

Assignment of a topic for a thesis: Applied Data Science

Degree program	
Matriculation-Nr.	
Name	
E-Mail	
Topic of the thesis	
Start of work	

I hereby confirm that I am aware that the thesis may be uploaded and replaced in Flexnow even before the submission deadline, as long as the files have not been finally submitted. Furthermore, it is my responsibility to meet the submission deadline.

Date

Signature Student

You can find instructions on how to upload a draft [here](#).

I hereby declare that I have fulfilled all requirements (as specified in the respective examination and study regulations) for the preparation/completion of my thesis.

Date

Signature Student

¹Please note: Both reviewers must be authorized to examine for the respective degree program. The application for an examination correction can be found [here](#). The official regulations for examination authorizations in our degree programs can be found [here](#).

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Reviewers are responsible for accepting the thesis as an examination achievement and grading it. Reviewers must be authorized to conduct examinations. The applicable [rules for examination](#) authorization in the respective degree program must be observed. Reviewers may also act as supervisors.

First Reviewer¹
E-Mail
Institute/Company

Date

Signature

Second Reviewer¹
E-Mail
Institut/Unternehmen

Date

Signature

Supervisors act as contact persons for the project being worked on as part of the thesis. It is not mandatory to have examination authorization or a doctorate.

Supervisor 1 as reviewer 1

First Supervisor
E-Mail
Institute/Company

Date

Signature

Supervisor 2 as reviewer 2

Second Supervisor
E-Mail
Institute/Company

Date

Signature

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Workflow Form

1. **Students:** Send the completed and signed form to studiendekan@cs.uni-goettingen.de.
2. **Processing by the Dean's Office:** Once the examination board has confirmed the assignment of the topic, the thesis is registered in FlexNow by the Examination Office. The thesis is then assigned to a supervisor by the Dean's Office.
3. **Students and reviewers** receive an automatically generated email that includes the submission date of the thesis. This email serves as official confirmation that the thesis has been successfully registered.

Approval of the topic by the examination committee

Date

Signature

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Date

Signature Student

Scientific Writing
B.Inf.2001 / M.Inf.2901

Name:

Enrolment Number:

Writing Buddy:

If you already have a writing buddy, please enter their name. Otherwise, please leave the field blank.

Submission Dates Milestones

Please note that the deadlines for the milestones are to be defined in dependence of the thesis starting date according to the following scheme.

The milestones are always due on Fridays at 5 PM, **counting starts the day after the thesis starting date** (= "Beginn der Bearbeitung" / "Beginning of the work" according to page 1).

Milestone	Bachelor's Thesis	Master's Thesis
1	6 th Friday after registration	5 th Friday after registration
2	11 th Friday after registration	18 th Friday after registration
3	13 th Friday after registration	22 nd Friday after registration

Beginning of work (according to page 1):

Milestone Submission Date to be filled in by the student	I confirm that the milestone was presented and discussed to be filled in by the tutor
1: Research Proposal Friday, , 5 PM	Date: Name: Signature: _____
2: Figures and Tables Draft Friday, , 5 PM	Date: Name: Signature: _____
3: Full Draft Friday, , 5 PM	Date: Name: Signature: _____

The **tutorial**, in which the milestones and the peer-feedback will be discussed, is offered every Tuesday, 8 AM. **Please check [StudIP](#) for your individual appointments.**

I talked to my supervisor and took notice of the above-mentioned submission dates and directions.

Date

Signature Student

Dear colleague,

you are supervising a thesis in Applied Data Science (B.Sc. or M.Sc.). In these programs, the thesis work is accompanied by a structured training program on scientific writing and presentation. Therefore, there are a few things for you to consider. Please find a brief summary below.

If you have any questions, please feel free to contact us or the programme coordinator Anna Platte (39-21426; anna.platte@informatik.uni-goettingen.de).

Prof. Dr. Fabian Sinz (responsible for the Bachelor's programme, sinz@uni-goettingen.de)

Prof. Dr. Alexander Ecker (responsible for the Master's programme, ecker@cs.uni-goettingen.de)

Students participate in the following courses/events in addition to their thesis work:

- ☐ **Before** (during) thesis work: block course "Scientific Writing" (three Fridays)
- ☐ **During** thesis work: submission of three milestones and mutual peer-feedback, participation in a tutorial
- ☐ **After** thesis completion (M.Sc. only): presentation of thesis in the Data Science colloquium

Scientific Writing

Scientific Writing is a block course offered every semester (during the first few weeks). As the course is supposed to provide students with useful knowledge and skills for working on a thesis¹, we strongly recommend them to visit Scientific Writing **prior to the start or during the first half of their thesis**.

The course is mandatory for all students of Applied Data Science (B.Sc. & M.Sc.). However, it **doesn't require any action from you** as their supervisor.

Milestones and Peer Feedback

Each student has a "writing buddy" (another student). As **mandatory examination requirement** for Scientific Writing, students need to submit specific parts / stages of their thesis (**Milestones**). With their writing buddy, they provide each other mutual peer feedback on those milestones.

The milestones are **identical for all students** and their submission follows a **fixed schedule** depended on the individual thesis registration date (shown in the table on the right). **Please make sure that theses are registered early on. Registering a thesis a few weeks before submission is not possible and will result in a potentially long delay for the students!**

We collect the milestones and organize the peer feedback and tutorial centrally (no responsibilities for you). **We kindly ask you to consider these milestones in your supervision and the project plan for the thesis, and to support the students in meeting them.**

Milestone	B.Sc.	M.Sc.
	Friday after registration *) always due at 5 PM	
1: research proposal	6 th	5 th
2: draft of figures and tables	11 th	18 th
3: full draft	13 th	22 nd

*) counting starts the day after the thesis starting date
(= "Beginning of the work" according to thesis registration form)

Colloquium (Master's thesis only)

The Colloquium is offered four times a year (March, May, September, November). We kindly ask you to **attend your student's talk** (30 minutes). Please mark the day in your calendar and plan to attend in person. We will be in touch early on to find a suitable time slot. Any members of your lab who are co-supervising the student are also invited.

Further information

- module descriptions: [B.Inf.2001](#) (Bachelor's Thesis) and [M.Inf.2901](#) (Master's Thesis)
- [StudIP](#) Scientific Writing

¹ For instance, efficiently reading and managing academic literature, strategies for effective academic writing and editing or effective communication of data and results.