

## PROJECT SEMINAR

### Guidelines

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#### 1. Description of PROJECT SEMINAR and compulsory module

- Work on a project in small groups (is a compulsory module in the master degree programme)
- The institutes of Geodesy and Geoinformatics offer projects from six different departments depending on the number of participants
- The work on the topic takes place in form of a project seminar
  - o In the 2nd and 3rd semester (12 credit points)
  - o If required a practical of several days is included for data acquisition and evaluation
  - o Besides the practical or lab work, review and presentations are given by students and supervisors in order to discuss methods and results of the project work.
  - o Students will participate in the planning and organisation of the project.
  - o The work on the topic is supposed to get more and more individual in the onward time of the project. This will deepen the students' knowledge and help them to develop independency. Presentations can help to report on methods and results, they will train communication skills as well as an alternating criticism and a stimulating discussion. The discussions will force student to reflect the function of a method and its probable success. By building sensible sub-divisions inside the project's task the group working will be trained.
- A compulsory module is combined to the project seminar (at least 8 credit points).
  - o It consists of lectures from the elective modules,
  - o The specific lectures are determined individually for each project when presented to the participants
- The selection of the project is planned at the end of the 1st semester
- The new topics are presented in a collective presentation event and the tasks will be explained (supervisors are to be named)
- Determination of least and maximum participants for the project (work in small groups)
  - o Each student gets at least one place
  - o Dividing in groups is organised by students independently
- Course work is passed when:
  - o Written final report as group work
  - o Presentation of results in a common event at the end of the 3rd semester
    - Each projects has one hour time including the discussion (proposed time: 30 min presentation, 30 min discussion )
- Graded exam:
  - o The project seminar's all over grade incorporates approx. one third of the qualitative work contribution, each student gets an own grade
  - o questions from compulsory lectures are allowed
  - o at the end of the 3rd semester

### 2. Workflow for supervisors and for the institute:

- Prepare topics for new projects including compulsory lectures (until mid of January), usually the compulsory lectures (chosen from the list of elective lectures) to the project seminar is determined by the supervisors and presented with the new topic.
- Presentation of the new topic (end of January), presentation time approx. 15 min.
  - o General instruction by the student coordinator for students and staff
- Topics are distributed to students, students register into groups and student coordinator sends participant's list to supervisors (beginning of February)
- Project work (April-January), eventually mid-year presentation or discussion (July/October)
- If applicable an external trainer can be invited to teach project management topics
- Final project presentation (end of January)
  - o Technical equipment: students of the semester are responsible
  - o Moderation: student coordinator nominates one of the supervisors
  - o Organisation: student coordinator
    - Date of the presentation and room
    - order of the groups and eventually breaks
- final graded exam (colloquium) (end of January/beginning of February)
- Project seminar grade (beginning of February): registration by main supervisor into the online-exam system (QIS)

3. Schedule

	Project seminar	Who
<b>AUG</b>	Introduction appointment is planned	Student coordinator
<b>SEP</b>	Appointments are released (LSF/StudIP)	Student coordinator
<b>OCT-NOV</b>		
<b>DEC</b>	New topics are enquired	Student coordinator
<b>End JAN</b>	General introduction New topics presented Assignment in groups	Student coordinator Supervisors Students
<b>FEB</b>	Participant's list is distributed	Student coordinator
<b>MAR</b>		
<b>APR</b>	Project starts	Students + Supervisors
<b>MAI</b>	Project	Students + Supervisors
<b>JUN</b>	Project	Students + Supervisors
	Mid year presentation possible	Students + Supervisors + Professors
<b>JUL</b>		
<b>AUG</b>	Final presentation appointment is planned	Student coordinator
<b>SEP</b>	Appointments are released (LSF/StudIP)	Student coordinator
<b>OCT</b>	Project	Studierende + Supervisors
<b>NOV</b>	Project	Studierende + Supervisors
<b>DEC</b>	Project	Studierende + Supervisors
<b>JAN</b>	Final presentation and exam	Studierende + Supervisors + Professors
<b>FEB</b>	Registration of grades and course work	Supervisors