FAQ – Project Studies at the Chair for Strategy and Organization

<u>**Administration**</u>:

What is a project study?
➢ Student teams work on concrete questions within a research or practical project. Goal of the project study is to apply acquired knowledge in practice and to gain experience in project management "learning by doing".

How do I register my project study?
➢ Fill out the online registration form with the link from your supervisor.
➢ The office management of the Chair for Strategy and Organization will register your project study.

Where do I find a template for the cover sheet and Declaration of Authorship?
➢ You can download a suggested cover page and the Declaration of Authorship form from our website on http://www.wi.tum.de/programs/downloads/.

How long should the Project Studies module last?
➢ Three months full time.
➢ Six months part time.

Can I do the Project Studies module in a semester when I am on a leave of absence?
➢ No. You cannot be on a leave of absence at any point during the Project Studies module.

How many students should there be in a Project Studies group?
➢ A minimum of two and usually a maximum of five.

<u>**Formal Requirements**</u>:

Should I write the project study in German or English?
➢ We would like point out that at the background of the general internationalization of science and the economy, we highly recommend you to write your project study in English.
➢ However, please clarify with your supervisor und cooperating company if you should write the report in German or English.

I am writing my project study in German. Do I have to provide an English title, too?
➢ Yes.

I am writing my project study in English. Do I have to provide a German title, too?

➢ No.

How should I format my project study?
➢ Use the font style Times New Roman (font size 12) for the text. Write with a line spacing of 2.0. All margins should be 1 inch.

Which citation style should I use?
➢ You should use the citation guidelines of the American Psychological Association (APA). You can access the APA Publication Manual in the library.

How should the project report look like?
➢ Main Report: 15 pages per person (+/- 10%) of written text (not including tables, cover sheet, references, graphs, pictures, and appendix).
➢ Executive Summary: short summary of the project study (3-5 pages) (as PDF)
➢ Optional: Prepare your Executive Summary as an article on the website: https://medium.com/ and include a Word document with the link to the article in the shared folder.
➢ Infographic: Summary of the most interesting findings (as JPEG and original file).

What does the final grade include?
➢ Practical work (individual evaluation): 50%
➢ Project report (team evaluation): 30%
➢ Presentation (individual evaluation): 20%

Do I have to include a table of content?
➢ Following APA, a table of content is not necessary. However, we ask you to include a table of contents in your report.

Submission:

What do I have to hand in?
➢ Electronic version of the main report (Word and PDF).
➢ Electronic version of the final presentation.
➢ Executive Summary: Short Summary of the Project Study (3-5 pages) (as PDF).
➢ Optional: Prepare your Executive Summary as an article on the website: https://medium.com/ and include a Word document with the link to the article in the shared folder.
➢ Infographic: Summary of the most interesting findings (as JPEG and original file).
➢ Appendix: All data, articles/chapters, statistics, literature etc. – thus the whole input and all sources and references you used.
➢ Reference list: References of scientific literature compiled in an Excel-File (template provided in starter package).
➢ Your project file from the literature management software, such as Citavi, Endnote, Mendeley, etc.
➢ OnePager (Found under Submission Documents on our Website)
➢ GenAI Declaration
➢ Pitch Deck/Pain Point Analysis (Optional depending on supervisor)
➢ For more details, please take a closer look at the information on the website under submission documents.

Can I send a scan of the Declaration of Authorship?
➢ No. A scanned signature is not valid.

Can I submit the project study before the submission deadline?
➢ Yes.

If the submission deadline falls on a weekend or holiday, when should I submit my thesis?
➢ On the next working day (Monday to Friday) at the latest.

What date is considered the "examination date"?
➢ The project end date as given on the grade announcement, not the date of the grade announcement. If the project end date falls within one week of the start of lectures, the grade for the project counts in the previous semester. This only applies to the Project Studies module and not in the case of final theses.
➢ Important: Please agree your project title (in German and English) with your supervisor and your fellow team members in advance. This title will be entered on your grade announcement and appear on your certificate.