

Procedures for Students

Bachelor (BA) – Semester (SA) or Master Project (MA)

Student Name Spring / Fall 20____ Semester

Supervisor Name

Professor Name

Dear student,
please use the task list below. It is a step-by-step guide for your Bachelor, Semester or Master project at IfA.

Tasks	Completed
1. Download and read carefully the "IT Rules of Conduct-Student" SAMA_ITrules.pdf and the information notice "Dealing with plagiarism" (SAMA_plagiarism.pdf). Sign both and send the pfd. to IfA Admin	<input type="checkbox"/>
2. Fill out the " SW-research ownership form ", sign and send to IfA Admin	<input type="checkbox"/>
3. Contact your supervisor regarding the project description. Sign project description and give it back to your supervisor who needs to sign too, send to IfA Admin	<input type="checkbox"/>
4. Register your project in myStudies	<input type="checkbox"/>
5. Ask IfA Admin for: - IfA office space allocation - IfA office key (pick it up from ISC at ETZ, E 60.1)	<input type="checkbox"/>
6. If you are an exchange student, please ask Mrs. Andrea Salow from ITET student administration to register your SA/BA/MA project on myStudies: ETZ E 64, 044 632 5003, info@ee.ethz.ch	<input type="checkbox"/>
7. Contact your supervisor regarding the final project presentation date	<input type="checkbox"/>
8. Deliver the final project report to your supervisor & IfA Admin on due date	<input type="checkbox"/>
9. Send the final report including "Declaration of Originality" as well as the "Declaration of consent" as a pdf to IfA Admin	<input type="checkbox"/>
10. Up-load to Polybox or GitLab all your project data, the consent form and a separate folder with: final report and presentation and send the link to IfA Admin	<input type="checkbox"/>
11. Remove your data on myStudies	<input type="checkbox"/>
12. Return your office key to ISC, ETZ E 60.1	<input type="checkbox"/>

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General information about your project and life at IfA:

- **The bachelor's thesis** is the final part of the program and is usually carried out in the sixth semester (2018 regulations only). During the thesis, students will gain initial experience in the independent solution of a technical-scientific problem by applying the acquired specialist and social skills. A BA Thesis should take about half of a student's time during one semester, i.e., about 300-400 hours.
- **The semester project** is equivalent to an examination. For all candidates the same regulations apply. The duration of the semester project is either 7 weeks full-time (40 h/week) or 14 weeks half time (20 h/week). All the work, including the report, has to be finished during that time.
- **The master thesis** is part of the final exam and takes 6 months. It can be interrupted only for special reasons and after an official written request by the student.
- If you need to extend your thesis you have to do this in writing with your student administration. Please fill out the "Request to extend project / thesis" [form](#) (ITET).
- Every Thursday at 10.30am in ETL K 25 the IfA coffee hour and internal seminar series take place. Please attend these so that you are introduced to the group.
- A coffee machine, water boiler, fridge and microwave can be found in ETL I 33. Please inform Admin Office (ETL I 23) if something is missing.

Contact list

Task	Contact person	Office	Phone	e-mail
1. Office space & IfA keys	Sabrina Baumann Tanja Turner Apprentice	ETL I 23 ETL I 23 ETL I 24.1	3 8509 2 2828 2 7093	baumasab@control.ee.ethz.ch tturner@control.ee.ethz.ch xxx@lernende.ethz.ch
2. PC, Hardware	Niklas Schmid	ETL K 12	2 8531	nikschiid@control.ee.ethz.ch
3. Database	Aren Karapetyan	ETL K 12	2 8661	akarapetyan@ethz.ch
4. IT Service Desk (S4D)		ETZ G 64.2	2 0606	servicedesk-ifa@id.ethz.ch
5. myStudies registration for exchange students	Andrea Salow	ETZ H 85	2 5003	info@ee.ethz.ch