

Research Team “Climate Dynamics and Modeling” at University of Vienna

This document, together with another document that describes our team values and ways of communicating, is the basis for how we work with BSc students during their time in our team.

For most students, the BSc thesis is their first experience in doing research. We are grateful for the opportunity to work with students and see them grow during this time. We do not advise topics that are not connected to our own research in one way or another, as we believe this would hinder a successful research experience.

1. Before the start of the thesis

We respond in a timely manner when students contact us about a BSc thesis (<1 week) and suggest at least one topic. In our reply, we also refer students to this document and the document about our team values and ways of communicating, and ask them to read both carefully. We expect students working with us to agree to the content of these documents. Once a student and an advisor have been matched, they, together with Aiko, will agree on a date of the kick-off meeting. The kick-off meeting marks the official start of the BSc thesis.

2. Rules

- A BSc thesis corresponds to 7 ECTS (175 work hours, i.e., a little more than one month of full-time work).
- There is only one advisor per thesis.
- Anyone with an MSc degree can be an advisor.
- The advisor receives 0.25 SWS.
- The advisor should only advise one BSc thesis at a time.
- In most cases Aiko is not be the advisor. Nevertheless, he attends the kick-off meeting, the BSc presentation and the final feedback meeting.
- A typical BSc thesis is no longer than 20 pages including figures and references.

3. Responsibilities of the advisor and the students

Advisor:

- Defines the scope, research question and tasks of the thesis in a clear and accessible manner, and communicates them to the student in writing
- Ensures that the student has access to the IMG teaching hub (if applicable)
- Provides the student with working data analysis scripts (if applicable)
- Makes sure that the necessary data is available to the student at the start of the thesis
- Provides one-time feedback on draft of presentation
- Provides one-time feedback on draft of thesis
- Grades the thesis and BSc presentation
- Organizes the final feedback meeting
- Allocates time to help and meet with the student

Student:

- Is self-directed and eager to learn
- Takes ownership of their BSc thesis
- Seeks help and advice in a proactive manner: a meeting with the advisor in addition to the kick-off and the final feedback meetings needs to be initiated by the student
- Presents their work once in the BSc seminar
- The draft of the presentation needs to be sent to the advisor for feedback at least 1 week before the date of the presentation
- The thesis draft needs to be sent to the advisor at least 1 week before the planned date of the submission
- Completes the thesis within 1 semester

4. Kick-off meeting

The kickoff meeting signals the start of the BSc thesis and always includes Aiko. The typical duration is 30 mins. The following should be accomplished in the meeting:

- Define the scope of the thesis, the research question and the tasks
- Direct the student to the relevant literature
- Ensure that the student has access to the IMG teaching hub as well as the required data and analysis scripts
- Agree on the date of the presentation in the BSc seminar
- Agree on the date of the submission of the BSc thesis
- Ensure that all questions from the student are addressed
- Define the means of communication between the student and the advisor

5. Grading

- The advisor and Aiko both read the thesis and agree on a grade.
- The grade is communicated to the student by email.

6. Final feedback meeting

The student, the advisor and Aiko hold a final meeting after the thesis grade has been communicated to the student. In the meeting, we provide feedback to the student on the thesis as well as the student's performance. We also seek feedback from the student to help us identify strengths and weaknesses in our advising. To this end, we provide the student with feedback questions prior to the meeting. The meeting typically lasts 30 minutes and is organized by the advisor.