FAQ Bachelor/ Master Thesis, Reports

Institute for Precision Manufacturing and High Frequency Technology

This general guide is intended only as an orientation. Depending on the examiner, focal points or individual components may be evaluated differently. Therefore, always contact the respective examiner - he or she will evaluate your work in the end.

**FAQ 1 What should be written about?**

The content should essentially describe what your contribution to solving the problem was. The word "I" should not appear in the work, an impersonal, objective presentation is required.

The results must be presented in a form that can be understood by any technically educated person. As an audience you can introduce yourself to experts from other departments/ companies who are not directly confronted with this topic. Please remember that your work is easy to read and makes a good visual impression. Later your boss will read your text and enjoy it (or not).

The work should not be written in the form of a diary or report, rather it should summarise logically.

If you use knowledge that comes from others (and you will have to), this must be noted. Literal quotations must be marked as such, as must the analogous adoption of other people's thoughts. You also confirm this when you submit your work, the consequence of non-compliance with citation rules is in any case failure to pass the examination, but more far-reaching academic and criminal consequences are also possible

**FAQ 2: Structure of the work**

A typical structure could look as follows:

1. Introduction and Problem Definition  
   Description of the technical problem and possible solutions as well as concrete task of the work.
2. State of the Art, Actual State
3. Objective, Target State
4. Basics and Methods, Approach  
   Declaration of measuring instruments, installations and procedures used (unless everybody knows them)
5. Implementation - Results - Evaluation – Recommendation
6. Summary and Outlook  
   How could it go on?
7. Bibliography
8. Appendix

The level of detail should be two-level (in special cases three-level). The total length of the outline should not exceed two pages.

You can precede your work with a very brief summary. This is for the busy reader (and usually that's exactly the case) who wants to know in a short time what it is about and what the result is. If the work itself is in German, at least the abstract can be written in English.

**FAQ 3: What should not be in the work?**

* Floral literary ambitions (it is factual)
* Company advertising
* No grave for all measured values (these must be enclosed separately on a CD)
* No place to apply for your expertise - limit yourself to what is necessary and cite relevant sources (almost everything in these chapters comes from third parties anyway)
* No place for imaginative speculation - educated guesses are allowed

There should be no false statements in your work - so be careful with theories and formulas that you have not fully understood. Also avoid using laboratory slang or company-specific expressions.

**FAQ 4: How thick must the work be?**

There is no general rule on this. Roughly speaking, the total volume should be 50-60 pages and only exceed 100 pages for very good reasons. Many pages are not in themselves a sign of quality, but must have special reasons.

At the beginning of the writing process you should not start with chapter 1, but write a chapter from the middle that is easy to write (example: description of systems, sensors, circuits, ...).

**FAQ 5: How do I handle figures, tables, diagrams and acronyms?**

Figures and tables must be numbered consecutively and labelled in a meaningful way. All figures and tables must be referred to in the text in the correct place, even if they follow directly on the text. The source must be cited in the case of images from literature.

Be careful with fantasy curves (Excel likes to plot them!) - which have no theoretical basis. When measuring, think about the uncertainty and take it into account.

Abbreviations must be explained at least once - in the case of many abbreviations it may make sense to use a list. The reader will have forgotten these 10 pages later and may wish to look them up.

**FAQ 6: What if...?**

Ask your respective subject supervisor and the supervising professor. They will later read and evaluate the work. In general, do not neglect contact with the respective supervisors.