

Memo internal Registration for Master's Thesis in Computer Science, Regulation of Studies 2020

1. Preamble

The Master's Thesis (MT) is the final requirement of the Master's programme. It is the result of independent scientific research and/or a constructive development project including the written report of the results. The tutor or another professor from the Department of Computer Science or an associated professor supervises the MT. The duration of the MT is 28 weeks (full-time), where the 28 weeks are composed of 26 weeks of actual processing time and 2 weeks to compensate for public holidays, sick days and other short-term absences. The MT is not compatible with outside employment. The thesis topic doesn't have to be in the chosen major area. If a MT is submitted late for unfounded reasons, it will by default be graded as a "fail". In case of failure, the MT can only be repeated once, whereby a new MT topic must be chosen. The Director of Studies can extend the deadline for submission of a MT if the student has submitted a legitimate request (sickness, accident or similar reason). Students who wish to work as a teaching assistant while completing their MT may do so only with the formal written consent of the responsible professor.

2. Admission to the Master's Thesis

The minimum prerequisites for the registration are:

- Completed Bachelor's programme
- All additional requirements completed (see admission decree)
- Major (26 credits) completed from which at least 16 credits must come from the Major Core Courses
- Practical Work completed (8 credits)
- Two Inter Focus Courses (16 credits) completed and
- in total, no more than 8 credits may be missing.

3. Registration for the Master's Thesis

- Before starting the project, electronically register the Master's Thesis: **LE 263-0800-00L in myStudies**. The registration for the Master's Thesis has not to be done at the beginning of the semester, but when you start with your thesis though.
- Under "functions", select "project/papers/theses".
- Enter all the details (supervisor, co-supervisor, title, start and end date, upload task description).
- The signed plagiarism declaration (declaration of originality) is a component of your Master's thesis.

4. External Master's Thesis

A professor of the Computer Science department together with a supervisor from the external institution (advisor from industry) must supervise the MT. The professor from D-INFK must approve the task description and is responsible for the grading of the MT. The MT candidate is responsible for continually informing the D-INFK professor of the progress of their research or project. It is essential for the MT candidate to reach an agreement with the external institution regarding intellectual property rights. Copies of the proposal for acceptance of the external MT and the intellectual property agreement must be submitted to the Director of Studies via the Studies Administration Office. The Director of Studies will then reach a decision.

It is prohibited to do the MT while under contract with the external institution. This also means that a salary scale cannot be attached to the agreement. Certain reimbursements are allowed to a limited extent. Further information can be found in the DIRECTIVE Remuneration of semester papers, Bachelor's or Master's theses by third parties.

5. Grade Descriptions for Master's Theses

The MT is a graded semester performance. In order to successfully complete the MT, a grade of 4.0 or higher must be obtained. The supervisor establishes the assessment criteria in a written report, which must include a presentation. In principle, the following evaluation scale is applied:

Grade	Requirements
6.00	Work and results are publishable for international workshops.
5.50	Thesis quality significantly exceeds expectations.
5.00	Thesis meets expectations.
4.50	Thesis partially meets expectations and has minor deficits.
4.00	Thesis meets minimum quality requirements; but has major deficits and is clearly below expectations.

6. Submission and Archiving of Master Theses

An electronic version of the MT, including the plagiarism declaration, must be submitted to the Studies Administration Office upon completion. The supervisor directly enters the grade via myStudies within 4 weeks upon completion of the thesis.

7. Intellectual Property Rights on Master Theses

Students writing a MT, creating models and/or writing computer programmes, are creators and authors of their work according to Swiss copyright law. We archive all MTs in D-INFK and are allowed to use them within the statutory regulations. It is highly recommended to sign an agreement concerning intellectual property rights between the responsible person for the MT and the project collaborator / student (see attachment). All intellectual property rights regarding the MT and its results remain basically in the student's possession. In exceptional cases, it may be compulsory (in the course of a research project in industry) to file an agreement between the supervisor of the MT and the student concerning intellectual property rights (e. g. copyright protection for software). All questions relating to the necessity of such transfer agreements should be addressed to: ETH transfer, Rämistrasse 101, 8092 Zurich, Tel +41 (0)44 633 82 30, e-mail: sl_fv_bo@sl.ethz.ch.

Zurich, January 2024

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