

# LSIR Semester and Diploma Projects Guidelines

**Please print out and follow these guidelines during your project!**

These guidelines are for students who want to do a semester or diploma project in LSIR. Please read them carefully as the rules defined herein are strict. These rules are not intended to complicate matters but should serve as an informal contract between LSIR and the student. This document should therefore help the student to assess what they are expected to do and what they can expect from LSIR.

## Project lifecycle

A project has the following phases:

1. Application phase
2. Project phase
3. Documentation and final presentation

### 1. Application phase

To register for a project, please do the following:

1. Decide which project(s) you are interested in.
2. Contact the responsible assistant(s) to check whether the project is still available and to get additional information.
3. Write a project overview:
  - Approx. three pages for semester projects and five pages for diploma projects.
  - Give an overview of the project and what you are planning to do. Write a preliminary project schedule with milestones and deadlines.
  - Give a preliminary overview of the relevant software and literature.
4. Send the project overview to the responsible assistant before the end of the project registration deadline. On the basis of your overview and a personal meeting, LSIR will decide whether you are able to perform the project successfully. You will obtain the project assignment and the project time frame.
5. Once the project assignment is done, the project has to be completed within the given time frame. Otherwise you will receive a negative grade. After the assignment, you can change or abandon the project only in special circumstances.

### 2. Project phase

**Project schedule:** You are expected to do your semester project as any professional project would be done and you should consider yourself as the responsible manager. You should therefore have a detailed project schedule by the end of week 2 after the project assignment. Define the deadlines and milestones. Your accomplishments will be checked against this schedule. The schedule will be acknowledged by your advisor.

**Reports:** During your project you are required to give a progress report to your advisor at least every two weeks. Thus, your progress can be monitored and you have the security that your project is going well and progresses in the right direction. Reports can be done via email or as personal meetings with your advisor. The advisor will not request these reports!

**Support:** The advisor is your mentor that supports you in conducting the project. Whenever you feel that your project does not progress as desired or you encounter obstacles, immediately contact the advisor and ask them for support. They will do their best to react as quickly as possible. If you think it is necessary to adjust the project plan (which is quite possible), you should discuss these changes with your advisor.

### 3. Documentation and final presentation

**Documentation:** Your project must be documented according to commonly agreed standards. Minimal requirements for the documentation are:

- Overview of the project
- Goals of the project
- Description of the requirements
- Design and architecture (e.g. UML diagrams of the main components with interactions and descriptions)
- Case studies
- Description of the relevant parts of the implementation
- Tests and evaluation
- Installation and user guide of the software
- References (bibliography)

**Final presentation:** You must present the results of your project to the LSIR members. Prepare a 30 min. talk (not more than 10 slides). After 30 min. you will be stopped to answer questions. Therefore, it is really important that you communicate all relevant points (including software demonstrations) within 30 min.

The presentation is a very important part of your project and will influence your grade! It is recommended to discuss your slides before the presentation with your project advisor.

**Please consider the following points when you write your project report:**

- The documentation is not a sales report but must only contain hard, technical facts.
- Make it as short as possible and as long as necessary.
- No code listings (except if it is something interesting you present in the description of the implementation).
- Only few screenshots. You should describe a graphical user interface conceptually.

### Acceptable use policy

Students will be working on the EPFL network so they have to obey to the acceptable use policy defined by EPFL. This especially means that it is not allowed to store pornographic content and illegally copied copyrighted material on EPFL computers or to make excessive use of network bandwidth (e.g. for content sharing networks). If you fail to obey to this policy (whether intended or by accident), your account will be locked immediately and you will receive a negative grade. If you have to use network resources in a “non-policy” way, for example, to do performance measurements over the network, you are required to get the **prior** consent of your advisor.