



TTC Bachelor Project

Information for Students

Presentation: Monday, 19 January 2015
10:00 P.M., TTC, Auditorium



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Purpose and Composition of Bachelor Project

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Pre-Conditions and Framework

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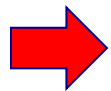
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Formal Criteria, Form and Structure



Purpose of the Bachelor Project

- How do I solve a technical problem?
- What do I have to consider as a vocational trainer?
- How can I prove my ideas scientifically?

 **You will have to prove your competence to transfer your technical competence into a vocational training context.**



Competence

- **Technical competence:** elaborate on a technical task, document the solving process, and evaluate its results
- **Pedagogical competence:** develop material, consider didactic and technical influences, plan vocational training
- **Scientific competence:** find and apply scientific resources in order to verify your technical and pedagogical competence



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Pre-Conditions to Start YOUR Bachelor Project

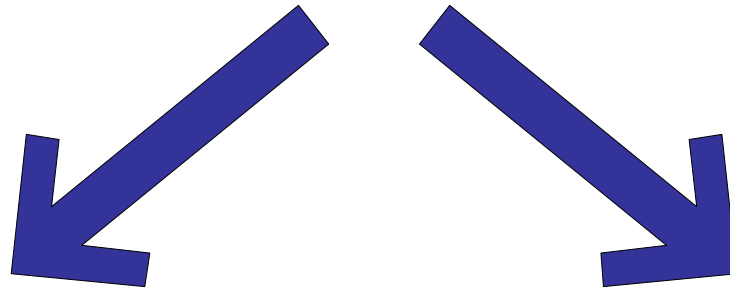
- Successful completion of semester 7.
- Submission of the Bachelor Project registration form according to deadline.

 **Deadline for submission of the BP registration form to the Student Affairs Office is Thursday, February 5th, 2015.**



Composition of Bachelor Project Grade

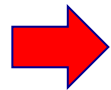
Bachelor Project



Thesis: 2/3

Colloquium: 1/3

Concise presentation of project



Altogether, 12 credit points are awarded for the Bachelor Project (= workload of 360 hours)



Timeframe for Bachelor Project

- within a duration of 12 weeks
- under supervision of 2 supervisors
- colloquium, correction and evaluation within 4 weeks after submission



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Purpose and Composition of Bachelor Thesis

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Three Major Phases of the Bachelor Project

1. Organization & planning (according to agreement with the supervisors)
2. Implementation & writing of the Bachelor Thesis

3. Presentation & evaluation

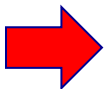
 **Phase 1 and 2 are part of the 12 weeks timeframe and do not include the preliminary work, like finding topic and supervisors!**



Final Submission Process (I)

- FOUR bound print-outs of your thesis to the Student Affairs Office.
- The Bachelor Thesis Supervision Log, which documents the meetings you had with the supervisors.
- Additionally, you send a soft copy of your BP in pdf-format (non-editable) to **your supervisors' email-addresses AND to email-address:**

BP@ttcollege.edu.sa

 **Unbound print-outs and softcopies other than pdf will not be accepted! Deadline for submission: Sunday, May 3rd, 2015.**



Final Submission Process (II)


- The document submitted by email **MUST** be named according to the following format:
[TTC ID number] [Abbreviation for Department] [First Name] [Last Name]
- Abbreviation for departments are:
 - MT** = Mechanical Technology
 - ICT** = Information & Communication Technology
 - EET** = Electronics & Electrical Technology
- ➔ **This document name must also be used in the Subject line of your email.**



Final Submission Process (III): Declaration of originality and independence

You declare that...

- ...you completed your thesis independently and without outside help
- ...you only used the defined sources and study aids
- ...sections reflecting thoughts or work of others are marked accordingly

 **The signed statutory declaration is an inherent part of your Bachelor thesis. It is the last page in each of your four bound print-outs you will submit.**



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What do You Have to Do? (I)

You have to choose...

- ... your 1st supervisor: vocational trainer or pedagogy trainer
- ... the topic of your Bachelor Project together with the supervisor
- ... a 2nd supervisor together with your 1st supervisor



What do You Have to Do? (II)

You have to get ...

- ... your registration form; the form will also be available from the Student Affairs Office

You have to submit ...

- ... the BP registration form to the Student Affairs Office, respecting formal requirements and deadlines. (Deadline for submission: Thursday, February 5th 2015, 03.00 p.m.)

➔ If formal requirements and deadlines are not met, your Bachelor Project will be considered as failed.



Please consider for the Day of Your BP Submission

The Bachelor Project...

- ... is a regular and very important part of your TTC-study-program.
- ... will be submitted on a regular training day. Thus, all known rules apply, also e.g. wearing of TTC-uniform.
- ... must be submitted IN PERSON to the Student Affairs Office.

 **If formal requirements and deadlines are not met, your Bachelor Project will be considered as failed.**



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Evaluation Criteria for Thesis and Colloquium

Thesis

- Introduction and context
- Main part & conclusion
- Idea, approach, methods
- Presentation, structure and style
- Use of English language

Colloquium

- Presentation
- Oral examination
- Style

 **For further questions concerning the evaluation criteria, please consult with your supervisor.**



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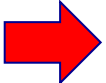
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Formal Criteria, Form and Structure



Formal Criteria

- **Standard:** Bachelor-Thesis must fulfill **international standards** of scientific writing
- **Language:** **English**
- **Length:** about **30 written pages**, not less than 25, not more than 35 (excluding Annexes)

 **You will receive detailed information on layout in your English lessons in the 8th semester. Ask your English trainer.**



Form

- DIN A4, portrait.
- Line spacing is: 1.5 (about 32 lines per page)
- 6pt space after paragraphs
- Font: Arial
- Font size for “normal” text: 12 pt
- Page margins: left and top 3 cm; right and bottom 2.5 cm
- Page numbering starts after Table of Contents that means: Introduction is page 1



Form

- Text should be justified (to avoid big spaces, hyphenation should be on)
- Parenthetical citation (as opposed to footnote citation)
- Pictures / figures / charts etc. should be captioned, referenced and numbered sequentially
- Tables / charts should have headlines
- References follow “TTC house style”



Structure of the Bachelor Thesis

Standard components & arrangement:

- ✓ Cover page
- ✓ Table of Contents
- ✓ Introduction / problem statement
- ✓ Main part
- ✓ Final part / summing up / generalization
- ✓ List of references
- ✓ Annexes
- ✓ Can include additional acknowledgement, dedication or similar content (not to be mentioned in table of content and not to be page numbered)
- ✓ Declaration of originality & independence



Thank you !