

Master Thesis
Urban Water Management

Prof. Dr. Max Maurer
Prof. Dr. Eberhard Morgenroth
Prof. Dr. Kai Udert

Checklist for Students

General facts:

- Duration of Master Thesis: 28 weeks (of which 2 weeks are holidays).
- Your deliverables include: A final presentation, report and poster.
- In addition to the above, there will be minimum two intermediate meetings between the student, supervisor(s) and professor all together. These are not graded and additional meetings can be arranged upon request. Recommended: first meeting after ~ 5 weeks, second after ~ 16 weeks).
- The final presentation will be shortly before the deadline of the thesis. Presence of supervisor, professor and one teaching coordinator is necessary; guests are welcome to join unless differently communicated to the coordinator for confidentiality reasons.
- The report must be submitted by the same deadline as that indicated on myStudies. The poster is due one week after this date.

Find a topic:

You have several options:

- Develop your own idea and find a suitable supervisor, or
- Approach a possible supervisor (from practice or Eawag) and develop an idea together, or
- Choose a proposal from our [webpage](#); it is regularly updated with new topics. Write to the contact indicated on the proposal to express your interest and finalize your thesis topic.

Before the start:

- Write to the coordinator responsible for Master Theses. The coordinator will send you a template of the thesis *Documentation*. Fill in the sections highlighted in yellow (including background, definition of the task, etc. Dates can be defined in a second stage). Do not invest too much time in preparing this documentation. In case you are stuck, ask your direct supervisor to help you.
- Clarify with your supervisor any points 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).

- Let your supervisors check your documentation and include their comments. Then send your 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.
- Afterwards, if not told differently, you can upload your documentation to myStudies. Set a starting date (this date can lie up to two weeks in the past).
- The deadline shown in myStudies is binding and it cannot be subject to individual agreements. Consider carefully when you want to start your work!
- Fix the dates for the intermediate meetings and the final presentation. This is primarily your responsibility, however, you can ask the coordinator for help. The dates must be agreed upon together with the professor (and with the coordinator, for the final presentation). If you require a room at ETH to be reserved for your presentation, the coordinator can do so for you. However, for other establishments (Eawag, etc.) we are unable to reserve the room for you.

In the course of the master thesis:

- Work independently on your topic but never hesitate to ask your supervisor questions and for help. You may agree on weekly meetings with your supervisor where you provide them with updates on your work and clarify pending doubts. The frequency of such meetings must be decided together with your immediate supervisor beforehand.
- In your first intermediate meeting, you will specify your research questions and present your plan to addressing these questions. Be open to any critical feedback you receive; try to profit from the knowledge of the professor and your supervisor(s). If you anticipate any problems concerning the future of your thesis, discuss them during this meeting and jointly come up with back-up plans and alternate strategies. You are not expected to have results by the time your first intermediate presentation rolls in.
- Present your first results and discuss them at your second intermediate meeting. Do not forget to start with a short introduction on your topic. The professor may need a reminder of your research questions and their background. Present an outlook on what you want to work on further. The second intermediate presentation will set course for the final months of your thesis. Not everything may have gone according to your plan, but use this meeting to discuss and finalize next steps. Stay motivated and don't get bogged down by any constructive criticism the professor and/or your supervisor(s) may have offered you.
- Own your thesis. This is your chance to address a scientific problem and put to practice what you have learned throughout your Master's. Your practical work, i.e., how independently you work and cooperate with others, how well you manage your time and data, how committed you are to this thesis, etc. will be factored in to the final grade.

Towards the end:

- This cannot be stressed enough: Start writing your report early! If needed, set up internal deadlines with your supervisor(s) for feedback on first drafts of your report.
- Prepare your final presentation. Consider presenting it to some friends a few days earlier such that you can gather some feedback. Avoid yes-men and reach out to people who will give

you an honest feedback. Stick to the time limit and talk slowly. Pick your graphs and results carefully, they should support your conclusions.

- Refer to the [report guide](#) available on the SWW website when preparing your report. Discuss with your supervisor(s) beforehand if they require a hard copy of the report to be submitted to them. If no other date is pre-discussed, the same deadline applies for your submission to them.
- Refer to the [tips on posters](#) available on the SWW website when preparing your poster. Your poster must have a clear story-line. The conclusions you draw must connect with the research questions posed and the results presented on the poster. Take a look at the [example posters](#) provided on the website for inspiration.
- Figure out in advance where you will be printing your report (if hard copy required) and poster. Printing facilities are available at both ETH and Eawag. The colors on your printed poster may vary from the ones you preview digitally. Printing an A3 size test-poster to confirm your content, formatting, and colors is recommended before you print the final A0 version.
- Organize your data legibly so that it can be easily comprehended by your supervisor(s) and others who may wish to continue your work. Please include *ReadMe* files wherever required to support navigation through the folder.

On your deadline:

- Send the teaching coordinator a PDF of the report and a folder containing digital files of all data you have collected and utilized, and the presentations. The folder size must not exceed 5 GB limit (compress if required). Your submissions must be handed in before 16:00. You can send these items via email, upload them on polybox or hand it in on a USB stick to the coordinator in-person (HIL G31.2).

One week from your deadline:

- Submit one printout (size A0) of the poster to the coordinator at their office (HIL G31.2). Additionally, send in a digital PDF copy of the same to them.
- Congratulations, you have just concluded your thesis! Enjoy that well-deserved rest.
- Generally, the processing time for the grade to be finalized is about 4 weeks. In case you require your grade to be delivered earlier, please inform the coordinator well in advance.

For more information, check the webpage: <https://sww.ifu.ethz.ch/education/theses/master-thesis.html> or contact the responsible teaching coordinator.