Thesis at Learning Technologies Research Group

Support

- **Student Wednesday**: every Wednesday from 09:00 to 18:00 or seminar room is open for students, writing their thesis with us. In this time...
  - ... every last Wednesday of the month, proposal / final talks take place.
  - ... you should work on your thesis.
  - ... you should exchange with other students.
  - ... the individual talks with your supervisors take place.

- **Individual meetings**...
  - ... take place at student Wednesday.
  - ... do not have a fixed date (announce in advance i.e. if you can only be present in the morning).
  - ... take place every week.

- **Proposal-/Final Talks**...
  - ... take place every last Wednesday morning in the month.

Organization of work

You are supposed to create an approximate graphical schedule as soon as your topic is found.

(P: Proposal Talk; F: Final Talk)

**Bachelor:**

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<th>Participation in student Wednesday, individual meetings,...</th>
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<td>Preparation time</td>
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**Master:**

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- **Finding a topic**
  - You are informing yourself about possible topics and make an appointment for the first meeting

- **Preparation time**
  - Approx. 1 month
  - Focusing on...
    - ... based literature
    - ... related work
    - ... Programming environment and programming language (e.g. Android Studio & Android / Java programming or MTLG framework & JavaScript, ...)
  - At the end of the preparation time your proposal should be finished

- **Registration form**
  - Obtain the registration form from the examination office in advance of your proposal.
• **Second Examiner**
  o Discuss potential second examiners with your supervisors.
  o The potential second examiner will be asked in time in form of an e-mail or in person whether he / she agrees to be a second examiner for the thesis. In case of an e-mail, this should also be sent to the corresponding secretariat.

• **Proposal Talk**
  o Proposal document: a document with a length of 2-3 pages describing the motivation, first results from the literature research as well as the goal-, the procedure and the schedule of the thesis (*Vorlage Proposal*). It is written during the preparation time.
  o Proposal Talk: a 10-minute talk in which the contents of the proposal document are presented (*Vorlage Folien*). An open discussion will take place after the talk (always on the last Wednesday of the month).
  o The registration form must be brought to the proposal talk. This is then completed and sent to the examination office (second examiner must have confirmed at this time).

• **Processing time**
  o The official end of the processing time will be communicated to you in a letter from the examination office. Inform your supervisors of this due date.
  o During this time, you are taking part in the weekly student Wednesday.

• **Final Talk**
  o Your final talk (20 minutes) should take place (if possible) within two weeks after submission of your thesis. Final talks are always on the last Wednesday of the month.

• **Grading time**
  o Remember that the correction and grading of your work takes some time, plan about 6 weeks (maximum 2 months).

• **Grade**
  o After completion of the correction by the first and second examiner, the grade will be sent to the examination office and communicated to you.

• **Final Meeting**
  o After all steps are completed, you will be invited to a final meeting. There you will be given detailed feedback on your work.

**Mandatory Tools**

• **Sciebo**
  o Exchange of documents
  o Create an account and send your username to your supervisors
  o Supervisors create a folder with templates

• **RWTH GitLab**
  o Code management
  o Log on once with your TIM-ID
  o Send your username to your supervisors
  o Supervisors create a project

• **RocketChat**
  o Communication with Supervisors and other students

• **Zotero**
  o Administration of literature
  o Sign in and invite the supervisors (ask the supervisors' usernames)