

Guidelines for the Preparation of a Master Thesis at INS

(Master Thesis GeoEngine)

The provisions of the current examination regulations apply.

1 Registration

- Download the registration form with confirmation of the credit points (CP) via C@MPUS "my applications".
- Take the form completed and signed by the examiner to the examination office, that completes the entry in CAMPUS → registration is done
- After the successful completion of the thesis on time, the examiner reports the grade to the examination office by entry in CAMPUS. → completion of the thesis

2 Work

- The work on the topic should be discussed with the supervisor. The work progress should be presented briefly in mandatory regular seminars at the institute.
- The student is responsible for processing and organizing the work.
- The working period is specified in the corresponding examination regulations (PO 2013: 6 months, 30 CP).
- A template for the layout (MS Word or LaTeX) for the written documentation is available for download on the institute's homepage.
- **The specifications in this template, such as the cover sheet, the declaration, format requirements, etc., must not be changed!**
- Special format instructions:
 - paper size: DIN A4, printed on both sides
 - Side margin of at least 2 cm
 - Font: (Standard) TimesNewRoman, 12 Pt., black
 - Font: (Heading) Univers or Arial, 16 Pt. and smaller, black
 - Alignment: Block
 - Line spacing: single, paragraph control
 - Citation according IEEE (with [no.], alphabetical order in bibliography):

e.g. in text: "The Kalman filter (KF) [1] is widely used ..."

e.g. bibliography:

[1] Kalman, R. E. (1960). "A New Approach to Linear Filtering and Prediction Problems." ASME. *J. Basic Eng.* March 1960; 82(1): 35–45.

<https://doi.org/10.1115/1.3662552>

- Structure:
 - cover sheet (template)
 - back page empty
 - declaration
 - back page empty
 - table of content
 - (table of figures not mandatory)
 - abstract

- text – main part
- bibliography
- attachment

3 Submission

- **Hand in your final documents to the secretary on time, after prior appointment!**
- Submission will be documented, and a confirmation will be given to the student.
- Submission form:
 - 2 printed copies with softcover glue binding and transparent cover sheet
 - 1 digital copy in PDF format on DVD / CD or USB stick
- All copies must be identical and **signed!**

4 Presentation

- Final presentation of 20 minutes + additional question time
- Deadline no later than 2 weeks after the submission date

5 General

5.1 Materials on the institute's homepage

- General regulations (this document)
- Template (MS Word / LaTeX) for mandatory layout, including cover sheet and declaration
- Python help documents

5.2 Hints for external work

- Approval by the examiner at the institute is required before starting work.
- All other arrangements must be made directly with the examiner.

I have received and taken note of the guidelines.

date, signature student