Guidelines for completing your MSc Thesis and finishing your studies in Neural Systems and Computation

Learning Agreement:

A learning agreement must be signed by both student and mentor at the start of the studies (first semester). Please provide the NSC administration with the signed agreement.

Auflagen:

☐ If you have been assigned "Auflagen" courses with your acceptance, you must have completed these courses by the time indicated, and before registering for the oral MSC exam.

☐ "Auflagen" courses <u>do not count</u> towards the required 90 credit points for modules.

☐ "Auflagen" courses are treated like compulsory courses i.e. core modules. This means that you can fail such exams only once before being suspended from the program and you cannot replace these courses with other courses.

Core modules, Elective Core Modules, Elective Modules:

☐ You must have finished all your core modules, elective core modules, and elective modules before you can take the oral exam. In total the credits for all modules have to sum up to at least 90 ECTS. Additional requirements for the credits points counted towards elective core modules are listed on the NSC webpage https://www.nsc.uzh.ch.

☐ Journal Club: Register early for a time slot. However, once a date for your presentation has been set it cannot be changed without approval by M. Fatih Yanik (yanik@ethz.ch).

☐ Around the end of semester 3, make sure that you have taken all your core and elective core modules. Around the end of semester 3, meet with the MSc coordinator and have your list of elective modules approved (including courses that you plan to take in semester 4). Contact the NSC coordinator if there are questions about elective modules eligibility. You do not have to do this if **all** your elective modules are on the list of suitable elective modules on the NSC website.

☐ If you have taken courses at other universities, you are responsible for having them registered with UZH before registering for the MSc oral exam.

☐ Be aware that all grades for modules (including failed courses) will show up on a transcript of records, which you can request any time from the Office of the Dean of Studies of the Mathematics and Natural Science faculty (MNF). In your final academic record, which you can only receive after finishing your MSc, only the courses you passed will show up.

☐ Registering for a course and not taking it will result in a bad grade on your transcript of records. Same is true for an exam for which you register but do not take. To avoid this from happening, unregister before the respective deadlines.

Short projects and MSc Thesis:

☐ Complete the registration form for your project/thesis and have it signed by your supervisor(s) at the start of your thesis / project. Submit the signed form to the NSC Administration. The project/thesis starting date cannot precede the date on which the form is signed.

☐ The time allocated for a thesis (i.e. 6 or 9 months) is an <u>upper bound</u>, not a lower bound.

☐ You will receive an email with instructions how to access a repository to upload all important data for your project/thesis to an INI server. You need to upload a PDF copy of the report,

source code, data files, Latex or Word files, figures, and other files specified by your supervisor. Your supervisor needs to approve that the data handed in are sufficient.

External MSc Thesis or Short Projects:

☐ Plans for external theses or short projects are not encouraged and must be pre-approved by the MSc program's director. You thus need to hand in a 1-2 pages proposal describing your external project. The program director has to approve this proposal. You also need a formal NSC-based supervisor who must be a professor listed on the NSC website.

☐ Upload all data as specified above for MSc theses. Your UZH/ETH supervisor needs to approve that the data handed in are sufficient.

☐ The external supervisor must send an evaluation report to the NSC Professor. The final grade will be given by the NSC Professor.

Oral exam:

☐ Present your thesis in the INI lab meeting (Wednesdays from 16:00-17:00). Make sure that your responsible NSC Professor (and, if applicable, supervisors) are present at the oral exam. The oral exam must take place during the INI lab meetings and cannot be replaced by a presentation at another institute/place.

☐ Your talk time is 20 minutes, excluding 10 minutes for questions.

☐ You must have all your modules completed, and short projects and thesis handed in by your responsible NSC Professor before you can take the oral exam. The oral exam is the final exam of your MSc studies.

☐ The exam will be cancelled if any of these requirements are not met.

☐ Contact Benjamin Grewe (bgrewe@ini.ethz.ch) about open time slots at the lab meeting. It is your responsibility to inform NSC administration and your supervisor(s) about the date of your oral exam.

☐ Reserve a time slot at least three months in advance. You can see a list of time slots that are already reserved at http://www.ini.uzh.ch/admin/modules/ini/ini_meetings.php?mtyp=570.

  If all possible time slots for you are already assigned, you can try to contact PhD students with assigned time slots to switch their presentation date with you (it is your responsibility to arrange this with INI PhD students).

☐ A draft of your thesis has to be presented to your supervisor(s) at least one month before the oral exam. If your supervisor(s) do not receive your thesis in time, they can request to cancel or move the oral exam.

☐ All projects have to be submitted and approved at least one week before the oral exam.

☐ Your presentation will be recorded on video.

Degree Request:

☐ You can request your degree after you have completed all exams and courses. You will not receive your degree automatically. Use the following link for the degree request:
  https://studentadmin.mnf.uzh.ch/index.php?id=84