



# DHBW

Duale Hochschule  
Baden-Württemberg  
**Stuttgart**

Baden-Wuerttemberg  
Cooperative State University (CSU)

**Information on  
completing the  
project papers**



**Business  
School**

**Degree programme  
Business Informatics  
Business Information  
Management**

## **Information on completing the project papers**

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## **1. Formal framework and objective**

In accordance with § 5 Section 1 of the assessment regulations of the Business School, the project paper is counted among the examination works. In accordance with Annex 1 Item 1 of the assessment regulations, the project paper is intended to document the transfer of the scientific basics provided in the theoretical phases and their application in the practical phases. The knowledge of the respective specialised field of science (such as Business Administration or Information Management) is to be applied to a corporate task.

## **2. Topic**

The topic of the project paper is chosen by the student in coordination with the training company. It is necessary to make sure that the topic is suitable with respect to the confidentiality of the data for the requested presentation. If the topic is not rejected by the Head of Department promptly, the topic is regarded as accepted.

## **3. Composition and length**

The structure and formal composition of the project paper must comply with the citing regulations (Binding regulations and instructions for completing written works) issued by the CSU Stuttgart. The project paper should normally comprise 25 pages (text including figures and tables). Deviations are to be authorized by the academic mentor.

The project papers should be used as an important instrument for advancing the capabilities for academic research and serve to prepare students for writing their Bachelor thesis. It is generally recommended that about half of the project paper is used for theoretical aspects; the rest is to deal with the practice-related issues or company tasks, situations and procedures existing in the respective training company. In individual cases, however, deviations from this rule can make sense.

## **4. Schedule and dates**

- (1) The first project paper is completed during the practical phases of the 1<sup>st</sup> academic year. The second project paper is completed during the practical phases of the 2<sup>nd</sup> academic year.
- (2) The training companies shall provide their students with the prerequisites required for writing their project papers; they shall particularly be given the opportunity of acquiring reference material. A staff member of the training company is mentoring the elaboration of the project paper.
- (3) No later than 8 weeks prior to handing in the project paper, the student must inform the Head of Department by electronic means of the project paper topic agreed by the training company and complemented by the objective and an outline draft. The approval is obtained (after feedback and modification, if required) from the Head of Department. The topic is regarded as approved if it is not rejected within 3 weeks. Each project paper is coached by an academic mentor who is nominated by the Head of Department.
- (4) The project paper must be submitted to the DHBW Stuttgart personally on the day fixed by the Head of Department twofold in written form (adhesive binding with transparent cover) as well as in electronic form (for example, CD-Rom, DHBW intranet) as a text file (e.g. MS Word) with additional digital attachments, if applicable.

- (5) If justified, the processing time can be extended by an appropriate period as an exception. This requires a written application by the student. The application (if required for operational reasons) must also include a statement by the moderator of the training company and must be handed in at the CSU prior to the end of the regular closing date. If the student falls ill, a medical certificate must be added to the application for extension.
- (6) The date for the presentation of the 2<sup>nd</sup> project paper is determined by the CSU. For the 1<sup>st</sup> project paper no presentation is required.

### **5. Processing of the project paper**

The student's task is to

- (1) independently search for and view the subject-specific practical and scientific literature required for processing the topic;
- (2) compile facts and problems from practical experience that are relevant for the topic;
- (3) exactly elaborate the practice-related problem definition on the basis of the relevant literature and the conditions in practice;
- (4) elaborate specific solutions that can potentially be used in practice, alternative suggestions, expertises or the like while
- (5) methods from literature and practical experience of the training company shall be used;
- (6) demonstrate the results of the project paper in a clear and systematic structure;
- (7) observe the "Binding regulations for completing written works (citing regulations)" with respect to structure and design of the project paper;
- (8) hand in the project paper at the CSU in due time;
- (9) prepare the presentation herself/himself.

### **6. Evaluation of the project paper**

- (1) The academic mentor evaluates the 1<sup>st</sup> project paper with "passed" or "not passed". In the 2<sup>nd</sup> practical module the project paper and its presentation are partial examinations which are marked separately. The project paper is evaluated by the academic mentor. The presentation is evaluated by a CSU professor and a representative from professional practice. The course of the examination and its results are to be recorded in a transcription. The mark of the module is determined as the average of the project paper mark (2 parts) and the presentation mark (1 part). The presentation of the 2<sup>nd</sup> project paper including discussion is to last about 30 minutes.
- (2) It is decisive for the evaluation of the project paper that the students recognise the relevant issues and that they make their own contribution; this shall particularly be rendered by a systematic problem structuring, a methodical approach for solving the problem and the elaboration of practical solution suggestions.
- (3) Should the closing date not be observed, the project paper is marked with "not passed" (5.0).