

Thesis Guidelines of the Master Program Data Science

University of Applied Sciences Kiel

This document intends to answer the most important questions with respect to rules and best practices of your master thesis. If you have any further questions or doubts, please contact us. Note that this is not an official document. For the official rules, consult the information provided by the [examination office](#) of the IuE department, and the [Prüfungsverfahrensordnung \(PVO\)](#) of the university.

1. Topic and supervisor

If you are interested in thesis supervision, then please contact your preferred first supervisor. Usually, the first supervisor will be one of the professors of the Data Science program. But in principal the first supervisor can be any professor or lecturer at FH Kiel.

Together with your first supervisor you agree on the topic of your thesis. This can be (1) a topic that you propose yourself, (2) a topic suggested by the supervisor, or (3) a topic suggested by some external cooperation partner. If you are working (part-time) for a company, this is often a natural place to ask for a topic. In general, we encourage master theses that occur in cooperation with local companies/organizations, because it guarantees practical relevance and facilitates access to data. Also, it might be interesting for you from a career perspective. However, this is not a must criterion, and there can certainly also be scientifically-oriented master theses.

Together with your first supervisor, you also agree on the second supervisor. If you write your thesis in a company, the second supervisor is usually employed at this company. The second supervisor must have at least a Master degree.

There may be also further organization aspects that you may want to clarify with your supervisor: e.g. language of the thesis; when/how often to meet and discuss the progress of the thesis, etc.

2. Proposal

Before the official start of the thesis, you are expected to write a few-page master thesis proposal. In the proposal you

- (1) state the *goal* of your thesis and explain its *practical relevance*
- (2) state the *research question(s)* that you intend to answer
- (3) provide an overview of how your theses relates to the *literature*: How have others solved comparable problems? Which alternative approaches/methods/technologies can be used? Which of these approaches do you intend to follow and why?
- (4) present the intended outline/structure of your thesis

It is worth investing time and energy into the proposal. A well-written proposal can save you a lot of time and troubles afterwards. In particular, it is much easier for the supervisor to give you practical and specific advice at an early stage of your work. And the proposal also helps setting mutual expectations between you and your supervisor.

3. Official work of the master thesis

You can set the official start date of your thesis. Your first supervisor will then register your thesis at the examination office. The [registration form](#) contains the start date, the intended title of your thesis, the names and signatures of your supervisors. From that moment on, you have 5 months to finish your thesis. The examination office will send you the official deadline.

There may be in some cases good reasons for an extension of the deadline (maximum of 6 weeks). If you are in such a situation, you can apply for an extension (you find the application form [here](#)).

When you are finished you need to hand in 3 printed versions and a digital version of your thesis at the examination office. Also, you must declare that you have carried out the work without help of other people. Please refer to the [Prüfungsverfahrensordnung \(PVO\)](#) for the official rules on thesis submission.

4. Colloquium

The Colloquium is an about 45 minute oral examination which terminates your studies. It takes place not long after the termination of your master thesis. Different than in other departments of the university, there are no fixed days for the colloquium. So, it is entirely up to you and the two supervisors to agree on a date. In terms of content, the core focus of the colloquium is on the defense of your thesis.