

Diploma thesis supervision seminar

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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 to 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.



- 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, 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 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 forwarded to 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 asks 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, ...)

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Contextual spelling error

Thank you for your assistance in filling the Sales Assistant position. I am free to accept the offer if you 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

- Keep the list of all available topics up to date!
- [link to IS]

COMPLETED

Thank you for your attention . . .

...and good luck!