

## **Academic Rules for IPW 2016**

### **Before the IPW**

In order to facilitate the organisation, we would like to ask you to fill in the online application, which can be found under the following link:

<https://www.service4mobility.com/europe/ContentServlet>

It would be nice if you could suggest 2 possible projects and mention the teaching language you prefer.

If possible, all projects should be offered in English but in interdisciplinary projects French, Spanish, Italian, Russian or the combination of two languages (e.g. English and Spanish or Russian) in one project might be possible as well.

Please fill in the online application not later than 22<sup>nd</sup> January 2016 (You can do it immediately as well.).

A commission will select the participants and projects by mid-February. We will inform you as soon as possible if your project (and which one) has been selected. We will send you all necessary information and documents (including the "Teaching Assignment") by the end of February.

### **During the IPW**

Every lecturer will get approximately 15 to 20 students in his or her group depending on the number of visiting lecturers. You will teach the same group during the week and teaching will be a combination of lecturing, group work and other classroom activities. Case studies can be used in class or given as after-class assignments.

Every student group will choose 3 to 5 students who will give the final presentation on Friday. The goal of the presentation is to present the key findings and outcomes of the project. The length of each presentation should not exceed 10 minutes.

#### IPW Schedule

Monday:

09:15 – 09:45 Opening Session for all lecturers and participating students. It will be organised in a large auditorium and all visiting lecturers will be asked to introduce themselves briefly.

10:00 – 12:45 Projects will be held by lecturers.

14:00 – 17:00 Students are supposed to continue their project work independently

Tuesday, Wednesday:

09:00 – 12:45 Classes run by lecturers.

14:00 – 17:00 Independent student project work.

Thursday:

09:00 – 12:00 Independent student project work.

13:00 – 14:00 University presentations which are conducted by the guest lecturers.

14:00 – 19:00 Classes run by lecturers.

Friday:

09:00 – 10:00 Classes run by lecturers.

10:00 – 10:45 Closing Session.

11:00 – 13:00 Final student presentations, held in three auditoriums.

### Student work load

The students will earn 2 ECTS credit points for completing IPW that means altogether 50 to 60 hours of work. Classes with lecturers and presentations cover 20 hours, independent student project work covers 20 hours, studies before the IPW and orientation cover 10.

It is essential to give daily assignments for the students. They are expected to work on given assignments every afternoon and present results and findings the next day and/or during their final presentation.

### Assessment

We ask you to grade students in your group based on quiz points, participation in the class, group works, assignments and final day presentations. The weights of parts depend on your teaching approach, so feel free to create your own assessment rules. You need to grade the students on Friday after the presentation of your group. Grades will be submitted to our assistants. A successful participation of the students during the International Project Week is accredited with 2 ECTS credits.

In principle, the students, who signed up for the project, have to be present for all five days and participate actively. This includes the active (or passive) participation in the final presentation on Friday.

The evaluation should be in accordance with the criteria applied at your institution. The active participation and the quality of the contributed work in addition to a written report or a short presentation or final presentation should play a key role in this. Please try to evaluate your students individually.

In order to make your work easier, we recommend you to use the following system:

Every day from Monday to Friday you give each student up to 20 points (10 points means “pass” and 20 points means “excellent”) and fill it into the participant list which we handed out to you. After Friday’s presentations you calculate the sum of all five points and fill it in as well. The result is a percentage that we will convert into the German grading system.

Example:

No.	Name	First Name	Mon	Tue	Wed	Thu	Fri	Grade
1	Name 1	First name 1	20	18	20	18	20	96
2	Name 2	First name 2	16	13	18	14	20	81
3	Name 3	First name 3	15	0	10	12	13	50
4	Name 4	First name 4	19	20	20	15	20	94

N.B.: If a student misses your project for a full day, this student can only obtain “0 points”, e.g. student 3 on Tuesday.

All students who have an overall result below 50 will have failed your project.

Please do not hesitate to contact us if you need further information!

We hope to see you in April in Germany!

**IPW-Team**

