

Milestones and Deliverables

The procedure of bachelor/master thesis writing has following milestones:

- M1: Thesis proposal submitted
- M2: Thesis proposal successfully presented
- M3: Thesis registered
- M4: Major update of thesis manuscript
- M5: Thesis submitted; 2nd reviewer named

The milestones M1 and M4 are associated with a deliverable – the thesis proposal at M1 and the thesis document update at M4. To ensure minimal effort during thesis writing, it is expected that the document of the thesis proposal is gradually extended into the final thesis manuscript.

Naming a 2nd reviewer is the responsibility of the supervisor, but the student can propose reviewers from M1 onwards.

Timeline and updates

The reception of the thesis topic is timepoint t_0 .

Time is counted in weeks, unless otherwise specified.

- M1: $t_1 = t_0 + 6$
- M2: $t_2 = t_1$ or next possible presentation slot after t_1
- M3: $t_3 =$ next weekday after reaching M2; the registration date determines the submission date of the thesis t_5 according to the statutes of the degree (bachelor vs master)
- M4: $t_4 = t_5 - 2$
- M5: t_5 , determined from t_3

In the period between t_0 and t_5 , the student must deliver bi-weekly updates. The weekday for this updates is agreed with the supervisor. The updates are written texts and contain (1) work done since previous update, (2) work planned until the next update, (3) encountered problems, (4) solved problems. Each update must refer to the previous one and to the milestones.

Meetings with the supervisor are scheduled as needed, they are usually but not necessarily every two weeks.

Breakpoints

1. If the bi-weekly updates before M1 are unsatisfactory, the supervisor will withdraw the thesis topic.
2. If M1 is not reached, the supervisor will withdraw the thesis topic.
3. If M2 is not reached, i.e. if the thesis proposal is not satisfactory, then there is a 2nd attempt, at most 3 weeks after the original t_2 .
4. If the 2nd attempt to reach M2 fails, i.e. if the thesis proposal remains unsatisfactory, the supervisor will withdraw the thesis topic.
5. If M3 is not reached, i.e. the student does not register the thesis, the supervisor will withdraw the topic.
6. If the deliverable of M4 cannot be submitted for reasons that are beyond the student's control, the student must start the procedure of extending the submission deadline or withdrawing the thesis. This breakpoint covers cases of force majeure such as illness, failure of critical infrastructure and other unforeseeable circumstances.

It is noted that the statutes of the degrees may contain further breakpoints and deadlines. These are not affected by the aforementioned *additional* breakpoints.