

MS Thesis Guidelines

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Congratulations and welcome to the team ! You have decided to pursue a thesis/internship under my supervision. Here are some essential guidelines, to help you better structure, plan and enjoy your journey.

1. Motto: You're responsible for your thesis !
2. CAS Guidelines: You can find the general thesis guidelines of the CAS group [here](#), and the links therein.
3. Forms
 - 3.1 Thesis Entrance Permit (Submit before you start): A document to start your thesis formally with a research group in the Faculty of EEMCS. See final step 4 of [mystudyplanning](#)
 - 3.2 CAS registration (Submit before you start): A [CAS](#) form to register yourself with the CAS group and on the website. Mail the completed form to [Secr-cas](#) for the form with me in the loop.
 - 3.3 Thesis proposal (Submit before you start): An agreement with the supervisor(s) on the thesis content, scope, planning and (tentative) committee. Submit on MaRe.
 - 3.4 Graduate committee (after midterm presentation in CAS, at least 3 months before graduation): A green light for MS defense, along the list of finalized committee members. See [mystudyplanning](#).
 - 3.5 Final examination (at least 6 weeks before graduation): Contains all essential details of the final defense e.g., date, time and venue. See [mystudyplanning](#).
4. Planning
 - 4.1 Use the attached excel sheet (planning-template) with 32-34 rows indicating weeks, and columns indicating week number, date, task, milestones, holidays, and comments. Add more rows if necessary.
 - 4.2 Mark important deadlines, and keep updating this excel sheet with relevant thesis information
 - 4.3 This planning is a living document, which evolves as your progress, and can be used during our regular meetings to show status and planning.
5. Presentations at Circuits and Systems (CAS) : Every Thursday
 - 5.1 Weekly presentation series for the entire CAS group, where students, researchers and staff members from CAS present and discuss their results
 - 5.2 Typically 3 presentations are given by students who pursue a Master thesis with the CAS group.
 - 5.3 Scope of each presentation
 - First-pitch (Strictly 5 minutes, in wk 2-4): You present your thesis objective and objectives to the CAS group and to the external supervisors.
 - Mid-term (Strictly 10 minutes, in wk 17-18): Show the first results of your work.
 - Final presentation and defense (Strictly 30 minutes, in wk 30-32):
 - 5.4 The presentations are not graded, and for helping the students present their intermediate results, leading to their final defense.
 - 5.5 You are responsible for planning the presentations in advance by contacting the scheduler for the CAS seminars.
 - 5.6 The scheduler for the academic year 2022 – 2023 is [Costas](#). Inform me on your allotted date.

6. Presentations at Distributed Autonomous Systems (DAS) seminar: Every Friday, March ‘23 - June ‘23
 - 6.1 Weekly discussion series, where MS/PhDs/PDs in my sub-group will present and discuss their work.
 - 6.2 The scheduled speaker speaks for 15 – 20 minutes, and the rest of the time is for discussion.
 - 6.3 Every MS student can get up to 2 opportunities to present.
 - 6.4 You are responsible for planning the presentations in advance by contacting the scheduler for the DAS seminars.
 - 6.5 The scheduler for the academic year 2022 – 2023 is Ellen.
7. Repository: Create a Onedrive folder using your TUD account, with the name Firstname_Lastname, share the link with me along with full access, and create the following subfolders.
 - 7.1 01_administrative : all the thesis related administration forms. Timeline of your thesis (see item 4)
 - 7.2 02_literature: publications for reference/reading in format (authorYY or authorYY_title)
 - 7.3 03_reports: your periodic reports, and my comments/feedback
 - 7.4 04_presentations: All presentations, posters and outreach documents.
 - 7.5 05_notes: Meeting notes, and our agreements
 - 7.6 06_code: Programming code
 - 7.7 07_project: If necessary, sharing documents related to the specific project, e.g., ADACORSA, OLFAR or LZ.
8. Online communication
 - 8.1 If you have TUD co-supervisor(s) in your thesis, then create a MSTeams channel (not Team), which includes both myself and the co-supervisor(s)
 - 8.2 Use Emails for formal discussions and requests.
 - 8.3 Use MSTeams channel for short communication and for online meetings (if necessary).
 - 8.4 Keep all your critical documents in the shared repository, and don’t send over files via MSTeams or Email.
 - 8.5 Use only your TUD email, MSTeams and Onedrive for communicating your thesis work. Do not use other communication channels for your thesis work e.g., whatsapp/wechat, or personal emails ids.
9. In-person meetings
 - 9.1 Periodic meetings of 30 minutes will be scheduled with you during your thesis period.
 - 9.2 This meeting is not compulsory, and should be cancelled a day in advance, if not needed.
 - 9.3 Each meeting is should not exceed 25 minutes, but will have a 30 minute slot
 - 9.4 Tentative agenda:
 - 9.4.1 5 mins
 - 9.4.1.1 Thesis problem, goals, timeline,...
 - 9.4.1.2 What were the previous action points ? Have they been addressed ? What is your current challenge ?
 - 9.4.2 15mins: Technical discussion
 - 9.4.3 5 mins: Lists your action points prior to next meeting
 - 9.4.4 5 mins: AOB
 - 9.5 Extended meetings can be setup for in-depth technical discussions
10. Reporting
 - 10.1 Start writing your report in the first month of your thesis !
 - 10.2 Open an overleaf account (with your TUD email), and create a empty/blank project (not TUD MS template) with the title Firstname_Project-title. Ensure title, page numbers and date in the document.
 - 10.3 In this document, start taking notes of your literature review, your findings, and other technical discussions on the topic. This report would eventually take shape of your final thesis.
 - 10.4 Share the project with your supervisor(s), who will only read, and not edit this document.
 - 10.5 Formative (i.e., not graded) feedback on the draft can be received at critical junctions of the thesis e.g., mid-term, and would take at least 1 week after your request.