

Guidelines for a Master Thesis

October 2011

The master thesis is a major part of your curriculum and requires quite some effort for a successful completion. During your thesis work you should improve your scientific skills (under guidance by your supervisor) and adhere to professional work habit. These guidelines should help you to make your thesis a success.

We advise you to the **Code of Conduct** of the Alpen-Adria Universität Klagenfurt to ensure good academic practice (cp. <http://www.uni-klu.ac.at/main/inhalt/6002.htm>).

Main steps of your Master Thesis

- I. **Perform a self-evaluation of your programming skills**
Consult members of the institute's research group where you want to conduct your thesis work. They assist you to identify your strengths and weaknesses.
2. **Discuss your topic with your advisor** and derive a project plan for your work within the first two weeks. This plan has to include milestones for your project development and required resources (hardware, software etc.)
3. **Register your master thesis at the Studienrektorat** using the following form:
http://www.uni-klu.ac.at/studabt/downloads/ansuchen_betreuung.pdf
Note that your advisor has to sign the form.
4. **Participate actively in the weekly group meetings.**
If you can not participate you are required to send a mail to your advisor prior to the group meeting.
5. **Document the status and achieved progress** in your (written) progress report on a weekly basis in the pervasive computing EduWiki <http://pervasive.aau.at/eduwiki/>
6. **Hold your mid-term presentation** in a group meeting. Focus this presentation on your problem description, the state of the art and the potential approaches to solve the problem. Your advisor will schedule the mid-term presentation. Prepare a 20-minutes talk and discuss your presentation slides with your advisor prior to the scheduled date. Check also our "Guidelines for Presentations"(online available)
7. **Plan the organization** of the documentation (master thesis) early. Discuss the outline with your advisor and start writing. Don't wait until the end of your thesis work.
8. **Complete writing of a single chapter** (e.g., the related work). Your advisor will give you feedback on this "test chapter". Use it for the writing the remaining parts
9. **Complete the documentation** and carefully proof-read it. Submit the documentation to your advisor. Your advisor will probably make corrections and suggest some improvements. However, note that the quality of your submitted version will have a great influence on the final grade.
10. **Hold your end-term presentation** in a group meeting. Focus this presentation on your chosen approach, the implementation and the evaluation. Your advisor will schedule the end-term presentation. Your documentation should be completed at the end-term presentation. Prepare a 20-minutes talk and discuss your presentation slides with your advisor prior to the scheduled date.
11. **Submit your thesis to the Studienrektorat** only if your advisor has granted the permission to do so. Upload the master thesis via the university's web portal Zeus
Hand in two bounded copies of your thesis together with two copies of the following form http://www.uni-klu.ac.at/studabt/downloads/Beurteilung_DA_MA.pdf at the student office.

Some useful hints for conducting your thesis work

- Consult our guidelines for performing a literature research (online available)
- Adhere to our formatting guidelines. We advise to use LaTeX and the provided template for writing your thesis.
- There is no strict rule about the length of the thesis document, but the main text of a typical master thesis has about 70 pages.
- A typical master thesis requires 6 to 8 months (full time). Note that the mentoring period for a master thesis is limited for 2 years (guideline of the Study rector).

Assessment criteria

Your thesis work will be graded based on the following criteria:

1. Master thesis document

- Content, structure and style of your written work

2. Quality of the achieved results

- Chosen approaches for the research topic
- Own contributions, implemented methods
- Achieved results
- Contribution to a scientific publication

3. Presentation

- Style and clarity of the scientific communication in the group meetings
- Mid-term and final presentations

4. Independence and initiative

- Developing of own ideas, methods and approaches
- Taking care of preparations, implementation and evaluations (experiments)

5. Organization of work

- Time management and professional behavior
- Active participation in group meetings
- Documentation of work in the EduWiki