

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 Media Faculty](#), and the [Prüfungsverfahrensordnung \(PVO\)](#) (German only) 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. Master Thesis 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 structure or milestones 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

The Master thesis can be registered at the examination office of the Media faculty once the Master Thesis Proposal has been approved by your first supervisor.

To register your thesis, download and fill in the upper part of the [registration form](#) (German only). Sign the document and pass it on to your first supervisor. The first and second supervisors will also sign it and then pass it on to the examination office. The start date and end date of the master thesis will be set by the examination office. You will be notified by the examination office about the thesis end date. You have 5 months to finish your thesis.

Optionally, you can agree to a publication of your thesis using the following [consent form](#) (German only). Note that this requires also the consent of your external cooperation partner (if applicable).

For other/special requests (extension of deadline, change of topic, etc.) please refer to the following page that contain all [forms provided by examinations office](#) (German only).

4. Colloquium

The Colloquium is an oral examination which terminates your studies. It takes place not long after the termination of your master thesis. The duration of the colloquium is about 45 minutes. The core focus of the colloquium is on the defense of your thesis.

The date of your colloquium will be set jointly by you and your two supervisors. Afterwards, you need to register for the colloquium and communicate the date and time by writing an email to the examination office (pruefungsamt.medien@fh-kiel.de). There is no need to register the colloquium via the QIS.