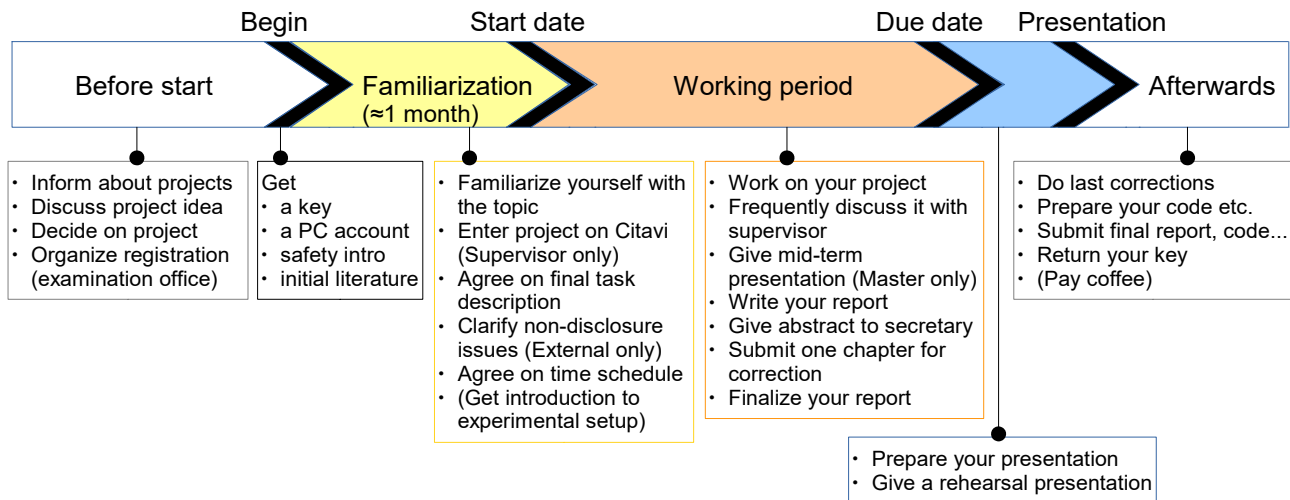


Student Projects at ICS

A Brief Overview

Welcome at the Institute of Control Systems! This sheet will give you an overview of the most important information about the organizational procedure of your project. For any further information, don't hesitate to ask your supervisor.



Working period duration	<p>Duration full-time (deviations possible for some study programs, check FSPO):</p> <ul style="list-style-type: none"> Bachelor thesis: 9 weeks Project work: depends on course, see specific examination regulations (FSPO) Master thesis: 6 months <p>Duration part-time: for Bachelor thesis and Project work extension up to 6 months according to ECTS of parallel courses → Subject do discussion with supervisor</p>
Student room and PC account	<ul style="list-style-type: none"> No compulsory attendance Student room (room N-1059) offers PC workstations available to students Account is provided by supervisor at the beginning Important network drives (accessible from all student room PCs): <ul style="list-style-type: none"> H: Your personal home folder S: Provides useful material and information T: Transfer data to other people
Keys	<ul style="list-style-type: none"> You will get a key for the student room and, in case of an experimental thesis, for the respective lab Lockers in the student room are available upon request The keys are dispensed by Herwig Meyer, who also gives a safety briefing
Registration of the project	<p>Bachelor and Master thesis: Register at examination office</p> <ul style="list-style-type: none"> Print out the "Antrag auf Zulassung" (available on the Online Portal) Fill remaining fields in the first section of the form and sign it Submit the form to the examination office if external thesis: fill in and submit "Antrag auf Durchführung einer externen Abschlussarbeit" (available on SOS, and on S-drive) <p>Project Work: Fill the form "Laufzettel für Studien- und Projektarbeiten" (only upper part until "Ausgabe", available via TUHH website) and submit it to secretariat or supervisor</p>
Team breakfast	<p>Every Tuesday morning at approx. 9:45 the institute members have breakfast together in the seminar room (N-1057). Students are invited to join; an own contribution is not required.</p>
Literature	<ul style="list-style-type: none"> Some literature is available in the institute

	<ul style="list-style-type: none"> ◦ Paper books are in room N-1057, ask your supervisor for details ◦ Digital documents are available at S:\ICS Library\CitaviFiles • Student room PCs have access to TUHH Library digital resources and IEEE Xplore Digital Library • A literature database for Citavi and Bibtex is available at S:\ICS Library 			
Mid-term presentation	<ul style="list-style-type: none"> • Only for Master thesis • Approx. 6 weeks after official start date • Duration: approx. 10-15 min + Discussion afterwards • Brief overview of the topic, what you achieved so far and how you are going to address the major tasks 			
Written report	<ul style="list-style-type: none"> • Use the provided git repo for backup and versioning • Language: German or English, discuss with your supervisor • No fixed volume limits • Preferred tool is Latex; a template is available on drive S • Before finishing: Give one chapter to your supervisor for correction • Submit documented code <ul style="list-style-type: none"> ◦ Documentation on how to use code ◦ Documentation in code were necessary ◦ all necessary data files needed to reproduce results ◦ add scripts to reproduce all your data related figures 			
Printing and submission	<ul style="list-style-type: none"> • Printed copies can be produced at the institute, your supervisor will assist you • Required: One printed copy for each supervisor and examiner • Bachelor and Master theses: Submit to the examination office <ul style="list-style-type: none"> ➤ One printout per examiner, a CD with pdf file and code and code documentation of the thesis per examiner ➤ Effective submission deadline is the next regular office hours after your submission date ➤ The thesis should be submitted to the examination office personally ➤ After submission, the printouts will be returned to you, please deliver them to the examiners (or their secretariat, respectively) • Project work: Submit to secretariat (printed copies & CDs) 			
Presentation	<ul style="list-style-type: none"> • Approx. 2 weeks after submission of the written report • Duration: approx. 30 minutes + Discussion afterwards • A Latex Template for slides is available on drive S • Usually, the grade of the thesis is announced subsequently 			
After presentation	<ul style="list-style-type: none"> • Do corrections and hand in new pdf + CD (Grade will not be forwarded until submission) • Update your git repo with the recent data • Return keys and equipment. 			
Contact persons	Secretary	Christine Kopf	Room 1.008	regelungstechnik@tuhh.de
	Sys-Admin	Uwe Jahns	Room 1.061	jahns@tuhh.de
	Tec-Admin	Herwig Meyer	Room 1.063	herwig.meyer@tuhh.de