

Diploma thesis supervision seminar

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EVROPSKÁ UNIE



MINISTERSTVO ŠKOLSTVÍ,
MLÁDEŽE A TĚLOVÝCHOVY



OP Vzdělávání
pro konkurenceschopnost

INVESTICE DO ROZVOJE VZDĚLÁVÁNÍ

Outline

Thesis – way of life

- 1 Preliminary description
- 2 The first appointment with student
- 3 Thesis supervision
- 4 Final description
- 5 Thesis submission
- 6 Writing the review

Preliminary description

Předběžné zadání

- Initially, only the preliminary description is recommended.
- Description should be formulated:
 - clearly
 - shortly
 - accurately
- The student should know what are the main goals of the thesis
- You (as a supervisor) should be experienced with time estimates. Namely bachelor students have troubles with scheduling. Initially, they are able to promise anything ... ☹



Preliminary description

Předběžné zadání

- Consider the suitability of the topic at this faculty
 - Ask your supervisor or the head of department to check the topics you plan to publish.
 - It is recommended to include the student into some working group/team.
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- Master thesis – description [\[link\]](#)
 - Bachelor thesis – description [\[link\]](#)



The first appointment with student

První setkání se studentem

- Make an appointment in time:
 - autumn semester: September/October
 - spring semestr: February/March
- Try to reveal student's pieces of knowledge and skills
- Ask the student to work out some homework – till the next appointment
(this way, the low-motivated students will be expelled)



The first appointment with student

První setkání se studentem

- Settle some kind of communication
 - regular (written) report
 - regular meetings (in fortnight, monthly)
 - when needed (!?)
- Do not believe all students' promises.
- Prepare some schedule – how much time the student and you can dedicate/sacrifice to the thesis.
- Accept/Support students willing of writing the thesis in English



Thesis supervision

Vedení práce

- During the first semester, the student should analyze the task, find out similar problems and already existing solutions.
- You only supervise the thesis, you should not work out the thesis.
- The students are not silly, they only have less experience than you have.
- Non-defensible thesis is usually product of *bad supervision* or *poor description!*
- Supervisor is not obliged to answer student's queries immediately.
- Offer your students training of oral presentations (internal seminars).



Thesis supervision

Vedení práce

- At the end of each semester, supervisor gives credits provided the student *did* something.
- Offer your student some kind of *draft* defence (internal laboratory seminar) with proper feedback.
- Explain the students, how the present: their original work × work of another person (authorship should be apparent; namely when two or more students cooperate in one project).
- Pay attention to the way of communication with the student you supervise: *employer* × *employee*



Final description

Finální zadání

- You (as a supervisor) are responsible for the final description!!!
- Formulate the particular goals, in order the reviewer could decide if the task was completed:
 - difficulty of the thesis
 - expected level of programming
 - expected level of theoretical aspects
- Ask the student for summary (state of the art) to avoid missing introduction in text of the thesis.



Thesis submission

Odevzdání práce

- The student is not allowed to submit the thesis without obtaining the credits for the last semester.
- The thesis should be read by some uninitiated (relatives, girl/boy-friends, roommates, . . .), namely for grammar and style.
- Each student has the opportunity to have the thesis corrected/validated by professional (common price: 40,- CZK/standard page).

As we talked about in our meeting, my **fourteen** years of experience, both in commissioned floor sales and in the role of Sales Supervisor, worked for Quality Furnishings. In that time, I have learned many techniques that would increase customer satisfaction ratings at Quality Furnishings.

Spelling error

In addition, I wanted to let you **no** that I have recently **reclved** my certificate from the Superior Sales Training program at the International Business Institute. **several** techniques covered in the program are sure to bolster sales. **Also, increased customer satisfaction.** I look forward to having the chance to implement them at Quality Furnishings.

Contextual spelling error

Thank you for your assistance in filling the Sales Application. I would like additional information free to contact you. I would like additional information free to contact you. I look forward to hearing from you soon.

Grammatical error

Thesis submission

Odevzdání práce

- Help the student with proposal and writing the text part of the thesis.
- If student ask you for the revision of the text, require the delivery of the text in time – e.g. no later than one week before final submission.
- After the submission, you will be asked (by IS) to verify
 - the originality of the thesis (anti-plagiarism)
 - the presence of supplements (source codes, user guide, ...)

As we talked about in our meeting, my fourteen years of experience, both in commissioned floor sales and in the role of Sales Supervisor, would be a great asset to Quality Furnishings. In that time, I have learned many techniques that would help to increase customer satisfaction ratings at Quality Furnishings.

Spelling error

In addition, I wanted to let you know that I have recently received my certificate from the Superior Sales Training program at the National Business Institute. Several techniques covered in the program are sure to bolster sales. Also, increased customer satisfaction. I look forward to having the chance to implement them at Quality Furnishings.

Contextual spelling error

Thank you for your assistance in filling the Sales Assistant position. I am free to contact you at any time. I would like additional information. I look forward to hearing from you soon.

Grammatical error

Writing the review

Psaní posudku

- The length of review is typically one (single-sided) A4 page
- The review should contain:
 - summary (reviewer shows that he understands the work properly)
 - classification of state-of-the-art
 - classification of structure of the thesis
 - information if the source codes (if included) are well documented and equipped with licence.
 - ability of student to work with bibliography
 - positive criticism – show the way how to improve the thesis
 - verification, whether the goals were completed
 - some questions for discussion after the presentation
 - conclusion and decision

Writing the review

Psaní posudku

- Do not miss the defence! You (and reviewer) are usually the only persons that understand the thesis.
- An example of positive review [\[link\]](#)
- An example of negative review [\[link\]](#)



Closing the topic in IS

Uzavření/Zrušení tématu v ISu

- Do not forget to mark the topic of your bachelor/master thesis as completed!
- Keep the list of all available topics up to date!
- [link to IS]

COMPLETED

Thank you for your attention . . .

...and good luck!