

Finishing up

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The latest updated version will be available at <https://idsc-frazzoli.github.io/documents>.

Everything comes to an end.

Introduction

This checklist describes everything that should be done at the end of your project.

Please print a copy of this checklist, as you and others will have to check off the items, and then later you have to give a physical copy to Annina.

Recap: Some of the actions here will be done by the lab staff. We adopt the following convention:

- The square “□” indicates that this is an action that you must do.
- The circle “○” indicates that this is an action that the staff must do.

If for any reason something does not apply to you, please write “N/A” and the explanation. Annina will ask about any missing checkmarks.

Writing the thesis

A thesis template (Bachelor Thesis, Semester Project, Master thesis) can be downloaded [here template](#).

For Studies on mechatronics please use the following [template](#).

Please also have a look at the [ETH citation etiquette](#) and carefully read the information about [plagiarism](#). Note that any work that you did not perform yourself will most likely have to be cited.

Giving your thesis presentation

Please use the following [presentation templates](#) in PowerPoint (compatible with Keynote), Latex and OpenOffice.

Please also include the IDSC-logo on the presentation slides (included in thesis template).

- Confirm the presentation date with your supervisor.
- Book a room at the correct date and time. The room should be big enough to host at least 20 people.

The presentation will be on (date and time): _____

- Provide your thesis abstract, along with the time and location of the presentation to your supervisor, at most 48 hours before the presentation.
- Your supervisor will send your abstract and thesis defense information to the institute.
- Send the slides you presented to your supervisor within 24 hours after the presentation.

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Submitting your written thesis

- Upload the final version of your thesis to your supervisor before your ETHIS deadline.
- Pin a message in your project Slack channel advertising the uploading of your thesis. Make sure to tag the whole channel.
- Submit a signed “Declaration of Originality” to Annina. This declaration can be found at the end of the thesis template.

The Mac Encounter No.>=2: Returning your work materials

- Return to Mac the hardware that you were using.

The Jason Encounter No.>=2: Archive your code

- Meet Jason, archive your code.
- (Jason) The code is of sufficient quality and has been archived.

Signing out of accounts

Write down your account details:

My Github account is: _____

My GMail account is: _____

If your work required literature review:

My Mendeley account is: _____

If you worked on the Frazzoli group GPU-server:

My GPU-server username is: _____

I have removed all data that I need to retain. All data on my user account can be deleted safely.

The Marc Encounter No. >=2

Please message Marc via Slack and copy-paste the above account details and the instructions below. Julian will then sign you out of the group’s IT services.

- Message Marc on Slack with the necessary information (see just above).
- (Marc) Marc signs you out of the mailing list.
- (Marc) Marc removes you from our Github organization.
- (Marc) Marc removes you from our Google calendar of events.
- (Marc) Marc removes you from Slack.
- (Marc) Marc removes you from our Mendeley group.

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- (Marc) Marc removes you from our Overleaf account / group.
- (Marc) Marc confirms the completion of these steps to you.

Receiving a grade

After submitting your written thesis, you will be evaluated according to the criteria set forth in [The Frazzoli Experience document](#).

- Your supervisor will provide you with an evaluation within three weeks from the delivery of the thesis.
- You can appeal the grade officially within one week from receiving the evaluation by setting up a meeting with your supervisor.

Organizing celebrations

- To top it off, you can organize a celebration and buy drinks to your supervisors (or is it the other way around?).
Make sure the celebration is advertised before time to allow for everybody's participation.

For Annina

If some of the checkmarks above are missing, consult with the scientific supervisor. Otherwise, proceed.

- (Annina) Update the column “de-boarding” in the student’s tracking spreadsheet with today’s date.
- (Annina) File this document in the student’s records.