

Bachelor Seminar-Project (SP/SE) at the SPSC

Checklist:

- Find one or more project partner(s) (other students).
- Find a Bachelor Seminar-Project and depending supervisor.
 - on SPSC website → Theses and Projects (<https://www.spsc.tugraz.at/student-projects/>)
 - on posters in the institute hallway
 - Student Projects Information Event (at the start of every semester)
 - for TI students:
first date of Bachelor Seminar 442.200/442.201/442.202 of every semester → Vorbesprechung/Themenvergabe
 - ask a supervisor for providing a project or contact a supervisor with your own project idea
- Sign up for a Bachelor Seminar (SP/SE):

Study program	Working hours ¹	Title	attendance	LV Nr.
TI	200	Elektro- und Raumakustik	comp.	442.200
		Audio Signal Processing	comp.	442.201
		Speech Processing	comp.	442.202
ET	200	Elektro-/Informationstechnisches Seminarprojekt	comp.	442.080
ICE	200	Bachelorarbeit	comp.	442.111
		Information and Computer Engineering		
CS	175	Bachelorarbeit Informatik	comp.	N.A.
BME	200	Bachelorprojekt Biomedical Engineering	comp.	N.A.

Attendance on the SP/SE is compulsory during the work on the bachelor seminar-project.

Project title: _____

sign at start: _____
 date student supervisor

- If necessary: Get access to the student's lab, lend working material and get a student account from the SPSC account manager. (see next page)
- Plan and distribute the work into work-packages in agreement with the supervisor (literature review, implementation, writing the report, presentation, etc.). Assign the work-packages to each other in a sensible work order.
- Prepare yourself to provide your generated database and source codes to your supervisor such that he/she is able to reproduce your results. Agree with him/her about the archiving procedure.
- Complete the work-packages of the project. Compare planned and actual hours.
- Write a project report. The written document has to follow scientific criteria, e.g., citations. Information about further formal requirements will be given by the supervisor.
- For TI Bachelor Seminar:
Give 2 *presentations* during the work on the project:
 - *start presentation* (5min presentation + 5min discussion):
time plan/work packages/literature search/approach
 - *mid-term presentation* (10min presentation + 10min discussion):
interim results
- Give a final presentation (15min + 5min discussion) after finishing the work.
- If necessary: Delete access to the student's lab, return lent working material and inform the SPSC account manager that your account can be terminated. (see next page)

sign at end: _____
 date student supervisor

¹Computation according to § 54 Abs. 2 UG (1 ECTS equals 25 working hours).

Access to the SPSC Infrastructure

Access to the Student's Lab:

The following information is for the administrative staff (Vincent Ederle) and has to be filled out by your supervisor. The validity of the access can be extended via your supervisor.

- The student will require access to the student's lab.

Access valid until: _____
date

Lending:

The following information is for the administrative staff (Vincent Ederle) and has to be filled out by your supervisor. The validity of the lending can be extended via your supervisor.

- The student will lend working material and needs a lending contract.
- The student has returned all the lent working material.
(signature by receiver on the lending contract)

Student Account:

The following information is for the system administrator and has to be filled out by your supervisor before creating an account. The validity of the account can be extended via your supervisor. Make sure that the name of the project directory is meaningful and not longer than **14 characters**.

The student will require access to:

- Linux Login, AFS, SSH
- Website
- ClusterFS
- Batch System
- GitLab
- Nextcloud

Account valid until: _____
date

Name of project directory: _____
name

Signatures: _____
date student supervisor