

## **Regulations for study works**

published: April 2018

According to modul descriptions, the study work contains following aims:

*The content of a study work is related to a topic given by a supervising professor of the department. As one main result of a study work the students can perform a literature research. The students are able to introduce themselves into a certain topic and thematic area. They will be able to develop independently solutions and results. They are able to present these results in a written form and in scientific style. The development of writing skills is one significant main aim of the study work.*

### **General regulations**

1. The study work is obligatory for **all** students in **all** bachelor courses.
2. The study work can be done in winter semester and in summer semester.
3. The study work has to be done during one semester. The deadline for submission of the study work is the first Monday in the examination period of the current semester. The workload of the study work in the range of 125 to 150 hours.
4. Study works can be offered in German or in English language. Independent from the language, the students from all bachelor courses are allowed to chose the study work. Students of the English bachelor course TCM can as well take a study work offered in German language. However, the limitation to certain bachelor courses can be done by the supervising professor.
5. The study work has to be finished and handed over to the supervising professor in written form (printed on paper and as electronic form – pdf-file or word file). All cited internet sources and references have to be as well documented as pdf-file. The number of pages should be in the rage of 30 to 40 pages. The structure of the study work (style, table of content, text) is the same as for a bachelor thesis.
6. The topic of the study work is given by the supervisor in a way that the students are able to solve the task in the limited given range of time (according to point 3).
7. For each study work together two supervisors are responsible. The first supervising professor defines the topic of the study work and evaluates it with the final mark. Only in seldom cases of a 3<sup>rd</sup> trial, also the second supervisor evaluates the study work. The final marks are communicated to the head of examination committee, who register the results.

### **Additional organizational regulations**

1. The study works are formally distributed by the examination committee.
2. The professors of the department submit the suggestions for topics of study works to the examination committee. Together with the topic also a 2<sup>nd</sup> supervisor has to be named. The suggestions of topic have to be submitted till the end of the previous semester.
3. Students and coworkers of the department cannot submit directly topics for a study work. However, they could suggest adequate topics to potential supervising professors.
4. Defined topics can be dedicated to defined students.
5. Topics may be reserved for specific study courses.
6. Together with the topics also necessary skills expected from the students can be published.
7. Study works can be done also in cooperation with external companies and institutes. However the responsibility remains with the supervisor.
8. One topic of a study work can be given to several students, in maximum to 6 students.
9. A study work can be performed as a group work done by in maximum 4 students. In that case the final report has to contain the related higher work load and the individual contribution of each student has to be marked clearly. The supervising professor has the responsibility to organize this.
10. Similar topics of study works can be offered in following semesters. In this case, the supervising professor has the responsibility to proof that no copies of the reports (full or partly) are submitted as study work.
11. The offered topics and related supervisors are announced to the beginning of each semester.
12. The students apply for the offered topics. The application for one or more topics is possible. The sequence of specified topics determines the priority.
13. If a student takes a topic, he/she has to make an obligatory registration for the corresponding examination. If a registered study work is not submitted until the deadline, the student fail and gain a final mark of 5.0.

**In summary the whole process looks like this:**

- a. Specification of topics at the end of the previous semester. → professors of the department
- b. Publication of offered topics on web pages. → head of examination committee (HEC)
- c. Application for offered topics by students and specification of priorities. → students
- d. Assignment to topics and publication on web page of department FB07. If topics are still available a second application phase is started. → HEC
- e. Application for still available topics. → students
- f. Final assignment to topics and publication on web page → HEC
- g. Students contact supervisors and clear all details immediately after publication of assignment to topics. → students
- h. Obligatory registration for the examination “study work” at beginning of semester within the published application period. → students
- i. Handout of study work to supervisor at beginning of examination period. Time and room for a central handout opportunity is published in the examination schedules. → students
- j. Grades for the study works are send to HEC → supervisors
- k. All grades are registered in examination office → HEC