

Checklist “Time and project management – good planning halves the workload”

What information do I still need? What do I need to discuss with my supervisor?

This table helps me to optimally plan my bachelor or master's thesis.

Do I have all information on the topics below?	Yes, namely...	No, I still need to investigate the following questions and complete these tasks	Deadline
Have I received my department's guidelines regarding proposals and bachelor/master's theses? (requirements for length, title page, outline, appendices, formatting, layout, etc.)			
Where do I need to register my thesis, and by what date?			
When is the submission deadline for my bachelor or master's thesis?			
What should be included in the proposal? When do I need to submit it? What language do I need to write it in? What appendices should I include?			
When/how often will I have discussions with my supervisor(s)?			
What are the milestones in the research project and the writing process? When does my supervisor want to see parts of my work?			

What is particularly important to my supervisor? (e.g. scientific and methodological competences, working method, communication, text production)			
What subject-specific conventions do I have to follow? (methods, materials, text structure, specialist language, etc.)			
What evaluation criteria are used for bachelor and master's theses in my department?			
What citation style is used in my department/specialist field?			
Which reference management software is most commonly used in my specialist field?			
Do I need to give a presentation about my thesis once it is complete?			
Do I need to present my thesis in a poster once it is complete?			
Where can I find the Declaration of Originality?			
Which offices do I need to submit the completed thesis to, and in what form?			
If I am writing my master's thesis in collaboration with a company: What do I need to consider?			

Other things to consider	All good!	I still need to investigate the following questions and complete these tasks / I can get the information I need from:	Deadline
Have I and my supervisor(s) agreed on a precise research question, the methods to be applied and the materials to be used?			
Have we agreed on a schedule?			
Do I have access to the necessary (research) infrastructure?			
Do I need financial resources to complete my research?			
Do I need legal knowledge to complete my thesis?			
What papers has my supervisor published? What important literature do they recommend to me?			
Do I clearly understand what components the thesis must include and what distinguishes the content of the text segments?			
Have I taken enough time to familiarise myself with the topics of plagiarism and citations?			
Do I know how to search literature?			
Do I know how to apply the research method?			

Do I know how to create tables, graphics and visualisations?			
Do I know how to develop scientific arguments?			
Do I know how to communicate and present my results?			
Which of my fellow students could I form a writing group with?			

My notes