We would like to welcome you at ISI! We hope that you will enjoy the coming weeks and months and that our efforts together will lead to fruitful results!

The idea behind this short introduction is to give you some important pieces of information about the regulations concerning a semester project or a master thesis at our lab. Furthermore, we have included some tips that could make your life a bit easier. The most important message is that if you have any question or incertitude don’t hesitate to contact your advisor or any other person of our lab!

This document and all documents/files mentioned are available online:

http://www.isiweb.ee.ethz.ch/teaching/sama/admin.html

Note that this site is only accessible within the lab’s network. So you need to be logged into an ISI computer. If you work outside of ISI, you may contact your advisor to send you the needed files.

1 Working Place/Computer Accounts

We have two rooms that are designated for students: ETF E 108 and ETF E 109. You may choose freely between them. The two rooms are both equipped with ISI-Linux machines. However, you will be using your own tardis-account. In case you need more quota, talk to your advisor, he/she can organize it for you.

2 Keys

You will get a key for the student rooms, and you will have access to it also when the ETH is officially closed. Your advisor will help you with the procedure to get one. Please note the following:

- All doors have to be closed at all times if nobody is in the room (just going to the toilet shortly is no exception to this rule and no excuse! There are very cunning thieves around...!).
- The entrance at Sternwartstrasse as well as the entrance towards ETZ have electronic locks that open with the student legi. You may set the corresponding password at http://www.adressen.ethz.ch/
- It is very important that you return the key after you have completed your project.
3 Registration

You need to register your project at the department using the official online registration form:

http://www.mystudies.ethz.ch

4 Printing

The easiest way of printing is vpp. For some hints concerning printing and printer stations see

http://www.vpp.ethz.ch

We suggest to use ETZSPEZ (device X7760) for printing the report. The printer there is of better quality and it prints on thicker paper (100 g/m$^2$ instead of only 80 g/m$^2$).

To bind your report, there is a binding machine available at ISI. Your advisor will be able to provide instructions on its usage.

5 Coffee Machine

We own a coffee machine in the seminar room ETF D 110. You are very much welcome to use it! At the moment the price is 50 cents per cup.

The machine runs on a time-switch that is active from Monday to Friday between 6 AM and 7 PM. If you would like to have a coffee outside these time slots, please use the marked button on the time-switch (below the table) to manually switch the machine on and off.

Please keep the place tidy! (And please don’t forget to lock the door again!)

6 Military

The ETH doesn’t like it if projects are interrupted by military service. Therefore they will give you all necessary confirmations so that you can defer the service.

7 Deadline

The official rules concerning the duration of semester projects and master theses are as follows:

- semester projects last 14 weeks (where every week during the semester breaks are counted double, Christmas holidays are not counted);

- master projects last 6 calendar months.

You should have already received the starting and ending dates of your project. Note that at ISI these deadlines are absolutely fix and cannot be changed (irrespective of any other rule that might exist in your department).

Usually semester projects are due on the last Friday of the semester at noon (12:00 pm). If you hand in your report delayed, a quarter point per working day will be deducted from your grade.

We highly recommend to make a time planning at the beginning of your project already! Keep enough time free for writing the report! Note that towards the end of the project usually a lot needs to be done simultaneously: the report, the presentation, evaluation of simulations, perhaps even some new simulations due to the evaluation results...
8 Report

For the lab, you need to hand in two hard copies of your report: an original including your signature and the signature of the advising professor plus a copy. Usually your advisor would like to have an additional personal copy (ask!). Moreover, you also need to hand in the electronic version of your report and your presentation (in PDF), and, in case you did some programming, the programming code.

We recommend that you discuss your report with your advisor in detail a good time before the deadline. Then you have time to think about the suggestions and possibly implement them. So, once again, make sure that you have a first version of the report early on and do not start only at the last moment with writing!

The report should be typeset in \LaTeX. A very good short introduction to this software can be found online:


Furthermore, you find on the lab’s webpage

http://www.isiweb.ee.ethz.ch/teaching/sama/admin.html

some template files. These template files might simplify your life; their use, however, is not compulsory.

If you have any problems concerning \LaTeX or the structure of your report, don’t hesitate to ask your advisor!

Together with the report you also need to hand in a “declaration of originality”. The corresponding form is again found on the lab’s website.

9 Presentation

Towards the end of your project you will present your work during a 20-minute presentation. The precise date of this presentation will be announced later (usually it will be about a week before the deadline). Note that the time limit of 20 minutes is strict! Moreover, you must give some time for questions after your presentation, i.e., your actual talking time is limited to about 16 minutes only.

Usually we try to arrange several presentations of student projects in a block. To make sure that the audience does not have to wait please be present about 20 minutes before the first presentation of the block and check that all your equipment is working.

We again recommend to ask your advisor for a brief check of your presentation. You may even want to ask for a trial run together with your advisor. His/her feedback will be helpful for sure!

You also find \LaTeX templates for a presentation on the lab’s webpage. One template uses the beamer-package and some additional auxiliary packages (there is also a user guide for the beamer-package available), another template is less elaborate.

10 Grading

As a basis (but not as exclusive criterion) for the grading process at our lab, we have a grading form that can also be found on the lab’s website. Basically, the grade consists of five parts:

Knowledge and skill (15 %): What was the expertise of the student? Was the student able to increase his/her knowledge?
Systematics and scientificness (15 %): Was the project handled in a scientific and systematic way? Were the used methods clearly stated in the report?

Initiative, commitment, and independence (20 %): Was the student independent? Did the student realize by him-/herself what tasks to tackle and when to seek help with the advisor?

Quality of the achieved results (30 %): To what degree did the student solve the problem setting? Did he even find unexpected results?

Presentation of the results (20 %): What is the quality of the report? How was the presentation?

The grade is proposed by the advisor (and co-advisors) and then discussed at our lab-internal grading conference.

11 Feedback

Get feedback and give feedback after finishing your project. This bit—sadly—is easily overlooked despite of its great value to both parties. You can expect to learn something about your way of working and we can learn about our way of supervising student theses. Do not miss this opportunity. There is also a feedback form on the website if you would like to give written feedback.

Zürich, 11 March 2016