Pervasive Computing Systems
TecO

Head: Prof. Dr. Michael Beigl

Vincenz-Prießnitz-Str. 1
Bld. 07.07, Room 209
76131 Karlsruhe

Phone: +49 721-608-4-1701
Fax: +49 721-608-4-1702
Email: scherer@teco.edu
Web: www.teco.kit.edu

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KIT | TM | Vincenz-Prießnitz-Str.1 | 76131 Karlsruhe, Germany

Handreichung für externe Abschlussarbeiten / Procedures for final project and thesis

1) Forward the following information to Helga Scherer **(scherer@teco.edu) BEFORE starting**
   a. Your name
   b. Your student number (Matrikelnummer)
   c. The advisors name at TECO
   d. The external advisors name
   e. Your E-Mail address
   f. Degree course (Studiengang) and year of exam regulation (Prüfungsordnung)
   g. Thesis type (master, bachelor)
   h. Working title of thesis
   i. Start date
   j. End Date
   k. Form for approving the external project and project description (via e-mail to scherer@teco.edu)
      http://www.informatik.kit.edu/downloads/Antrag_BA_MA_DIPL_extern_fak_new.pdf
      http://www.informatik.kit.edu/downloads/Antrag_BA_MA_DIPL_unternehmen_new.pdf
      https://www.wiwi.kit.edu/downloads/Antrag-Abschlussarbeit-2017-04-20.pdf

2) Negotiate a date for showing up at the secretary via E-Mail with Helga Scherer **(scherer@teco.edu)** to sign documents. You need to sign up latest after 1 month of official start of thesis, but better before.

3) *For InWi students*: You need to register your Bachelor / Master thesis *additionally* at the 'Studienbüro', where they receive a 'Zulassungsbescheinigung'.

4) Follow http://www.teco.edu/wp-content/uploads/2017/10/TECO_thesis_English.zip (Vorlage ist auf Englisch, die Arbeit kann auch auf Deutsch sein, dann entsprechend übersetzen) to write your thesis. Take care the information on the first page is correct.

5) BEFORE the end date submit the thesis in paper and electronically as follows
   • The printed and electronic version of the thesis needs to be handed in latest before the official end date has passed, otherwise it is unsuccessful (5.0).
   • The student provides 3 printed (and bonded, preferably by glue bond) copies to the secretary (one for the secondary reviewer, one for the advisor and one for archiving). In case the advisor explicitly does not need a copy, two hardcopies suffice.
   - All code/data should be published (e.g. on github, etc.), if possible, by the student; if necessary with support of the advisor. The online and printed document should link this in the references
   - The license should be chosen such as to allow further work by others and open access (e.g. MIT)
   - Non-public parts should be included in the annex in a digital format (CD, USB-drive, etc.) with all thesis data and the document file and handed in with the printed thesis.
   • The student submits an electronic version of the thesis to the Uni-Bib (https://www.bibliothek.kit.edu/cms/open-access.php) and to the advisor at TECO.
   - Hand over links to GitHub and your electronic Uni-Bib version to your supervisor

- Please ensure the meta-data is correctly inserted in the document and it shows properly on search engines such as google

6) When everything above is done correctly: The secretary marks the thesis as completed. Otherwise the student will not be able to finish his course of studies and will not receive a bachelor/master degree certificate.

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