TTC Bachelor Project

Information for Students

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

1. Purpose and Composition of Bachelor Project
2. Pre-Conditions and Framework
3. Timeline and Major Phases
4. Your First Steps
5. Evaluation Criteria
6. Formal Criteria, Form and Structure
Purpose and Composition of Bachelor Project

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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
1. Purpose and Composition of Bachelor Thesis
2. Pre-Conditions and Framework
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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 1\textsuperscript{st} supervisor: vocational trainer or pedagogy trainer
- ... the topic of your Bachelor Project together with the supervisor
- ... a 2\textsuperscript{nd} supervisor together with your 1\textsuperscript{st} 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.

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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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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 8\textsuperscript{th} 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!