

# Thesis Submission Guideline

## PDF of Thesis and Print

Two Versions have to be provided

☐ Print Version

Naming Convention:	YYMMDD_Type_Surname_FirstName_(Short)Title.pdf
YYMMDD:	Date of Submission
Types:	BA Bachelor Thesis
	SA Term Project (Master Student)
	SA1 1 <sup>st</sup> Term Project (Diploma Student)
	SA2 2 <sup>nd</sup> Term Project (Diploma Student)
	IDP Interdisciplinary Project
	MA Master Thesis
	DA Diploma Thesis

☐ Plagiarism Check Version

Must not have any matriculation number or name

Naming Convention: YYMMDD\_Type\_PCCheck\_(Short)Title.pdf

The thesis is printed at the institute (3 copies) by your supervisor

☐ Bring the copies to a copy shop (e.g. Printy) and bind them

Back = Blue, Front = Transparent, Spine = Black

☐ Buy four adhesive paper CD/DVD-Covers (e.g. at Printy)

Glue them on the inner side of the back cover, give one to your supervisor

Put in the CDs/DVDs (obviously)

☐ Optionally, you can ask for a personal copy

## CD/DVD

On the CD/DVD the following Information has to be provided on the top folder

Naming Convention: YYMMDD\_Type\_Surname\_Firstname

☐ PDF of Thesis (SAME AS PRINT VERSION)

☐ Word-DOCX of Thesis

In additional folders provide the following information, be careful with confidential data. Ask your supervisor when in doubt.

☐ Folder: "Figures"

Each figure used in the thesis must be placed in this folder

For the name use the description of the figure in the thesis (e.g. FlowChart Process.emf)

Dependent on the Source Data the following file types should be used

MATLAB Plot: \*.fig and \*.emf (use high-res \*.png for complex plots)

Image: \*.jpg or \*.png

Charts (Powerpoint or Visio): \*.pptx / \*.vsdx and \*.emf

☐ Folder: "Code" (if applicable)

Put in all necessary code of your thesis in a structured way

Code must be suitably commented and should run without errors

Provide a simple Readme.txt file on how to use the code

☐ Folder: "Simulink Models" (if applicable)

Make sure that no temporary files (autosave or MATLAB's slprj/ Folder) are on the CD

☐ Folder: "Software"

If you used free external software place the installation files / executables in here (separate folder for each with meaningful name)

For large programs provide a list in a text file AdditionalPrograms.txt stating the software name and version used (e.g. MATLAB 2012b, CATIA V5 R18, ...)

Burning the CD/DVD

- ☐ Burn 4 CDs/DVDs
- ☐ Label the CDs/DVDs with your name, matriculation number, date and thesis title