

**Pervasive Computing Systems  
TecO**

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**Handreichung für externe Abschlussarbeiten / Procedures for final project and thesis**

- 1) Forward the following information to Paula Breitling ([breitling@teco.edu](mailto:breitling@teco.edu)) **BEFORE starting**
  - a. Your name
  - b. Your student number (Matrikelnummer)
  - c. The advisors name at TECO
  - d. The external advisors name
  - e. Your E-Mail address
  - f. Degree course (Studiengang) and year of exam regulation (Prüfungsordnung)
  - g. Thesis type (master, bachelor)
  - h. Working title of thesis
  - i. Start date
  - j. End Date
  - k. Form for approving the external project and project description (via e-mail to hillmann@teco.edu)
  - l. [https://www.informatik.kit.edu/downloads/Antrag\\_BA\\_MA\\_extern\\_KIT.pdf](https://www.informatik.kit.edu/downloads/Antrag_BA_MA_extern_KIT.pdf)  
[https://www.informatik.kit.edu/downloads/Antrag\\_BA\\_MA\\_Unternehmen.pdf](https://www.informatik.kit.edu/downloads/Antrag_BA_MA_Unternehmen.pdf)  
[http://www.informatik.kit.edu/downloads/Vorlage\\_Abschlussarbeit\\_Neu.pdf](http://www.informatik.kit.edu/downloads/Vorlage_Abschlussarbeit_Neu.pdf)
- 2) Negotiate a date for showing up at the secretary via E-Mail with Helga Scherer ([hillmann@teco.edu](mailto:hillmann@teco.edu)) to sign documents. You need to sign up latest after 1 month of official start of thesis, but better before.
- 3) Follow [http://www.teco.edu/wp-content/uploads/2017/10/TECO\\_thesis\\_English.zip](http://www.teco.edu/wp-content/uploads/2017/10/TECO_thesis_English.zip) (Vorlage ist auf Englisch, die Arbeit kann auch auf Deutsch sein, dann entsprechend übersetzen) to write your thesis. Take care the information on the first page is correct.
- 4) **BEFORE** the end date submit the thesis in paper and electronically as follows
  - The printed and electronic version of the thesis needs to be handed in latest before the official end date has passed, otherwise it is unsuccessful (5.0).
  - The student provides 2 printed (and bonded, preferably by glue bond) copies to the secretary (one for the secondary reviewer, one for the advisor/archiving).  
All code/data should be published (e.g. on github, etc.), if possible, by the student; if necessary with support of the advisor. The online and printed document should link this in the references
    - The license should be chosen such as to allow further work by others and open access (e.g. MIT)
    - Non-public parts should be included in the annex in a digital format (CD, USB-drive, etc.) with all thesis data and the document file and handed in with the printed thesis.
  - The student submits an electronic version of the thesis to the Uni-Bib (<https://www.bibliothek.kit.edu/cms/open-access.php>) and to the advisor at TECO.
    - Please ensure the meta-data is correctly inserted in the document and it shows properly on search engines such as google
- 5) When everything above is done correctly: The secretary marks the thesis as completed. Otherwise the student will not be able to finish his course of studies and will not receive a bachelor/master degree certificate.