

## FINAL THESIS SUBMISSION GUIDELINES

Last update: July 7<sup>th</sup>, 2015

### **Procedure for your thesis submission**

1. Provide a PDF copy of your thesis by the official deadline. The deadline is listed in your Campus Office list of registered exams. Double-check with your supervising teaching assistant that the central examination office (ZPA) has correctly entered it to the system. Send the PDF file via e-mail until 23:59:59 CET to the following people: 1) both professors, 2) the supervising teaching assistant(s), 3) the study coordinator of the institute. In case the file is too large to be sent directly, arrange for some cloud storage space or similar means of transmission.
2. Wait for the institute to contact you to propose a date for the presentation. You may already send potential constraints for the presentation date (e.g. due to job interviews) along with the PDF copy of your thesis. Your main examiner will contact you within 1-2 weeks before the potential presentation date, it is advisable to prepare the presentation right after the thesis submission.
3. Optionally: You may request a certificate of completion (Bestehensbescheinigung) for your thesis after our professors have conducted an initial review. This certificate can be used to update your transcript of records at the central examination office, e.g. to indicate the fulfillment of all requirements for acquiring your degree.
4. Your presentation will be 30 minutes (+15 minutes Q&A) if you have conducted a Master's thesis, 15-20 minutes (+5 minutes Q&A) if you have conducted a Bachelor's thesis with us. Prepare a slide deck with an appropriate number of main slides; it is advisable to keep a number of backup slides for the Q&A part. Arrive early for the presentation to test the presentation equipment. We use 4:3 aspect ratio slides for our presentations, and have a computer with Microsoft Office 2010 and Acrobat Reader available for use. In case you have carried out the thesis at the institute, ask your supervising teaching assistant to send you the official presentation template of the institute.
5. Directly after the presentation, the main examining professor will ask you for a private meeting to discuss the grading and presentation. He/she will provide you with a red-pen copy of the thesis draft. This copy is to be used to integrate final corrections necessary for the final version of the thesis document.
6. If you have carried out a Master's thesis, you will need a thesis number. This number is available from the study coordinator and will be assigned only once the presentation has been carried out.
7. You need to arrange two (2) bonded thesis copies (hard covers) and one ring book copy (soft cover) after the final corrections of Prof. Mähönen or Prof. Petrova have been integrated. Prior to printing, send the final PDF version once more to the supervising professors to acquire final confirmation for printing. The bonded copies need to be bonded using only the official format of the institute. In order to

- ensure correct bonding, retrieve a reference copy of this format from the study coordinator. Misbonded copies will be rejected. The soft cover copy can be bonded using regular bonding rings. You are allowed to have the thesis papers printed in the institute, ask your supervising teaching assistant or the study coordinator for having the thesis printed for you. Print your thesis as one-sided copy unless otherwise stated.
8. The thesis declaration (of independent work) must be in the end of each thesis copy, and it must be signed. We advise to sign it right after printing (before bonding).
  9. Provide a digital version of your thesis on DVD including the final thesis source files (TeX files, figure files, bibliography, etc.). Provide also a copy of the simulation dataset and simulation source files in case of a simulation-driven thesis, and measurement dataset in case you have carried out measurements for the purpose of the thesis. You should also write a small README file to explain the file structure.
  10. Once all requirements are fulfilled, we will report your final grade to ZPA. Note that any delay in following this procedure will lead to extended delays in acquiring your degree certificate.

### **The Careful Engineer's Check List for Binding**

- ☐ The thesis is approved as a final version for printing by the professors?
- ☐ You have received a thesis number from the study coordinator?
- ☐ You have borrowed the reference copy for bookbinder to follow (available from the study coordinator)!
- ☐ Remind the bookbinder to follow carefully the example (font size, orientation of text)!
- ☐ Check what you got from the bookbinder.
- ☐ Give TWO (2) copies for the department as hardcover binding and ONE (1) ring book copy to the study coordinator.
- ☐ Did you remember to SIGN the declaration page for each copy?
- ☐ Did you give electronic form of all your thesis material (word/LaTeX files, code, data,...)?

### **Book Binding Shop**

Buchbinderei & Einrahmung  
Wilhelm Comouth

Tel.: 02 41 – 3 57 04  
Fax: 02 41 – 25 386  
Alexanderstraße 75-77  
52062 Aachen

The shop is on Alexanderstraße, you can find it from bus stop Hansemannplatz.

The binding usually takes one or two days depending in how busy they are. If you have to leave Aachen and cannot pick it up yourself, they have in the past offered delivery to the institute. The address to send it to: Institut für Vernetzte Systeme, RWTH Aachen, Kackertstraße 9, 52072 Aachen

The costs are currently 23€ per bonded copy, you may have these reimbursed through your tax declaration.