**Regulations for assigning student research projects**

As of April 2018

The objectives of the "student research project" course as specified in the module description are:
The content of the student research project is the processing of a topic set by lecturers in the department. As a result of the student research project, students can conduct literature research. They are able to familiarize themselves with a limited subject area and in limited depth. They can develop independent approaches to solutions. They are able to present these in scientific writing form (writing skills).

**General**

1. Student research projects are compulsory for all students in all bachelor's degree programs.

2. Student research projects are offered in both the winter and summer semesters.

3. Student research projects are completed within one semester. The latest submission date is the first working day of the exam weeks. The workload for completing the student research project is 125-150 hours.

4. Student research projects can be assigned in German and English. Regardless of the language, they are available to students of all degree programs, unless the topic is specifically limited to certain degree programs or areas of specialization. This means, in particular, that students in the English TCM degree program can work on German student research paper topics and conversely, students in the German degree programs can work on English topics.

5. The student research paper must be submitted in written form as a bound report, with media attachments, and in digital form as a PDF file. The number of pages should generally be between 30 and 40 pages. The formal criteria for the text design of a thesis, as published on the department's website, must be applied. A single copy of the report and the digital data set must be submitted to the supervisor of the student research project.

6. The topic of the term paper must be chosen in such a way that students can independently work on a task from their field of study in accordance with scientific methods within the time frame specified in point 3 and with the workload defined therein.

7. Two examiners, a supervisor and a co-examiner, will be appointed for each individual term paper. The supervisor is the person who sets the topic of the student research project and evaluates the project. Only in the (probably rare) cases of a third attempt or an objection to the evaluation of the project will the co-examiner also grade the student research project. The grades are reported to the chair of the examination board, who enters them into the examination system.

**Organizational**

1. Student research projects are formally assigned by the responsible examination board.

2. The examination boards accept topic proposals from the faculty of the department. The co-examiner must also be specified with the topic proposal. The topic proposals must be submitted by the end of the previous semester.

3. Students and staff cannot submit topic proposals directly, but they are of course not prohibited from approaching lecturers about topics so that they can submit the topic.

4. The topic proposal may also specify students by name for processing, and these students will be assigned the topic without a lottery.

5. Topic proposals may be reserved for students of specific degree programs.

6. The topic proposals may also specify the prior knowledge and skills expected of the students.

7. Student research projects may also be carried out with/in companies, but in any case, the colleague submitting the topic is responsible.

8. Student research projects may be assigned to multiple students at the same time, up to a maximum of six.

9. Student research projects can also be assigned as group assignments to a maximum of 4 students. In this case, it must be ensured that the submitted report, which is correspondingly larger in scope, and the results clearly indicate the individual performance of each student and that the workload defined above can be applied to each student.

10. Study project topics may be reassigned in subsequent semesters. It is the responsibility of the person proposing the topic to ensure that study projects are not simply copied.

11. The topics offered will be announced at the beginning of the semester together with the assigned supervisors and co-supervisors by means of a notice board.

12. Students may apply for one or more of the topics offered. The order of application determines the priority of topic selection. If there are more applications for one topic, the selection of students will be decided by lot.

13. If a student takes on a topic, they must register for the exam at the beginning of the semester. It is not possible to withdraw from this exam registration. A student research project that is not submitted or not submitted on time will be graded with a 5.0.


**Internal organization**

1. Each instructor in the department provides student research project topics for at least 12 students during the academic year. At least 4 different topics should be offered. Parallel processing and repeated topics are possible, as explained above.

2. The basic procedure is as follows:

a. Submission of topics at the end of the previous semester (lecturers)

b. Publication of topics on the Internet ☐ Examination board chair (PAV)

c. Application for topics, stating the order of priority, by the beginning of the semester (Students)

d. Assignment of students to topics, publication on the Internet, and start of a second application phase if there are still open topics (PAV)

e. Application for the still open topics (Students)

f. Final assignment of students to topics and publication on the Internet  (PAV)

g. Detailed consultation between students and topic proposers immediately after the assignments are announced. (Students)

h. Binding registration for the "student research project" exam at the beginning of the semester during the announced registration phase. It is not possible to withdraw from the student research project once it has been accepted. (Students)

i. Submission of the student research project directly to the topic proposers in a single copy at the beginning of the exam phase. The time and place of the central submission will be posted in the exam schedules.   Students

j. Submission of grades for the term papers to the PAV. Papers that are not submitted will be graded with a 5.0. (Instructors)

k. Recording of grades in the exam office.  (PAV)