

Master Project  
Urban Water Management

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## Checklist for Supervisors

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### General facts:

- Duration of Master Project: 50 % during 14 weeks
- 12 ECTS (25-30 hours per week and 300-360 hours in total per student)
- Students are strongly encouraged to work in teams of 2 or 3 students.
- Students are responsible for detailed research questions and approaches.
- 2 intermediate meetings/presentations with student(s), supervisor(s) and professor required (1<sup>st</sup> meeting in week 4, 2<sup>nd</sup> in week 9). Additional meetings can be arranged upon request.
- Final presentation (week 13) with supervisor, professor and one teaching coordinator

### Propose a new topic:

- Fill in the project call template, discuss it with the responsible professor and send the definitive version to the teaching coordinator to publish on the Chairs' webpage.
- Optionally, send us a short slide deck (1-3 slides) about your proposed topic. Our professors can then publicize your project topic during their lectures.

### Before the student starts:

- Make sure the student has obtained the project *Documentation* template from the teaching coordinator. Help the student to fill in the sections highlighted in yellow in the document (including background, definition of the task etc.).
- Make sure the student sends the documentation to the responsible professor. The professor will review the documentation and make comments and suggest changes if any are required.
- Clarify with student and professor data confidentiality, expenses and reimbursements (as a rule, the student's project should be within the budget of the overall project that it is part of).
- Fix the start date and the dates for presentations with the student. It is the student's responsibility that the professor, supervisor(s) (and teaching coordinator for final presentation) agree upon the dates. The end date and binding deadline for the submission of the final report is determined automatically upon the student's registration on myStudies.
- When the dates are fixed and the professor has approved the documentation, the student can enroll for the project in myStudies, uploading the project documentation. The responsible professor will accept the project through myStudies, marking the official start of the project.
- Organize a working station for the student.

### **In the course of the master thesis:**

- ❑ Take notes on the work done by the student: their work ethic, preparedness, time planning capabilities, progress, shortcomings and improvements (check also *Documentation* excerpt - *Evaluation*).
- ❑ Attend the intermediate meetings and provide feedback to the student. The student should be followed and supported fairly during the whole course of the project.
- ❑ Predefined periodical meetings (weekly, biweekly, monthly) with the student will allow you to keep track of their work, and them to clarify any pending doubts and get feedback on a regular basis.
- ❑ The student's main product will be the report. Please make sure that you communicate your expectations for the report to the student (in line with our *Evaluation Criteria* and *Guide to Report Writing*), so that you can evaluate the report on a fair basis. Providing feedback on a draft or outline of the report can be helpful to the student.
- ❑ Attend the final presentation and take part in its evaluation. The evaluation is done by the supervisor(s), the professor and the teaching coordinator directly after the final presentation.

### **After the report submission:**

- ❑ Read and correct the student's report within three weeks.
- ❑ Prepare an evaluation of the written report and practical work and give suggestions for grades (you can use the *Documentation* excerpt - *Evaluation* as a guideline; you will be provided with a template for the evaluation and grading). **Send the evaluation to the teaching coordinator, not the student.**
- ❑ You may also provide the student with a copy of the report with your comments - it can be the one you annotate while going through the report to correct it.

### **Students will submit:**

- PDF of the report.
- Slides of the final presentation.
- Digital appendix including digital copy of all data.

For more information, check our [webpage](#) or contact the responsible [teaching coordinator](#).