

Bachelor and master thesis guidelines

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This document provides guidelines for writing a bachelor or master thesis with me. It is intended to clarify what you can expect from me and what I expect from my students. In this sense it lays out how I approach supervision and how I envision working together. If you want me to advise you on your thesis and feel that you do not agree with some of the points below please let me know and we can discuss them.

These guidelines do not overwrite any university or study programme specific rules, in doubt such rules take priority.

Responsibilities

Both

- Agree on scope, initial research question, and tasks of the thesis
- Agree on preferred communication channels and meeting structure
- Agree on a provisional timeline for the thesis

Advisor

- Provides initial reading material
- Provides initial analysis scripts and data (if applicable)
- Allocates time for meetings
- Provides one-off feedback on the draft of the thesis before final submission
- Grades the final thesis in a timely manner

Student

- Takes ownership of the project and is self-directed
- Seeks advice in a proactive manner
- Leads the meetings with the advisor and is well-prepared for them
- Is responsible for complying with any university or study programme specific rules
- Gives feedback to the advisor after grading in a dedicated meeting organised by the advisor
- (Master only) Sets up and shares a Git repository to track code development and to discuss coding-related questions as “Git issues”
- (Master only) Writes meeting minutes and shares them with the advisor (e.g., as Git issues)

Meetings

A meeting lasts 50 minutes (or less). The first meeting and the feedback meeting are initiated and led by the advisor, all other meetings are initiated and led by the student. They typically start with a brief update from the student, followed by a general discussion. Figures are ideally presented on slides (instead of, e.g., Jupyter Notebooks). The last 10 minutes are dedicated to agreeing on the next tasks.

Thesis

A typical bachelor thesis is no longer than 20 pages and is preferably written in English. A typical master thesis is not longer than 50 pages and written in English. I encourage you to use \LaTeX to write your thesis. I will also provide you with a document giving some additional guidance on how to structure your thesis and additional tips.