

### Assignment of a topic for a thesis: Applied Data Science

|                     |                      |
|---------------------|----------------------|
| Degree program      | <input type="text"/> |
| Matriculation-Nr.   | <input type="text"/> |
| Name                | <input type="text"/> |
| E-Mail              | <input type="text"/> |
| Topic of the thesis | <input type="text"/> |
| Start of work       | <input type="text"/> |

I hereby confirm that I am aware that the thesis can be uploaded to FlexNow even before the submission deadline expires, without this constituting final submission. Uploaded files can be updated, deleted, or replaced as often as desired until final submission or until the submission deadline expires. Final submission is initiated by clicking the "Submit Final Version" button. If—for example, due to technical issues—no active final submission is made, the files present in FlexNow at the time the deadline expires will be automatically submitted as the final version.

Date

Signature Student

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You can find instructions on how to provisionally upload your thesis [here](#). You can upload your documents to FlexNow in advance and continue editing them until the final submission. Please note that the registration is only submitted bindingly once you click "Hand in finally"

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

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<sup>1</sup>Please 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](#).

## Assignment of a topic for a thesis: Applied Data Science

**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 Reviewer<sup>1</sup>

E-Mail

Institute/Company

Date

Signature

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Second Reviewer<sup>1</sup>

E-Mail

Institut/Unternehmen

Date

Signature

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**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

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### 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](mailto: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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## Granting of Rights of Use for Theses

The author grants the Institute of Computer Science a permanent, simple right of use to use the protected object in the following manner:

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Date

Signature Student

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**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 <sup>th</sup> Friday after registration  | 5 <sup>th</sup> Friday after registration  |
| 2         | 11 <sup>th</sup> Friday after registration | 18 <sup>th</sup> Friday after registration |
| 3         | 13 <sup>th</sup> Friday after registration | 22 <sup>nd</sup> Friday after registration |

Beginning of work (according to page 1):

| Milestone Submission Date<br>to be filled in by the student        | I confirm that the milestone was presented and discussed<br>to be filled in by the tutor |
|--------------------------------------------------------------------|------------------------------------------------------------------------------------------|
| 1: Research Proposal<br>Friday, <input type="text"/> , 5 PM        | Date: <input type="text"/> Name: <input type="text"/><br>Signature: _____                |
| 2: Figures and Tables Draft<br>Friday, <input type="text"/> , 5 PM | Date: <input type="text"/> Name: <input type="text"/><br>Signature: _____                |
| 3: Full Draft<br>Friday, <input type="text"/> , 5 PM               | Date: <input type="text"/> Name: <input type="text"/><br>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](mailto:anna.platte@informatik.uni-goettingen.de)).

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

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

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## 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 thesis<sup>1</sup>, 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 *)<br>always due at 5 PM |                  |
| 1: research proposal           | 6 <sup>th</sup>                                    | 5 <sup>th</sup>  |
| 2: draft of figures and tables | 11 <sup>th</sup>                                   | 18 <sup>th</sup> |
| 3: full draft                  | 13 <sup>th</sup>                                   | 22 <sup>nd</sup> |

\*) 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

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