

FINAL THESIS SUBMISSION GUIDELINES

1. You must submit a PDF of your thesis for examination, by the official deadline (listed in your Campus Office list of registered exams). Please double-check with your day-to-day supervisor(s) that the central examination office (ZPA) has correctly entered it into the system. **Send your thesis as a PDF file via e-mail, by 23:59:59 CET of your official deadline, to the following people:**

- 1) your examiners, i.e.
 - Prof. Mähönen (pma@inets.rwth-aachen.de)
 - Prof. Petrova (mpe@inets.rwth-aachen.de)
- 2) cc: your day-to-day thesis supervisor(s)
- 3) cc: Dr Simić (lsi@inets.rwth-aachen.de)

In case your PDF file is too large to be attached directly to the email, please use e.g. a link to cloud storage space.

2. The institute will subsequently contact you to arrange a date for your thesis presentation. If you have *valid* constraints on your availability for the thesis presentation (e.g. due to already scheduled job interviews), **please let us know ASAP!** We aim to schedule the thesis presentation date to be within a month of your PDF thesis submission, however this may vary slightly with the examiners' current load. In any case, you will be made aware of your thesis presentation date 1-2 weeks in advance of your presentation, to give you sufficient preparation time.
3. Your presentation should be around 30 minutes (+15 minutes Q&A) for an MSc. thesis or 15-20 minutes (+5 minutes Q&A) for a BSc. thesis. Prior to your thesis presentation, you are welcome (and encouraged) to request a practice presentation with your day-to-day thesis supervisor to get feedback on your slides and your presentation style.
4. Directly after your thesis presentation, your primary examining professor will invite you to a private meeting to give you feedback on your written thesis and presentation, and give you your grade. The professor will then (if not already done earlier) also provide you with a final "red-pen" copy of your submitted thesis draft - please use this to integrate their requested corrections to produce the final version of your thesis.
5. If you are submitting your MSc. thesis, you will need a **thesis number** (this is to be printed on the spine of your final hard-bound thesis copies). This number is assigned only after your final presentation. After you have received feedback from your examining professor following your presentation, please see Dr Simić to obtain your thesis number.

6. **You must submit three (3) hard-bound copies of your final thesis**, i.e. integrating the final corrections given by your examining professor. Please first send your examining professor the final PDF of your thesis to obtain their *final confirmation* to proceed with the final thesis printing/binding. These hard-bound thesis copies **must** be produced according to the official format of iNETS. The binding shop **Comouth** has an example reference copy of an iNETS thesis – please **remind the staff at Comouth to produce your thesis according to this iNETS reference template** (to ensure the same format is used, i.e. same colour (dark blue for MSc. theses, green for BSc. theses) and same fonts/placement of your name/thesis number/title etc.).
7. Please note that the thesis declaration (of independent work) must be included at the end of each final bound thesis copy, and it **must be signed**. Note also that this page requires TWO signatures from you. We advise you to sign the declaration pages right after printing (i.e. before binding your thesis copies).
8. You must also include a **digital compendium** of files relevant to your thesis work, on a **DVD** which you should place in a pocket on the inside back cover of **each** hard-bound final thesis copy. Your digital compendium thesis DVD must include:
 - **PDF** version of your final thesis
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 - **Simulation/measurement/implementation source files**
 - The **FULL simulation/measurement data sets** generated during your thesis, from which the results/analysis presented in your thesis are derived (in case the size of the complete data set exceeds the DVD format, please discuss with Dr. Simić about alternative means of providing us with the full data set).
 - A brief but clear **README.txt** file, explaining the file structure and content of your digital thesis compendium.

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If you have any other questions about the thesis submission procedure,
please feel free to ask your day-to-day supervisor and/or Dr Simić!