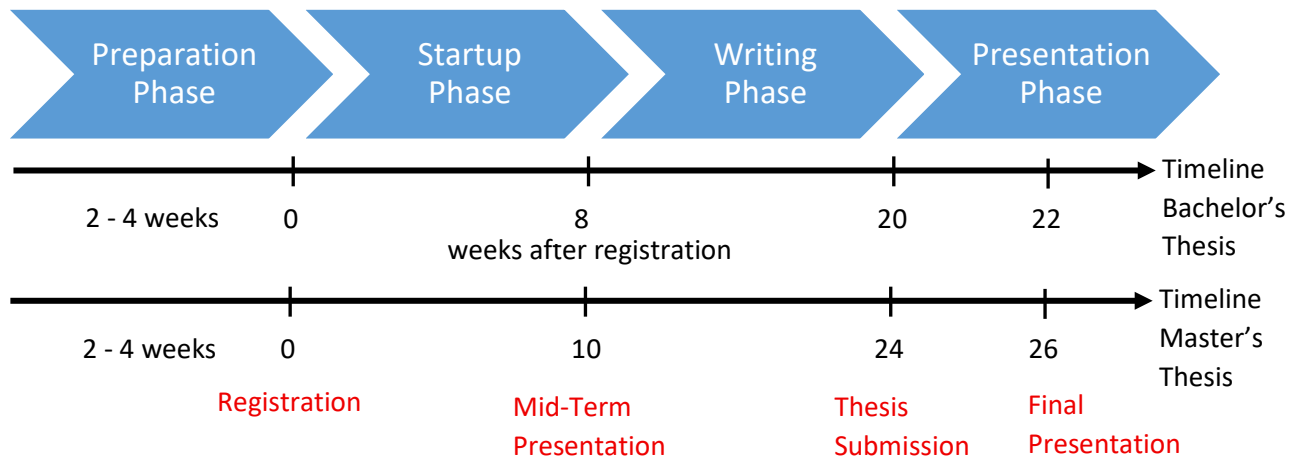


Process to receive a topic and write your thesis



Preparation Phase

1. Find a topic by visiting the [website](#) or contacting LITES staff
2. Clarify which of your interests shall be covered and what you are looking for
3. Make sure your course allows you to write a thesis at LITES. You are responsible for checking and meeting all requirements depends on your degree program
4. Schedule a meeting with a potential supervisor
5. If you study medical engineering talk to your supervisor about your medical supervisor.
6. If you study medical engineering or mechatronics, ask about requirements regarding your seminar
7. If you do your work externally, e.g., at a company, take care about:
 - a. Your contract lasts minimum until your final submission date
 - b. Non-Disclosure agreement and lock notes [here](#)
 - c. Ask about facilities you may use at the company or university
8. Receive a topic and write a task description including problem statement, proposed solution with an overview presenting system parts which need to be considered / investigated and a timeline of your work. (During your work, reorientation and deviations from the original schedule are regular and will not affect the final mark)
9. Send it to your supervisor and sign the registration form.

Startup Phase

10. Download the [Latex template](#)
11. Thoroughly read these [files](#)
12. Sign up for the course [WAIN](#) and consider visiting the lectures
13. If necessary, complete our lab course including the final [test](#)
 - a. Send required information from your student card such as ChipID to your supervisor
14. Once registered at the examination office, you will find your topic mentioned in FAU's [campo](#) with its submission date. Only in case of a Bachelor's or Master's thesis.
15. Send an email to your supervisor confirming the registration and your submission date.
16. Depending on your supervisors' preferences:
 - a. Define regular meetings, for example weekly
 - b. Submit a table of contents presenting the structure of your thesis
 - c. Submit Basics- and State of the Art chapters after 2 to 3 months
 - d. 2 – 4 week periodical presentation within the groups
17. Discuss with your supervisor which AI tools you are about to use and its purpose
18. Give your mid-term presentation (20 min + questions) after 10 weeks. Talk to your supervisor regarding:
 - a. Template
 - b. Content

➤ Additionally consider information mentioned under Basic Rules

Writing Phase

19. Start writing – you may want to use the following structure as a guideline:
 - a. Introduction
 - i. Context (Motivation)
 - ii. Individual problem statement – motivation
 - iii. State of the Art
 - iv. Your approach to dealing with the problem
 - v. Structure of your thesis
 - b. Fundamentals (some theses can include multiple fundamentals chapters)
 - c. Methods / Approach / System model
 - i. What needs to be done analytically, individual consideration
 - d. Testbed / framework
 - i. Simulations / Measurements inc. concrete configurations
 - ii. Explanation of the simulations/measurements campaign
 - e. Results
 - f. Discussion chapter
 - g. Conclusion + Outlook
20. Make frequent Backups!

21. Consider using a program for literature management
22. At least two weeks before final submission, send the current state of your thesis to your supervisor. Generally, write in parallel to your technical work and send your supervisor chapters when finished.
23. Print your thesis, thermally bound, and attach the SD card (checklist below)
24. Make an appointment to hand in your thesis. There are absolutely no exceptions to the deadline!
25. Send the digital version to your supervisor who forwards it to lites-literaturarchiv@fau.de

➤ Additionally consider information mentioned under Checklist for Submission

Presentation Phase

26. Enjoy one week of free time
27. Get the MS Power Point template for final presentation
28. Send the final version of your presentation to your supervisor
29. Make an appointment for your final presentation (30 min + questions). Normally 2 - 4 weeks after submission. You may ask for a trial run.
30. Bring any equipment you received from your supervisor and sign the "Laufzettel"
31. Have a talk with your supervisor, providing feedback to each other.
32. Work through the feedback form and send it to your supervisor.

Basic Rules

- Feel free to contact your supervisor about any questions or problems. However, do not expect an immediate response! If your supervisor does not reply within two working days, you may carefully repeat your inquiry.
- Have someone with a good understanding of grammar and spelling to check your work for errors. You may use MS Word's grammar check as well.
- Allow approx. a week of time for your supervisor to read and correct your work (content, not language) per version.
- Leave equipment as you expect to find it! Specifically in the Lab always clean the working place after usage and prepare it for the next one to use
- Do not contact other (institute) personnel about problems or ask for help without consulting your supervisor. In urgent cases with your supervisor absent, contact the group leader.
- Be honest about your work, progress and problems. Do not steal intellectual property (plagiarism). Do not tamper with your data.

Checklist for the submission

- Title page contains all correct information as given in the template (Title, name, supervisor, dates, and so on)
- Thesis contains the declaration that it has been written without help and all tools and references used are clearly outlined
- No references are missing, and all references are valid (no [?] in your document)
- Declaration of used AI tools integrated
- All content of your thesis as wanted – no missing pages, references, undone Todos, ...
- You may use Word's spelling check additionally
- Print the final version (in due time to allow for unexpected problems)
 - Set "\thesisstatus" to "final" in LaTeX
 - Enter the correct submission date on the title page
 - Print at least 3 copies (one each for you, your supervisor and the institute archive)
 - Sign the acknowledgement stating the authenticity of the work.
 - Have the thesis thermally bound (Leimbindung). It can only be accepted if it is impossible to remove/add pages. Paperback cover color code:
 - i. Research Internship or Project Work in yellow
 - ii. Bachelor's thesis in red
 - iii. Master's thesis blue
 - iv. Samples are available in our secretaries office
 - Include a SD card containing all your data, literature, code, results, LaTeX files and completed thesis as pdf.
- You need one printed version for the archive A5 format
 - Ask your supervisor about printing style
- You need one printed version for correction per supervisor, ask your supervisor
 - About printing style and recommendations
 - Normal softcover in blue for the back, transparent front
 - May be A4
- You need one digital version on an SD Card. On the SD Card also all your **code**, **sources**, **LaTeX-files** and so on should be included
- You can print versions of your thesis at the chair or go directly to the copy shop
- **Check** if everything is correct, nothing is missing, everything is readable
- We suggest to go to the copy shop at "Lorlebergplatz" for the binding and covers
- **Check** if everything is correct, and nothing is missing
- Sign the declaration in **all** your submissions
- Submit your thesis
- **Suggestions:**
 - Don't submit at the latest possible date, but always have two/three days as a buffer for unexpected events/emergencies
 - Arrange the appointment for your submission in advance
 - The copy shop at the "Lorlebergplatz" needs 2h+ for everything. Hand in your prints before their lunch break (usually 1 pm, but check to be sure)
 - You can ask your supervisor to take a look at a finished thesis to get more familiar with the required formats

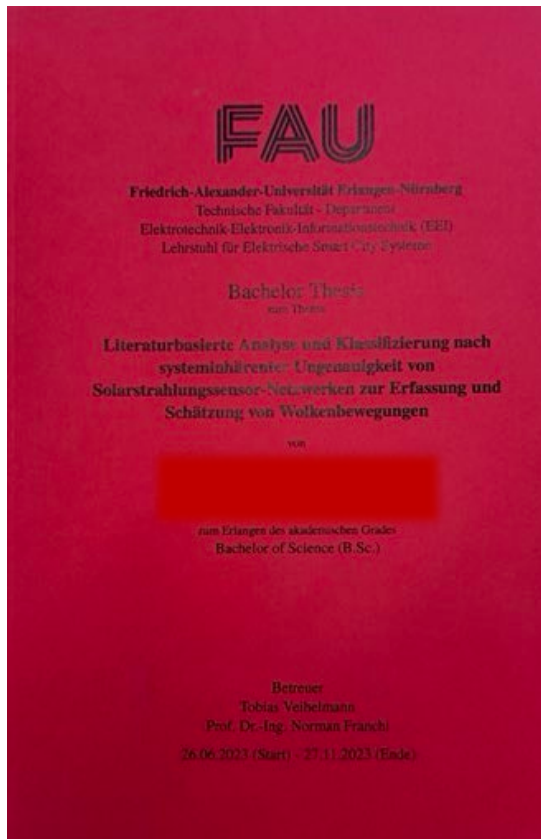


Figure 1: Bachelor's Thesis in red

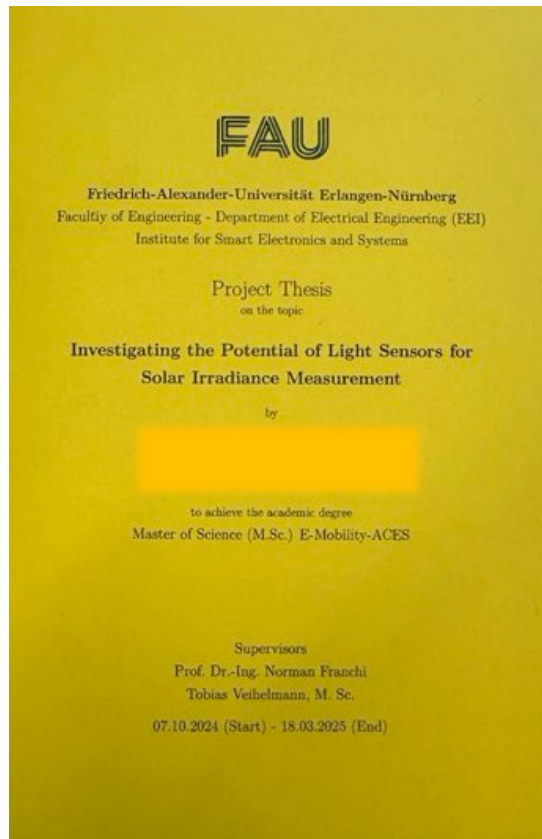


Figure 2: Project Thesis in yellow

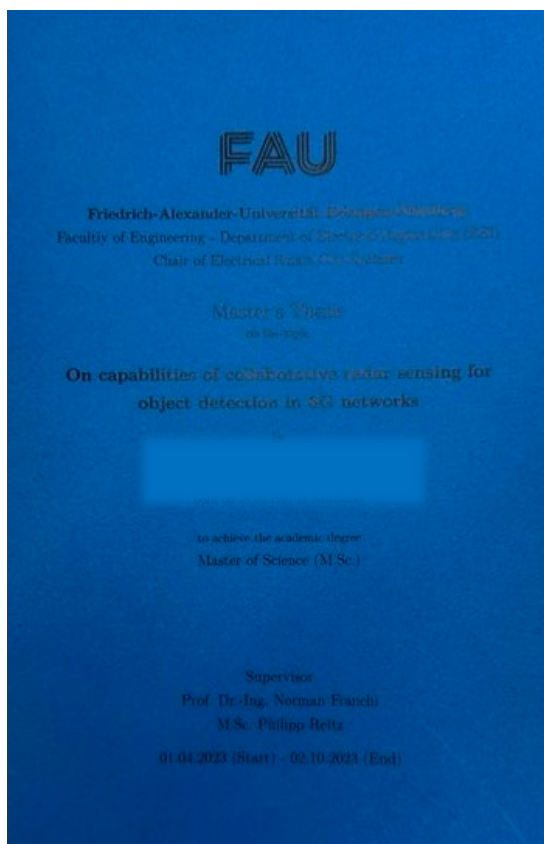


Figure 3: Master's Thesis in blue

Feedback Form Draft

Supervisor: Max Mustermann

Thesis Title: A long title about amazing work

Thesis Type	Seminar	BA	FP	MA	HiWi
	Very well	Well	Average	Bad	Very bad
How was the organization					
How was my thesis topic					
How does the topic fit into my studies?					
How did the requirements align with your aspirations?					
How satisfying was the support of your supervisor?					
How do you feel about the communication with your supervisor?					
The relationship between ECTS and workload is					

What I liked:

What I disliked:

That is what I would change:

I always wanted to say: