

Guidelines for Research Projects and Master Theses

We are happy that you have chosen to do your research project or master thesis at our group. These guidelines should help you to make your project or thesis a success.

- **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.)
- **Register your master thesis at the Studienrektrat.**
Note that your advisor has to sign the form.
- **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.
- **Document the status and achieved progress** in your (written) progress report on a weekly basis
- **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 for master theses and 15-minutes talks for projects and discuss your presentation slides with your advisor prior to the scheduled date.
- **Plan the organization of the documentation (master thesis, project report) early.**
Discuss the outline with your advisor and start writing. Don't wait until the end of your project work.
- **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.
- **Submit your thesis to the Studienrektrat only if your advisor has granted the permission to do so**
- **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 for master theses and 15-minutes talks for projects and discuss your presentation slides with your advisor prior to the scheduled date.
- **"Close" the project or thesis.**
(Electronically) submit all relevant data and documents such as source code, final version of your thesis/report etc.