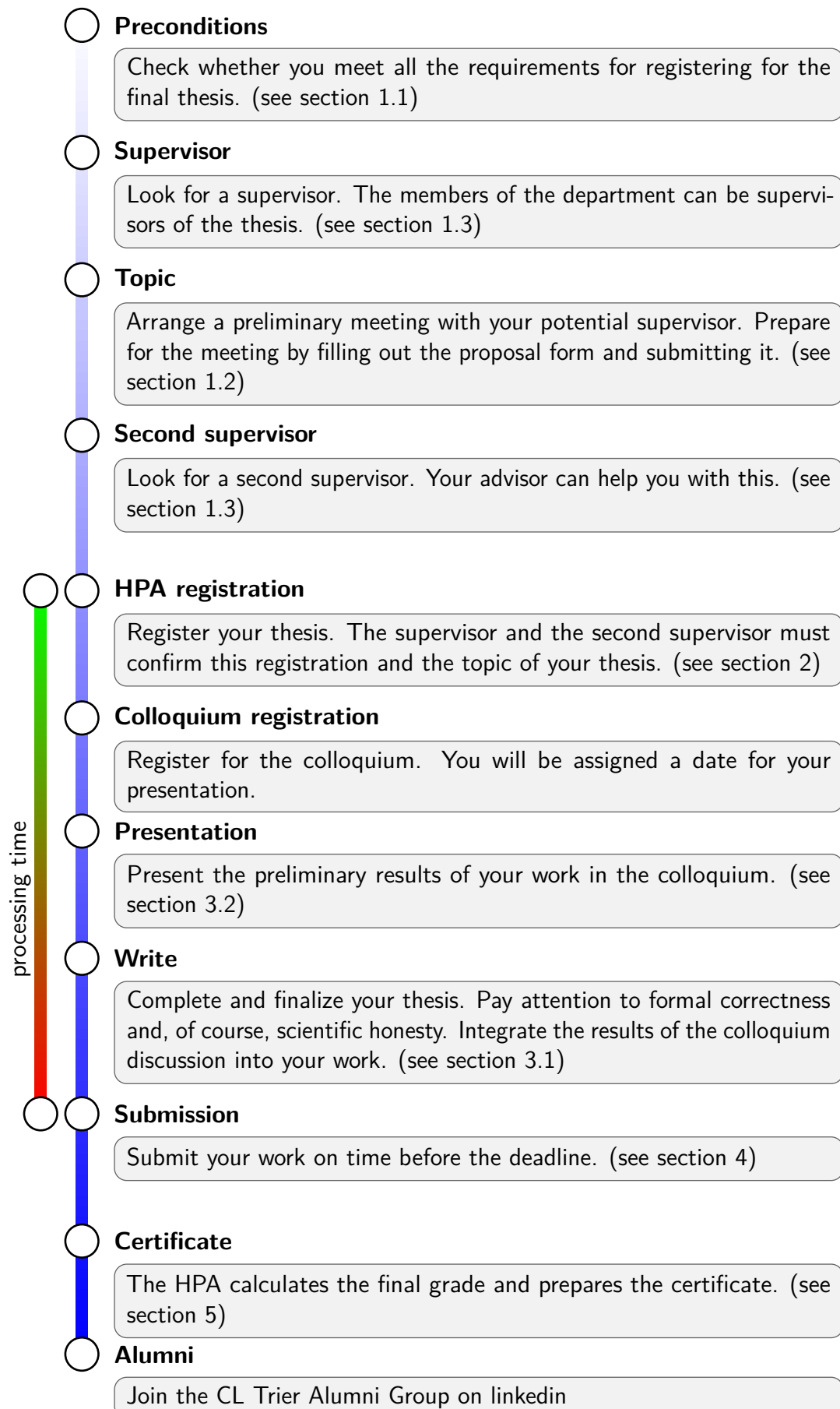


# Guideline - Thesis

Department of Computational Linguistics

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👉 Please note that these notes are for information purposes only and are not legally binding. The regulations in the examination regulations that apply to you are binding.



# 1 Pre-Registration

## 1.1 Requirements

Check whether they meet all the requirements to register for the final thesis. When you can register for the final thesis at the earliest (how many credits you need) is regulated by the examination regulations.

- Examination regulations NLP
- General examination regulations Master
- STeM Prüfungsordnung
- Allgemeine Prüfungsordnung Bachelor

## 1.2 Thesis Proposal

### 1.2.1 Topic

Arrange a preliminary meeting with your potential supervisor. Fill out the proposal form for your thesis and send it to your potential supervisor as a basis for discussion before the meeting. You have to choose your topic in consultation with your supervisors. Here are some ways to get ideas for a topic:

- Consult the departments list of possible topics.
- Follow up on a topic of a written assignment, project, presentation etc.
- Find a topic in consultation with a company you work at.
- Talk to other students and alumni of your department.
- Read current papers about your general field of research.
- Follow up on personal interests.

Your possible topics should fulfill the following requirements:

- It should be interesting to you.
- It should be technically relevant.
- It should be realisable in terms of time, method and form.
- You should find appropriate supervisors who's focus of research is in this area.
- Has to be scientific.

### 1.2.2 Change of Topic

A topic can be changed only once after officially registering the thesis. It can only be withdrawn in the first two weeks of the processing time, and a new topic has to be chosen during the following four weeks.

### 1.2.3 Research Question

Criteria for a good research question:

- It should be precise.
- It should be complex in a way that you can take your whole thesis to discuss the question.
- It should be one sentence.

## 1.3 Supervision

You need two supervisors for your final thesis. In combination, they have to fulfill certain requirements. For a Master's thesis:

- Both your supervisors need at least a Master's degree.
- At least one of the supervisors must be a university lecturer (i.e., professor or junior professor) or habilitated.
- The first supervisor must be a research staff member of the department and be employed at Trier University at the time of taking on the supervision. He does not have to be a professor nor does he have to have a PhD.
- Always follow the currently valid examination regulations.

For a Bachelor's thesis:

- Both your supervisors need at least a Bachelor's degree.
- The first supervisor must be a research staff member of the department and be employed at Trier University at the time of taking on the supervision. He does not have to be a professor nor does he have to have a PhD.
- Always follow the currently valid examination regulations.

### 1.3.1 External Supervision

Before registering the thesis, the external second supervisor must be authorized by the Chair of the Examination Board. A corresponding application must be submitted in advance.

## 2 Registration

### 2.1 Examination office

Request the registration form for your thesis by e-mail from your advisor in the Examination Office (*Hochschulprüfungsamt* (HPA)). After receiving the form to register your thesis, please print it out, complete it, and sign it. Then forward the complete form as a scan to your first and second examiners (supervisors). The examiners can then send a

confirmation e-mail together with your scan to the responsible advisor in the Examination Office. Alternatively, it is also possible to send the form with the signature of the examiners by post. In this case, the examiners must enter the date and signature in the respective name field on the form.

The processing time begins from the date of the confirmation e-mail from the first examiner respectively is calculated from the date entered by the first examiner (see also section 3.3). Please check *Porta*: Your thesis will appear as an exam.

Make a schedule for your thesis work and plan regular meetings with your supervisor.

## **2.2 Colloquium**

Make sure that you are admitted to the final examination. Only then register for the colloquium at *Porta*, where you will present your research results. You will be assigned a date for your presentation. This should be approx. 2 months before your submission deadline.

The organization (room, time, etc.) is the responsibility of the Department of Computational Linguistics. Discuss the content of your presentation with your supervisor.

# **3 Pre-Submission**

## **3.1 Writing Phase**

In the processing phase, you collect your data, carry out your experiments, collect results and document your work process in writing as a scientific paper. Ensure that the form and content are correct and scientific. Follow the formatting instructions or use the template. Comply with the instructions for writing a scientific paper. Create a schedule for your work steps, plan regular meetings or consultations with your supervisor and plan a work step for the time after your presentation to revise your work.

Revise your work according to the results of the discussion in the colloquium. Further series of experiments may be necessary, you may need to sharpen the content of your work or change parts of it. Do not underestimate the effort involved in these steps.

Be sure to proofread your work before submitting it. Check the formalities and the completeness of the additional material. Have others proofread in accordance with the double-check principle before you print your work.

## **3.2 Presentation**

About two months before your deadline, you will present your thesis project status and preliminary findings in a colloquium. It should be clear from your presentation which research question you are pursuing and how. Present your preliminary or final results and categorize them. The presentation serves as a basis for discussion in the colloquium; the results of this discussion should help you to revise, expand or improve your work.

### **3.3 Extension**

In special cases, the supervisor may extend the completion period by up to six weeks at the candidate's written request. An extension must be officially approved.

One reason for an extension is illness. Check the rules for an extension in the examination regulations. In special cases (prolonged illness) it is possible to withdraw from the examination. Be sure to notify your supervisor and the Examination Office of these cases in good time.

## **4 Submission**

Be sure to proofread your work before submitting it. Check the formalities and the completeness of the additional material. Have others proofread in accordance with the double-check principle before you print your work.

Please observe the regulations in the examination regulations regarding the number of copies, printing, etc.

## **5 Certificate**

As soon as the final thesis has been assessed by the examiners, the final grade is calculated by the HPA (*Hochschulprüfungsamt*). If the examination is passed and the preliminary work is complete, the HPA prepares the certificate.

### **5.1 Failure**

If the thesis is not passed, it can be repeated once with a new topic. Please be sure to discuss the next steps with your examiner. Check the applicable deadlines and conditions for repeating the examination.

### **5.2 Alumni**

Join the CL Trier Alumni Group on [linkedin.com](https://www.linkedin.com/groups/1234567890123456789/)