

Master Thesis  
Urban Water Management

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## Checklist for Supervisors

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### General facts:

- Duration of Master Thesis: 28 weeks (of which 2 weeks are holidays).
- There will be minimum 2 intermediate meetings with student, supervisor(s) and professor all together (recommended: 1<sup>st</sup> meeting after 5 weeks, 2<sup>nd</sup> after 16 weeks). Additional meetings can be arranged upon request.
- There will be a final presentation shortly before the deadline of the thesis (necessary presence of supervisor, professor and one teaching coordinator; guests are welcome to join unless differently communicated to the coordinator for confidentiality reasons).

### Propose a new topic:

- Fill in the thesis research call template, discuss it with the responsible professor and send the definite version to the teaching coordinator. They will publish it on the Chairs' webpage.
- Optionally, send us a short slide deck (3-4 slides) about your proposed topic(s). Our professors can then publicize your thesis topic during their lectures.

### Before the student starts:

- Make sure the student has obtained the thesis *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. Dates can be defined at a later stage).
- Clarify with student and professor any point regarding data confidentiality, expenses and reimbursements (as a rule, the last two should be part of the budget of the project in whose frame the student's thesis is conducted).
- Make sure the student sends the documentation to the responsible professor. The professor will make comments and suggest changes if any are required. There may be some iterations of reviewing and editing. Ultimately, the professor must approve the documentation before it is uploaded to myStudies.
- Fix the start date. The end date of the thesis (which is also the day for the submission of the final report) will be determined automatically as soon as the student inserts the chosen start date in myStudies. The deadline is binding and it cannot be subject to individual agreements. Consider carefully when you want the student to start their work!

- Once the start date and documentation is finalized, the student can enroll for the thesis in myStudies. The responsible professor will accept the thesis through myStudies if he is content with the documentation. This officially marks the beginning of the thesis!
- Organize a working station for the student. Define any matters relative to reimbursements or data confidentiality prior to the start of the thesis.

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

- Fix the dates for the intermediate meetings and the final presentation early. This is primarily the student's responsibility, they can ask the teaching coordinator for help. The dates must be agreed upon together with the professor (and with the coordinator, for the final presentation).
- Take notes on the work done by the student: their work ethic, preparedness, time planning capabilities, progress, shortcomings and improvements (check the *Documentation excerpt - Evaluation* to identify more points).
- Attend the intermediate meetings and provide feedback to the student. The student should be followed and supported fairly during the whole course of the thesis, they should be able to schedule individual meetings with the supervisor(s) and ask for more feedback.
- 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 on a regular basis.
- Attend the final presentation and take part in its evaluation. The evaluation is done by the supervisor(s), the professor and the 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 also be provided with a template for the evaluation). **Send the evaluation to the teaching coordinator, not the student.**
- You should also provide the student with a copy of the report (PDF or printout) with your comments - it can be the one you will annotate while going through the report to correct it.

### **Students will submit:**

To the teaching coordinator:

- PDF of the report for the ETH archive (plus digital copy of all data).
- One printout of the poster and a PDF of the poster (the supervisor(s) are not in charge of correcting the poster).

To the supervisor(s):

- Digital version of report and data.
- One hard copy of the report for each supervisor (only if you ask for it).

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