

# **Guidelines for writing an academic thesis**

Pirna, August 6, 2021 *(updated June 16 2023)*

## Contents

<b>1</b>	<b>Introduction .....</b>	<b>1</b>
1.1	Collecting information, research and reference management .....	1
1.2	Analyzing your findings .....	2
1.3	Presenting the results.....	3
<b>2</b>	<b>Structuring the content .....</b>	<b>4</b>
2.1	Title page .....	4
2.2	Assignment .....	5
2.3	Contents .....	5
2.4	Abbreviations.....	6
2.5	Images, tables and formulas .....	8
2.6	Preamble, main body, conclusion and outlook.....	9
<b>3</b>	<b>Formatting.....</b>	<b>9</b>
3.1	Paper size and margins .....	9
3.2	Page numbering.....	9
3.3	Typeface and spacing .....	9
3.4	Typography and style .....	10
3.5	References and citations.....	10
3.6	Footnotes .....	11
3.7	Bibliography.....	13
3.8	Plagiarism declaration .....	13
<b>4</b>	<b>Evaluation criteria .....</b>	<b>15</b>
<b>5</b>	<b>Additional Notes .....</b>	<b>17</b>
5.1	Organization and planning .....	17
5.2	Meetings with your supervisor.....	18
5.3	Submission and defense .....	19
<b>6</b>	<b>Bibliography .....</b>	<b>19</b>
<b>7</b>	<b>Appendix.....</b>	<b>21</b>

## List of figures

Figure 1: Diagram of a drum screen. Source: Bilitewski (2013). .....	8
Figure 2: Evaluation criteria for hydro sciences. Source: Own template. ....	15

## List of tables

Table 1: Example of a List of Abbreviations. Source: Own template (2018).....	6
Table 3: Example time schedule for a theory-based or article-based master's thesis (Source: own template) .....	17
Table 4: Example time schedule for a experiment-based master's thesis (Source: own template) .....	18

# **1 Introduction**

You have decided to write your project, bachelor or master thesis at our institute. To get you off to a good start and ensure a smooth workflow, we've put together these guidelines for you. If you have any questions or problems, please do not hesitate to contact your supervisor.

These guidelines for writing an academic paper are primarily intended for students of the Institute of Waste Management and Circular Economy at TUD Dresden University of Technology.

Students of the Institute of Waste Management and Circular Economy (IAK) should demonstrate their ability to grasp an engineering assignment, develop solutions and explain the results clearly and concisely in a report within a given time frame.

Writing an academic thesis primarily comprises of:

- Collecting information
- Analyzing the information
- Presenting the results

## **1.1 Collecting information, research and reference management**

When you are starting your paper, make sure you allow yourself enough time to examine the literature. Review articles, final theses and textbooks are normally good starting points for initial research.

Exploring the literature in advance helps you to thoroughly engage with your subject matter from the very beginning. The results of literature and internet researches, company information and, where applicable, evaluation of experiment results offer a solid resource pool.

It's essential to document right away which articles you have read and what seems significant to you from your current perspective. We recommend writing short synopses in your own words which you can later use in your thesis text.

All external sources must be identified as such and should be clearly traceable for the reader. It will be assumed that any texts which are not marked as external sources were entirely your own ideas. Internet sources in particular are generally not easy to trace and are often considered unreliable. Thus, you should only use sources from trustworthy websites (universities, authorities, associations, well-known companies, etc. — not Wikipedia!). Make sure you check every source of information for its reliability and plausibility. Please note that companies and associations often have a vested interest. Therefore, you should read these sources with a critical eye.

We expressly advise you that copying and pasting whole passages of text from electronic sources — even if you name the source — in no way satisfies the requirements for academic writing and is absolutely unacceptable!

### **Reference management**

Either select a reference management software or start using your own organization method at an early stage so that you can find an article you want again later. The SLUB offers courses on reference management. You can find a list of well-known reference management software by clicking on the following link: <https://www.slub-dresden.de/en/research/writing-and-publishing/reference-management>

### **Laboratory notebook**

If you will be conducting experiments as a part of your thesis, make sure you keep a thorough and chronological laboratory notebook. You need to make sure that when third parties read your lab notebook, they can understand your test setup and the experiment without having to ask you.

## **1.2 Analyzing your findings**

You should compile your findings so that conclusions can be drawn from the information that would otherwise have been impossible without your work. A specialist in the area must be able to read and understand your work without problems. You should demonstrate that you can apply the technical skills you have acquired during your studies.

### **Word processing**

Get familiar with the software you want to use for writing early on. The SLUB also offers courses in this area. In particular, you should make sure you understand how to use templates, how to create an automatic table of contents and how to properly incorporate sources into the text.

Under the following link, you can download the Institute style sheets (in German). You can use these as a guide for your thesis layout.

<https://tu-dresden.de/bu/umwelt/hydro/iak/studium/abschlussarbeiten/formatvorlagen>

You can apply for a free Windows Office license via <https://campussachsen.tu-dresden.de>.

### **Writing your thesis**

Writing down your thoughts early on helps to organize them and develop a good structure for your thesis. Start writing notes during the research and data collection phase of your research.

Important: The first draft doesn't have to be perfect. The creation of a well-structured, comprehensible text that meets academic standards is usually the result of multiple revisions. Let your supervisor know when you will send them your first drafts. If you would like to work on your academic writing or improve your writing skills before working on your thesis text, we recommend TU Dresden's Writing Center website, which you can find here:

[https://tu-dresden.de/karriere/weiterbildung/zentrum-fuer-weiterbildung/schreib-zentrum?set\\_language=en](https://tu-dresden.de/karriere/weiterbildung/zentrum-fuer-weiterbildung/schreib-zentrum?set_language=en)

### **Fine-tuning**

Before the final edit, there are normally numerous revision steps. We recommend firstly working on overarching topics before starting on the fine-tuning of the text. It makes the most sense to correct spelling and grammar when there are no longer considerable changes to be made to the content. We recommend concentrating on a separate aspect with each revision (restructuring, wording, correcting errors in the content and then formatting).

Keep your language as clear as possible: use short sentences, keep your language simple and present complicated content clearly.

## **1.3 Presenting the results**

The written thesis provides insight into both the results of your scientific work and your working style. This is why your final paper should:

- Be neatly presented as a hardbound booklet
- Adhere to common layout (typeface, images, tables) standards (e.g. DIN - the German Institute for Standardization)
- Use units of measurements accepted by DIN or SI<sup>1</sup>
- Follow a logical structure
- Contain a carefully prepared list of sources
- Adhere to predefined time frames (e.g. due date)

Concerning the length of your thesis, you should find a 'happy medium' between too concise and too lengthy. If your text is too short, this may mean that third parties cannot follow your thought processes and results. Lengthy theses (e.g., more than 100 pages) are impractical for your scientific audience. Therefore, engineers should strive for short, precise and clear language. Please avoid long, convoluted sentences as much as possible.

---

<sup>1</sup> "Système International d'Unités" (1960), International System of Units

## **2 Structuring the content**

An academic paper should be composed of the following components:

1. Blank page
2. Title page
3. Assignment
4. Contents
5. List of abbreviations
6. List of figures
7. List of tables
8. (Acknowledgments)
9. (Preamble)
10. Main body
  - 10.1 Introduction
  - 10.2 (Objective)
  - 10.3 Current knowledge / background / theoretical framework / literature review
  - 10.4 Methodology
  - 10.5 Results
  - 10.6 Evaluation
  - 10.7 Discussion and place in literature context
  - 10.8 Conclusion (and outlook)
  - 10.9 Outlook (if not already included in the conclusion)
11. Bibliography
12. Plagiarism declaration of originality
13. Blank page
14. (List of appendices)
15. (Appendices)

### **2.1 Title page**

Your title page should include the title of your thesis, the thesis type (bachelor, masters, etc.), your institute, supervisor, place and date. We have included an example of how your title page can be structured in the appendix.



## 2.2 Assignment

The assignment as issued by the Chair should precede the main body of the thesis. If you must hand in three copies of your thesis, please precede the paper with a copy of the original assignment.

An academic paper should always aim to answer a research question. The motivation for this question will be explained in the introduction. The following sections of text should aim to develop the question, present the information necessary to answer it and state the outlooks we can draw from this.

Thus, every chapter has an objective and should also link to the other chapters of your thesis, which can be cross-referenced. Introductory and summary sections at the beginning and end of your chapters can help the reader navigate your text.

## 2.3 Contents

The table of contents allows the reader to navigate your academic paper easily and should therefore follow a logical structure. The organization of your contents page provides a glimpse into how the subject matter was approached and evaluated.

When creating your table of contents, please make sure that:

- Your paper's chapters and sections are clearly marked by page number and are exactly the same as the headings you use in the main text body<sup>2</sup>,
- You use the same font size for headings with the same level of importance (e.g. all chapter headings in a larger font) so that the central theme of your thesis is clear
- Subheadings should not contain word-for-word repetitions of a heading, such as:

"1. Introduction and assignment

"1.1 Introduction....."

"1.2 Assignment.....",

- You should use a maximum of four (ideally three) heading levels to ensure ease of reading
- Your table of contents should not be longer than two pages

Please see the example below of how we usually organize our contents page. You may wish to type the subheadings in bold for ease of reading:

---

<sup>2</sup>**Tip:** Automatically generated table of contents — Most word processing programs allow you to create an automatically generated contents page from the headings used in your document.

## Contents

<b>1.</b>	<b>Introduction and assignment.....</b>	<b>1</b>
<b>2.</b>	<b>Legal basis of organic waste treatment.....</b>	<b>4</b>
2.1	Circular economy and waste management law.....	6
2.1.1	Principles.....	8
2.1.2	Product responsibility.....	10
2.1.3	Planning responsibility.....	11
2.2	Biowaste ordinance.....	13

If you want to include subheadings, then a chapter should have at least two subheadings. It doesn't make sense to only have one subheading in a list.

If your thesis comprises several important lines of thought, we recommend dividing these into sub-chapters. Each part then has its own independent classification scheme.

## 2.4 Abbreviations

If you use specialist, non-standard abbreviations in your text, you need to explain these in a List of Abbreviations. Please be mindful of superscripts and subscripts. We have put together a list of examples for these abbreviation types in Table 1.

**Table 1: Example of a List of Abbreviations. Source: Own representation (2018)**

---

$A_o$	=	Inner surface
$A_i$	=	Outer surface
BioAbfV	=	Biowaste ordinance
BOD	=	Biochemical oxygen demand
$h_{M1}$	=	Height of the compost heap at the start of the test
$h_{M2}$	=	Height of the compost heap at the end of the test
$k_f$	=	intrinsic permeability
ODM	=	Organic dry matter
TASi	=	Technical guidelines for treatment and disposal of municipal waste

---

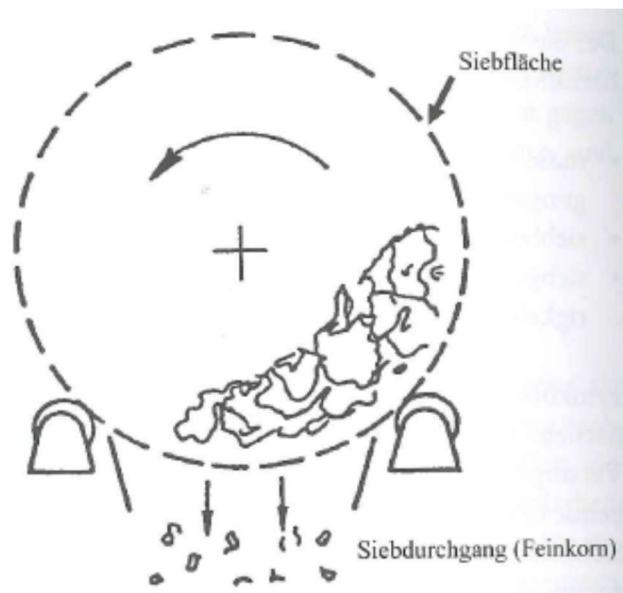
If you use abbreviations in your reference list (for example abbreviation of journal titles), these do not need to be included in the List of Abbreviations. We recommend avoiding the use of little-

known, 'convenience' abbreviations in your text. Common, non-technical abbreviations such as 'etc.' or 'e.g.' do not have to be included in the List of Abbreviations.

## 2.5 Images, tables and formulas

Tables and images are crucial in engineering sciences. They help to illustrate elaborate and complex material. Therefore, they should be easy for the reader to navigate.

All tables or images you use in your text should have a figure number and a brief description of what it illustrates. In your List of Figures and List of Tables, you should include the figure number, a brief description of the image and the page number for where the image is located in your text<sup>3</sup>. Formulas, just like figures and tables, must be clearly numbered in the right-hand margin, but do not need their own reference list. Add a reference in your text whenever you refer to them. All images in your text should have a caption. See the example in figure 1.



Tables should include a heading. For an example, please see 'Table 1'.

Figures and tables in a foreign language should be translated or briefly explained in English. Large-format tables and figures (e.g., photo documentation) should be included in the appendix, with a reference to them in the text.

**Figure 1: Diagram of a drum screen Source: Bilitewski (2013).**

---

<sup>3</sup> You can also use the tool for automatically generating a table of contents for the creation of your Lists of Figures and List of Tables (see section 3.3).

## **2.6 Preamble, main body, conclusion and outlook**

You may include a preamble in your thesis if you would like to. A preamble contains personal comments about your motivation or any difficulties you had undertaking the project. Any observations about the subject matter, methodology or the aim of the thesis must be included in the introduction.

Use clear, easily understandable language in your text. A wordy, pretentious style or spelling and punctuation errors diminish the quality of the work. Paying close attention to the precise derivation of formulas or calculations is particularly important in engineering sciences. They need to be comprehensible and verifiable for experts in the field.

An outlook contains aspects that could not yet be dealt with in your thesis. It might identify areas in need of further research or you can describe development trends here.

In the conclusion, you should summarize the important results from your work. Your introduction and conclusion texts should give the reader a solid orientation of your paper.

## **3 Formatting**

### **3.1 Paper size and margins**

Academic work should be completed on A4 paper. The page margins must constitute 3cm on the inside (towards the spine), 2cm on the outside, 3cm above and 2cm below. Please make sure images and tables also stay within the margins.

### **3.2 Page numbering**

Please use Arabic numerals for the page numbering in the main body of the text. The cover sheet should be counted, but not given a page number. Please do not count blank pages. Place the page numbers on the right side of the page, either at the top or the bottom. Appendices, photo documentation, lists of tables and abbreviations, etc. may either be included in the main text numbering or have a separate numbering system comprised of Roman numerals.

### **3.3 Typeface and spacing**

Please use either the 'Arial' (11 pt) or 'Times New Roman' (12 pt) font with 1.5 line spacing for your thesis. For chapter titles, use a larger font size (12/14 pt) and bold to highlight the text. Header or footer text (as well as footnotes) should be written in smaller fonts (8/10 pt). These should be clearly separated from the main text body by a horizontal line (for footnotes: at least 3 cm long; for headers: across the entire page width).

### 3.4 Typography and style

The typography and style of your work should follow commonly used forms and general good practice. You should always use a medium space (Ctrl + shift + spacebar) between a number and a symbol (e.g. B. 10 V, 36 °C). This does not apply for degree symbols without a quantifier (20°). Don't leave a space between the letters in an abbreviation (e.g. i.e., etc.).

You may want to place a medium space between words or numbers you are joining with a dash to improve readability. If you choose to do this, remember to use the medium space on each side of the dash.

You can also use an en dash '-' to show the range between figures and replace the word 'to' (e.g. 1–10 cm). To do this in Word: Ctrl + - (in the number keypad). It is always written without spacing and should not be confused with the minus sign.

Here are the writing styles for quantities and units:

Write the following in italics:

- Physical quantities (e.g.  $m$  [mass],  $U$  [voltage])
- Variables (e.g.  $x$ ;  $n$ )
- Function and operator symbols, the meaning of which has been freely chosen (e.g.  $f(x)$ )

Write the following without any formatting:

- Units and their quantifiers (e.g. Kg; pF; V; dB; or EUR)
- Numbers (e.g. 4.5; 67; ×8; ½)
- Function and operator symbols with fixed meaning (e.g. sin; lg; p)
- Chemical elements and compounds (e.g. Cu; H<sub>2</sub>O)

### 3.5 References and citations

Any direct or indirect references to the work of third parties must be referenced, as this is the intellectual property of the writer. For the sake of academic integrity, you should clearly mark these. When referencing, please take note of the following principles:

- The reader must be able to identify the sources you have used.
- When adding quotes to your text, make sure you don't take them out of context to avoid any misunderstanding.
- Please use the APA 6th citation style.
- Your reference can either precede or follow the citation in parenthesis.

- Paraphrasing is when you refer to the intellectual property of a third party, without quoting them word-for-word. Even if you are not directly quoting your source, you still need to reference them. Here is an example:
  - The following report illustrates the need to critically review the efficiency of microreptiles in processing technology, even though experts promote the universal application of *Intecosaurus lutulentus* (Bilitewski, 2000).
- Place direct quotes in quotation marks and make sure they are an exact copy of the original source material. If your source text contains bold, italics or any kind of formatting, these should also be included in your quote.
- Here is an example of how to reference a direct quote correctly:
  - Bilitewski (2000, p. 299f) sees an interesting development in biological waste treatment concerning the future use of the microreptide *Intecosaurus lutulentus*, which "...could revolutionize traditional waste management from the ground up."
  - Here is the quote for this: "*Intecosaurus lutulentus* exhibits a currently unknown metabolism that could revolutionize traditional waste management from the ground up." (Bilitewski, 2000, p. 299f).
- Word-for-word citations should when possible, not be longer than three sentences. If you cannot avoid using a longer quote, you may consider using a smaller font and single-line spacing.
- If you are citing specific data, please also give the page number for your reference.
- If your reference was written by more than one author, you can name the first author and then write 'et al.' for the others. In your bibliography, a source must have six or more authors to entitle the use of 'et al.'  
 Example for a reference in your text: (Bilitewski et al., 2000)
- Please mark any deviations from the original text as an 'author's note'.
- Omissions are indicated by three dots (...).

Furthermore, protected trademarks or brand names, e.g. with "®" or "TM" (Trademark), such as "Herhof-Trockenstabilatverfahren®" must be identified.

### 3.6 Footnotes

Please avoid using footnotes, if possible. In exceptional cases, you can use footnotes to write additional comments at the bottom of the page. The reader can recognize a footnote by a superscript

number within the text<sup>4</sup>. A footnote should normally not continue on to the following page and using footnotes for referencing is no longer common practice.

---

<sup>4</sup> For more on footnote formatting, please see Chapter 2.



### 3.7 Bibliography

The bibliography is a detailed list of all the sources you used while writing your thesis. Your bibliography should be listed alphabetically, either according to writer or source name. Please arrange your bibliography following the APA 6th style.

Here is an example of how your bibliography may be arranged:

Bilitewski, B.; Härdtle G. & Marek K.(2000): Abfallwirtschaft. Handbuch für Praxis und Lehre. [Waste Management. A Handbook for Practice and Theory] 3rd edition. Springer-Verlag, Berlin.

Bilitewski, B. & Schirmer, M. (2003): Ökonomische Vorteile bei der energetischen Verwertung von Ersatzbrennstoffen aus Restabfällen unter Berücksichtigung des EU-Richtlinienvorschlages zum Emissionshandel. [Economic advantages for energy recovery of substitute fuels from residual waste, taking into account the proposed EU directive on emissions trading.] In: Müll und Abfall (12-2002), pp. 644 – 650.

Müller, M.(2002): Einsatzmöglichkeiten von Mikroorganismen bei der Aufbereitung von mineralischen Baustellenabfällen. Effizienzvergleich von *Petrophaga lorioti* und *Intecosaurus lutulentus*. [The potential of using microorganisms in the treatment of mineral construction site wastes. Comparison of efficiency between *Petrophaga lorioti* and *Intecosaurus lutulentus*.] Internet publication: [www.bauschuttrecycling.de/downloads](http://www.bauschuttrecycling.de/downloads). Accessed: September 10, 2003

Müller, Marek (2003): Personal communication, September 10, 2003

The Umweltbundesamt [German Environment Agency]: Aktuelle Trends in der Erfassung und Verwertung kommunaler biologischer Abfälle [Current trends in the collection and recycling of municipal biological waste], pp. 324-358. In-house publication, Berlin

If you have a large number of sources, you can subdivide the bibliography according to source type, e.g. books, dissertations, journals, essays, other sources.

### 3.8 Plagiarism declaration

Bachelor and master's theses conclude with a legally binding declaration of originality, which may have the following wording:

"I confirm that this assignment is my own work and that I have not sought or used inadmissible help from third parties. I have clearly referenced all sources as well as the intellectual property of third parties and included these in the bibliography. The work has not yet been published or submitted to another examination institution."

---

Place, date and signature.

## 4 Evaluation criteria

We use the following criteria when marking an academic thesis:

Criteria		Grade 1	Grade 2	Grade 3	Grade 4	Grade 5
Text	<b>2.1 Structure and layout</b>	Specific to topic, faultless, logical	Appropriately balanced (2.4-2.8), logical	Title not applicable, unbalanced (2.4-2.8), some gaps	Inexpedient as a whole, large gaps	Unsystematic, significant gaps, unstructured
	<b>2.2 Language</b>	Impeccable formulation, flowing, technical language, practically flawless	Well formulated, predominantly academic, easy to read, small mistakes	Faults in syntax, hardly any technical language, not easy to read, writing mistakes	Informal language, barely readable, significant writing mistakes	Not readable, informal language, lots of spelling and grammar mistakes
	<b>2.3 Style</b>	Figures and tables clear; uniform formatting; citations uniform/meticulous	Small mistakes in figures; small formatting mistakes; hardly any citation mistakes	Room for improvement in figures and tables; a few formatting and citation mistakes	Unformatted figures and tables; clearly a lot to improve on; significant formatting and citation mistakes	Figures and tables missing; hardly any formatting; lots of citation mistakes
Content	<b>2.4 Introduction</b>	Goals clearly presented, concise derivation, academic	Goals / derivation recognizable, predominantly academic, partly technically justified	Goals unclearly formulated, imperfect derivation/academic character	Goals unrecognizable, imperfect derivation/academic character	Goals unrecognizable, not academic
	<b>2.5 Basic principles</b>	Extensive, versatile presentation; complete, almost only current primary literature	Appropriate, topic-relevant presentation; almost complete, mostly primary literature	Topic-relevant, sufficient presentation; not complete, frequent use of 'filler' (general) sources	Hardly relevant to the topic, incomplete; mostly secondary literature (books, internet)	Large gaps and errors, barely any academic literature, mostly secondary (internet) sources
	<b>2.6 Materials / Methods</b>	Technically reasoned, appropriately detailed, complete	Appropriate, almost complete	Topic-relevant, some gaps and mistakes	Gaps, not well-documented	Serious errors, incomplete

					mented, significant mistakes	
	<b>2.7 Results</b>	Relevant findings, embedded within the context/literature, <b>coherent evaluation of the results</b>	Plausible findings, <b>coherent analysis of the results</b> , hardly/not placed within literature context	Evaluation partly reliable, no ordering/reflection, <b>results documented</b> , errors recognized/discussed	Evaluation only reliable to a small extent, no findings/relation to literature, <b>only documentation</b> , errors not recognized	Evaluation contains significant errors/unusable, no findings/relation to literature, <b>only documentation</b> , errors not recognized
	<b>2.8 Conclusion / Outlook</b>	Conclusion/well-reasoned outlook, suggests alternative solutions, reflective, established link to existing literature, <b>discusses thesis</b>	Conclusion/outlook included, conclusive evaluation, factual analysis, positioning, hardly any/no link to existing literature	Inadequate conclusion/outlook, summary without discussion, hardly any interpretation/reflection, no links to existing literature	No conclusion/outlook, listing of results without any evaluation/discussion, no links to literature/practice	Listing of (false) results without evaluation, no discussion/reflection, no links to literature/practice
	<b>2.9 Skills</b>	Professionally applied research design, very engaging work, highly applicable	Motivated, structured, skillful, well-prepared/planned, diligent, authoritative	Inadequate planning/structure, little motivation, but deducible and authoritative	Badly structured working style, hardly prepared, not applicable	Unmotivated, unstructured/no plan, resistant to advice, not applicable
	<b>2.10 Originality</b>	Own/very good new ideas, highly skilled/complex, complicated conditions	Own ideas, clearly independent conclusions	Own ideas / thoughts are recognizable	Hardly any ideas, routine or diligent work, Work covers teaching content	No ideas/routine/diligent work, based on general knowledge

**Figure 2: Evaluation criteria for hydro sciences Source: Own template.**

You can ask your supervisor for the evaluation criteria for your thesis.

## 5 Additional Notes

### 5.1 Organization and planning

Before starting your thesis, work out a rough plan and schedule. Then, create an overview of everything you need to do in order to complete your thesis. Estimate the amount of time you will need for each step and set a deadline for when each step should be completed. Note parallels between individual steps. Don't forget to allow time for background reading before starting your text, the final proofreading and printing/binding at the end. Plan an extra time buffer to allow for the unexpected.

Creating a time schedule for your thesis will make the organization and writing of your thesis a lot more efficient. Moreover, successfully keeping to a time schedule is good preparation for your future career, where you will be expected to keep to deadlines. Table 2 and Table 3 illustrate examples of a time schedule.

But please note: This is only an initial plan to start with. You will have to adapt your plan throughout. Nevertheless, you should try and keep your time schedule as accurate as possible. This will enable you to check later if you are keeping to your plan. Each step should include as realistic a time estimate as possible.

Your supervisor would be happy to look over your time schedule with you and discuss if your planning is realistic.

**Table 2: Example time schedule for a theory-based or article-based master's thesis (Source: own representation)**

Tasks	Month 1	Month 2	Month 3	Month 4	Month 5
Source research	■	■	■	■	■
Rough structuring		■			
Correspondences			■	■	■
Create draft			■	■	■
Modify draft					■
First edit/consultation with supervisor			■	■	■
Clean copy, final edit, binding					■

**Table 3: Example time schedule for an experiment-based master’s thesis (Source: own representation)**

Tasks	Month 1	Month 2	Month 3	Month 4	Month 5
Source research	■	■	■	■	■
Test scheme and pilot tests		■	■	■	
Orders and experimental setup			■	■	■
Experimental procedure			■	■	■
Experimental data			■	■	■
Create and modify draft				■	■
First edit/consultation with supervisor			■	■	■
Clean copy, final edit, binding					■

## 5.2 Meetings with your supervisor

Projects and theses should largely be worked on independently, your supervisor will support you in an advisory capacity. If you consult with your supervisor intensively, the demands on the quality and breadth of your work will increase.

Take the time to prepare for meetings with your supervisor. Set a clear goal: What do you want to achieve with the meeting? Think about what information (e.g. texts, structure, results) you need to share with your supervisor before the meeting so that it runs efficiently.

Following up on meetings is also important. You can request that your supervisor sends you concise minutes with the most important results and agreements within two days. This way you can be sure that you didn't forget anything important and that you understood everything correctly.

### 5.3 Submission and defense

Bachelor and master's theses need to be submitted as paper copies with a robust front and back cover. We particularly recommend hardbound books with staple binding. For project work, you don't need to submit the written composition as a hard copy - you can submit a PDF document. Final theses must be submitted by the given deadline. Generally, you will be expected to submit two copies to the supervising university staff or the Examination Office (please see the latest version of the examination regulations).

At our Institute, we ask you to submit the following documents along with your final thesis:

- Autorenreferat (Author presentation) (with thesis submission)
- Thesenblatt (Hypothesis sheet) (with thesis submission)
- A1 poster (for bachelor theses printed only after consultation)
- PowerPoint presentation (for defense appointment)

The A1 poster should summarize the most important tasks and results from your work. Please use the latest TU Dresden layout when creating your poster.

(Please see: <https://tu-dresden.de/bu/umwelt/hydro/iak/studium/abschlussarbeiten/formatvorlagen> [German only])

The defense of your thesis will take place after consultation with your supervisor. Please bring your poster (for bachelor theses printed only after consultation) and PowerPoint presentation to the defense. Your presentation should be around 20 - 25 minutes long. At the end of the presentation, there will be questions about your thesis.

**We wish you the best of luck!**

## 6 Bibliography

Bilitewski, B.; Härdtle G. & Marek K.(2000): Abfallwirtschaft. Handbuch für Praxis und Lehre. [Waste Management. A Handbook for Practice and Theory] 3rd edition. Springer-Verlag, Berlin.

Bilitewski, B. & Härdtle, G. (2013): Abfallwirtschaft. Handbuch für Praxis und Lehre. [Waste Management. A Handbook for Practice and Theory] Springer-Verlag, Berlin.

Thomas, U. (1987): Empfehlungen zur formalen Gestaltung von Diplomarbeiten. [Recommendations for formatting a dissertation] In: WiSt, Book 7, pp. 367 – 372.

Thomé-Kozmiensky, K.-J. (1980): Empfehlungen für die Planung, Durchführung und Gestaltung von wissenschaftlichen Arbeiten [Recommendations for planning, implementing and formatting a scientific dissertation] [Notes from TU Berlin]. In-house publication, Berlin



## 7 Appendix



Fakultät Umweltwissenschaften Institut für Abfall- und Kreislaufwirtschaft

# MASTERARBEIT

Titel der Arbeit

Name, Vorname Matr. Nr. 1234567  
geb. 01.01.2001 Stadt

TUD, Fakultät Umweltwissenschaften, Institut für Abfall- und Kreislaufwirtschaft

Hochschullehrer: Prof. Dr.-Ing. habil. Christina Domack  
Dipl.-Ing. Max Mustermann

Termin der Abgabe: Dresden, 01.01.2001