**Checklist for Project Advisor and Student**

*Bachelor Thesis, Semester Project, Master Thesis, and Internship*

**Name of student:** Click here to enter text.

**Start date:** Click here to enter a date. **Finish date:** Click here to enter a date.

*Project Description* [ ]  The supervising professor checks and signs the **Student Project Description** and returns it to the student: Document can be found: <https://biomech.ethz.ch/student-projects/registration.html>

*Information for non-ETH students:*

[ ]  Students from a different university must register at ETH sufficiently early to get access to the ETH infrastructure. All information needed is found via the link [Non-degree offers | ETH Zurich](https://ethz.ch/en/studies/non-degree-courses.html).

[ ]  Students from a Swiss University of Applied Sciences and planning to do their mandatory internship or project at the Institute for Biomechanics must contact the Secretariat at biomech-secr@hest.ethz.ch at least 1 month before their planned internship/project, so that they can be registered as guests in due time.

*myStudies* [ ] The student signs into myStudies.[*www.mystudies.ethz.ch*](http://www.mystudies.ethz.ch)and uploads the signed Project Description.

*Computer Account* [ ]  The project advisor must request a computer account at <https://isg.hest.ethz.ch/home/doc_ik/accounts/>

*IfB Internal Registration* [ ]  The student and project advisor should fill out the **Student Project Registration** form, which is found on the IfB website <http://www.biomech.ethz.ch/student-projects/registration.html> and send it to biomech-secr@hest.ethz.ch.

*ISG Info* [ ]  Students can receive an introduction to the ISG system either through the project advisor or the ISG/IfB contact person (Dario Ammann helpdesk@hest.ethz.ch).

*Safety* [ ]  Students working in labs should contact the responsible person for instruction in lab safety.

*Equipment* [ ]  Equipment signed for at CMI (GLC H 22). **(Signature CMI)** **…………………….** Externals need Group Leader signature.

Mid-project [ ]  Project advisor sets date for final student presentation.

*Plagiarism* [ ]  Student should read the Guidelines and sign the form regarding plagiarism.

German: <https://ethz.ch/studierende/de/studium/leistungskontrollen/plagiate.html>

English: <https://ethz.ch/students/en/studies/performance-assessments/plagiarism.html>

The signed form will have to be included in the project report.

*Writing of Project Report* [ ]  See [Template](file:///%5C%5Cnas11%5Cgreen_groups_ifb_public%5CDocuments%5CStudent%20Research%20Project%20Documents%5CInformative%20documents%5CTemplate%20for%20MA_BSc_Sem_Theses.pdf): <https://biomech.ethz.ch/student-projects/registration.html>

*Submitting the Report* [ ]  Student must go to the link <https://isg.hest.ethz.ch/ifbthesis/index.php/> and submit their written Project Report (both Word and PDF file named as “Report\_[name]”), Project Data and Project Presentation.

Remember to fill in the professor and project advisor email addresses to automatically inform
them of the submission. Finalize by pressing the button “Submit”.

*Final Marking* [ ]  If necessary, the project advisor downloads, fills out the Grade sheet <https://biomech.ethz.ch/student-projects/registration.html> and sends it to the supervising professor for approval and signature.

*At end of project* [ ]  Student returns equipment to CMI (GLC H 22). **(Signature CMI)** **…………………….**

 [ ]  Student returns the key to ISC Info desk.

 [ ]  The project advisor must remove the computer account at <https://isg.hest.ethz.ch/home/doc_ik/accounts/>

Project Advisor Signature: ……………………………. Student Signature: ………………………………. Date: …………………………….