

Checklist for Bachelor/Master Thesis/Projects

S: Student Name:

B: Betreuer (PhD student /PostDoc) Name:

Type and Title of Thesis: (BA/MA)

Begin

- B: Read and fill this checklist.**
- 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
- 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:** 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:** 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:** **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 sticked on the last page)
- S:** Bring two CDs for all project related material (report and presentation slides, their source files (tex, ppt), source code, readme, movies, referenced papers, dataset, etc) and submit it **at the latest 1 day before the 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 final presentation (10 min + 5 min discussion)
- 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 Mr. Shile Li 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.