Checklist and Circulation Slip for a Thesis or Project in the ISTE/SQA Group

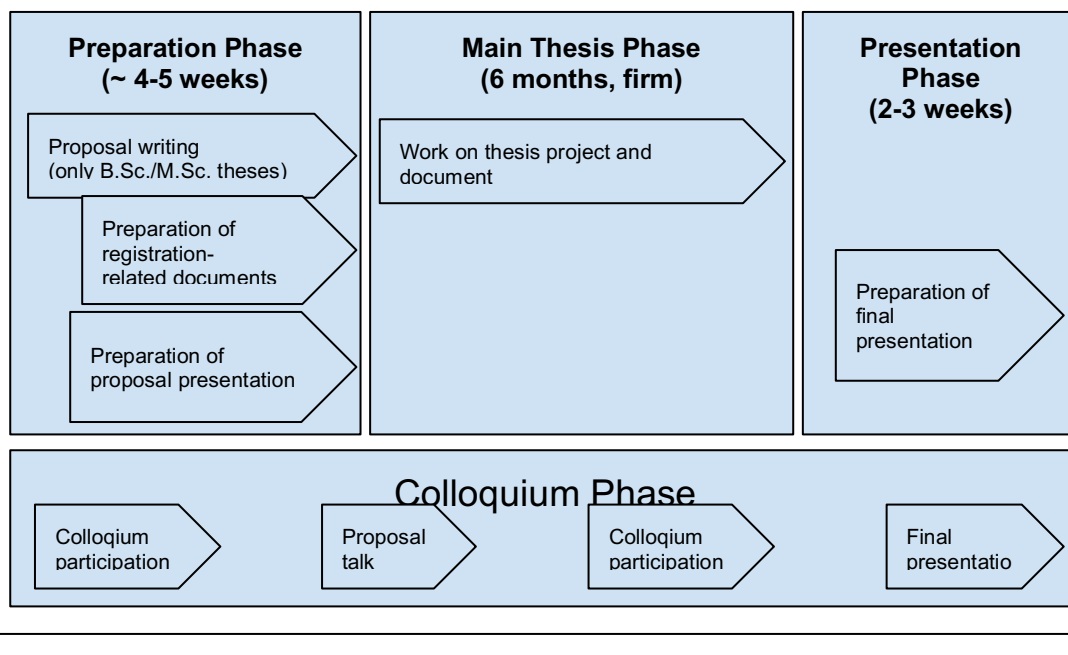| Name of the student	
Type of thesis	☐ Bachelor-Forschungsprojekt Informatik (B.Sc.) ☐ Projektarbeit Softwaretechnik (M.Sc.) ☐ Bachelor's thesis ☐ Master's thesis ☐ other:
Name of the examiner	
Name of the main supervisor	
Names (and affiliations) of additional supervisors	

In the following, the term thesis stands for any kind of thesis or project listed above. Each student must complete this circulation slip during the course of conducting a thesis in the ISTE/SQA group. The student must submit the completed slip together with the thesis document.

The symbol ☐ is an informal checkbox while → marks the place for a mandatory signature.

The expected language of all documents (proposals, thesis, and slides) and talks is English. (Exceptions that are in line with the study regulations apply.)

Thesis phases
The thesis process is structured into the following four phases with the corresponding activities and the given rough timeline.

Grading criteria and schema

The examiner(s) will grade the thesis on the common 0.3-step scale between 1.0 (sehr gut, i.e., best grade) and 5.0 (ungenügend, i.e., failed). The total grade is based on the following criteria with approximate proportions. If the thesis is ungraded, it will be handled like a normal thesis. The student has passed as soon as he or she would have achieved a 4.0 or better in a graded thesis.

Criterion	Approx. Proportion
Course of the thesis (self-organization, timeliness, …)	10 %
Concept and implementation (research design, solution approach and realization, …)	20 %
Thesis document (structure, presentation quality, completeness of contents, …)	40 %
Final Presentation (quality of slides, structure and quality of the talk, …)	20-30 %
Other:	0-10%

Checklist for the colloquium participation

The SQA colloquium is a regular seminar in which students present the proposal and the results of their theses. Each student must attend the colloquium at least six times (including the colloquiums in which the student presents). A member of the SQA group confirms the participation by his/her signature. The occurrence of a colloquium is announced via the respective ILIAS course. The supervisor adds the student to the ILIAS course right at the beginning of the proposal phase. The student may or may not stay in the ILIAS course after having finished the thesis.

	Student	Supervisor/group member
Student added to the ILIAS course		
Participation #1 (yyyy/mm/dd): 20 / /		→
Participation #2 (yyyy/mm/dd): 20 / /		→
Participation #3 (yyyy/mm/dd): 20 / /		→
Participation #4 (yyyy/mm/dd): 20 / /		→

	Student	Supervisor/group member
Participation #5 (yyyy/mm/dd): 20 / /		→
Participation #6 (yyyy/mm/dd): 20 / /		→
Student wishes to be removed from ILIAS after having completed the thesis	☐ yes ☐ no	
Student removed from the ILIAS course (optional)		☐

Checklist for the proposal document

Each student of a Bachelor's or Master's thesis must submit a proposal document before officially registering and starting the thesis. The proposal must describe the problem addressed by the thesis, outline the envisaged approach to solve the problem under careful consideration of the state of the art, and provide a work plan and a corresponding schedule of how the student will conduct the work on the thesis. The student writes the proposal in close interaction with the supervisor(s).

The LaTeX template to be used for the proposal document is provided at the following location:

- https://github.com/ISTE-SQA/template-thesis-proposal

	Student	Supervisor/group member
Proposal accepted by the supervisor		→

Checklist for the proposal talk

In the proposal talk, the student presents the planned thesis topic in the SQA colloquium – covering the contents of the proposal document. The talks aim to obtain feedback from the examiner(s), the members of the SQA group, and from the other students attending the colloquium. For each presentation, a 30-minute slot will be allocated, from which a maximum (firm!) of 15 minutes must be used for the talk, and the remaining 15 minutes will be dedicated to a discussion. The slides and the talk should be in English.

	Student	Supervisor/group member
Student confirms that she/he has included the following contents: ● concise motivation of the problem (preferably using an example) and a clear problem statement, ● clear statement of the goal of the thesis ● relation to the state of the art ● work plan and schedule	☐	
Student confirms that she/he has appropriately considered the guidelines (provided in the colloquium's ILIAS course) on how (not) to give a brilliant talk.	☐	
Student has sent the slides to the supervisor for feedback	☐	

	Student	Supervisor/group member
The student and the supervisor had a personal meeting about the slides (optionally including a rehearsal)	■	
Supervisor confirms that the talk is ready for the colloquium		→
The student has tested the video with her/his laptop in the room of the colloquium at least two hours before the colloquium or put her/his talk on the provided SQA group's laptop.	■	
The student uploaded the proposal and the slides in ILIAS	■	
Examiner confirms that the student has passed the proposal phase, and that the student can register and start the thesis.		→

Checklist for the registration documents

The student must officially register the thesis right after having passed the proposal phase. After the supervisor has checked the completed documents, the student submits them to the secretary of the SQA group.

All documents can be found at the following locations:

- https://www.f05.uni-stuttgart.de/informatik/intern/dokumente/
  (after logging in with an ac account; please ask your supervisor to provide the latest documents)
- https://github.com/ISTE-SQA

Additional information about the process for Bachelor's and Master's theses can be found at
https://www.f05.uni-stuttgart.de/informatik/studierende/abschlussarbeiten/

	Student	Supervisor/group member
Registration (Anmeldeformular via C@mpus)	■	
Contract (Vertrag) printed as a double-sided sheet	■	
License agreement (Lizenzvereinbarung)	■	
Request for writing the thesis in English (preferable)	■	
1-page topic description approved by the supervisor; the description must include the name(s) of the examiner and the main supervisor (if different persons).		→
Supervisor confirms completeness of all documents		→
Documents submitted to the SQA secretary	■	

Checklist for the thesis document

The thesis document provides a comprehensive report about the conducted thesis project. It is strongly recommended to have regular meetings with the supervisor(s) and ask for feedback. The thesis document must be structured based on scientific standards, i.e., introduce concepts, foundations, and the state of

the art (and how it has been gathered), clearly state the addressed problem (and how it is different from the state of the art) and describe the followed approach, and present and rationally discuss the obtained results by considering threats to validity.

	Student	Supervisor/group member
The thesis includes an introduction with a description of the context and a clear problems statement.	☐	
The thesis covers all relevant foundations.	☐	
The thesis covers related work.	☐	
The thesis describes the research question(s), the applied research method(s), and presents and discusses the obtained results.	☐	
The thesis covers limitations and threats to validity.	☐	
Early enough, the student asks the supervisor(s) for feedback.	☐	
14 days before the submission date, the student picks the required number of thesis covers from the SQA secretary.	☐	
The student submits to the SQA secretary • the number of printed copies of the thesis specified in the contract • the PDF and the abstract as a .txt document (additionally to the supervisor and examiner) • two separate cover pages	☐	

Checklist for the final presentation

In the final presentation, the student presents the outcomes of the thesis in the SQA colloquium – covering the contents of the thesis document. For each presentation, a 30-minute slot will be allocated, from which a maximum (firm!) of 20 minutes must be used for the talk, and the remaining 10 minutes will be dedicated to a discussion. The slides and the talk should be in English.

	Student	Supervisor/group member
Student confirms that she/he has included the following contents: • concise motivation of the problem (preferably using an example) and a clear problem statement, • clear statement of the goal of the thesis • relation to the state of the art • overview of the conducted work and applied methods • in-depth presentation of selected results • limitations and threats to validity • pointers to possible future work	☐	

Student confirms that she/he has appropriately considered the guidelines on how (not) to give a brilliant talk.	▪	
Student sent the slides to the supervisor for feedback	▪	
The student and the supervisor had a personal meeting about the slides (preferably including a rehearsal)	▪	
Supervisor confirms that the talk is ready for the colloquium		→
The student has tested the video with her/his laptop in the room of the colloquium at least two hours before the colloquium or put her/his talk on the provided SQA group's laptop.	▪	