/Master Thesis/Projects

S: Student Name:

B: Betreuer (PhD student /PostDoc) Name:

Type and Title of Thesis: (BA/MA)

Before Start

- ☐ **B:** Read and fill this checklist.
- ☐ **B:** Introduce the research problem to the student
- ☐ **S:** Study/research relevant materials and write an expose for the thesis (ca. 2 pages version of thesis planning).
- ☐ **B:** A topic sheet¹ should be approved by Prof. Lee and uploaded on the web page
- ☐ **B:** Send the topic sheet to Mrs. Nar-Witte (per email)
- ☐ **S:** Submit the "Zulassungsbescheinigung" to Mrs. Nar-Witte

Begin

- ☐ **B,S:** Set up a date for initial presentation (5 min + 5 min discussion)
- ☐ **S:** Send presentation slides to the supervisors² (Prof. Lee and PhD student) **1 week before presentation and bring the presentation files to the lab** (on a lab USB stick or on a lab laptop) **1 day before presentation.**
- ☐ **B:** Bring this checklist to the presentation
- ☐ **B:** If the student works in the Lab, get a key (deposit fee: 20 EUR) from Mrs. Nar-Witte

Intermediate

- ☐ **S,B** Read and fill this checklist
- ☐ **S:** Send an intermediate report (pdf) to the supervisors in order to **schedule a date for intermediate presentation.**
- ☐ **B,S:** Set up a date for intermediate presentation
- ☐ **S:** Send presentation slides (pdf via email) to the supervisors **1 week before presentation and bring the presentation files to the lab** (on a lab USB stick or on a lab laptop) **1 day before presentation.**
- ☐ **S,B:** Practice Intermediate presentation (10 min + 5 min discussion)
- ☐ **B:** Bring this checklist to the presentation
- ☐ **B:** Fill in grading sheet appendix (points A/B/C/D)

Final

- ☐ **S,B** Read and fill this checklist
- ☐ **S:** Send a final report per email (pdf) to the supervisors (Prof. Lee and PhD student) in order to **schedule a date for final presentation.** Note that the latest submission date should be the final date of the project (appeared on the topic sheet).
- ☐ **B,S:** Set up a date for final presentation
- ☐ **B:** Give the student the original signed topic sheet
- ☐ **B:** Obtain the official grading sheets from Mrs. Nar-Witte and fill in the internal grading sheet **before presentation.**
- ☐ **S:** Send presentation slides (pdf via email) to the supervisors **1 week before presentation and bring the presentation files to the lab** (on a lab USB stick or on a lab laptop) **1 day before presentation.**
- ☐ **S:** Hand in the checklist form before the presentation day.

- ☐ S: Prepare **two** identical CDs that contain all project related material (report and presentation slides, their source files (tex, ppt), source code, readme, movies, referenced papers, dataset, etc). Write the name and thesis title on the CDs and put them in soft cases.
- ☐ S: **Submit two hard copies** (double sided printing) of written thesis **1 week before the final submission date** to Prof. Lee. (signed topic sheet as second page, adhesive binding, CD stucked on the last page)
- ☐ S,B: Practice final presentation (10 min + 5 min discussion)
- ☐ B: Bring this checklist to the presentation
- ☐ S,B: Return the key to Ms. Nar-Witte
- ☐ B: Change the student work in the web page from “Ongoing works” to “Finished master/bachelor thesis” and update the dates of start and submission of the thesis.
- ☐ B: Send the final report (pdf) to Mrs Nar-Witte for the upload on the mediatum.

1. **Topic Sheet:** Description of the expected tasks of the Bachelor/Master thesis (1 page)
2. **Supervisors:** Official Supervisor (Prof. Lee) and PhD student supervisor

WARNING: If there are any missing documents, the presentation will be cancelled automatically.

Date, Signature of Student:

Date, Signature of Supervisor: