

Guide to International Project Studies

3rd semester - Master International Marketing & Sales

Information for supervising professors and participating students

Specifications by the examination regulations

The examination regulations for the Master program International Marketing & Sales provide for the 3rd semester module examinations in the total amount of 30 ECTS, which are completed at a partner university of the FH Münster (see §6 (4) PO Master IMS). A potential alternative according to § 6 module examinations of the study program is:

(5) Instead of the examinations according to paragraph 4, in exceptional cases and after prior agreement with the selection board also an international project study can be done. A full-time teaching person supervises the international project. It concludes with a project work and a presentation.

Objectives of the project study

The international project study should enable the students to foster their competences in a practical, international context based on their development in the first two semesters of the master's program. In order to approve the student must write a practice-oriented and scientifically demanding report on the international project and present it in a conclusive manner (see also the module description).

Formalities

The recognition of the international project as an examination is to be applied for before the examination board. In the application, it is important for the students to explain why studying at an international partner university is not more appropriate in their individual case in order to achieve the learning objectives of the third IMS semester.

The international project study must be coordinated with a professor teaching in the Master program International Marketing & Sales and must be continuously supervised by the latter.

It must be a self-contained project.

The Examination Board must be presented with a closed employment contract between the student and the company. The employment contract or at least a covering letter from the practice partner must express the purpose of drawing up an international project. In principle, the project must be carried out abroad (only for foreign (native) students without a German Bachelor degree can the internship take place in Germany). The supervising professor ensures that the selected company is one that provides the prerequisites for a project study with regard to the offered work topics.

The applicants include a two-page exposé, which explains the topic of the international project including a description of the problem.

The duration of the project work must be for at least 22.5 weeks * (this corresponds to approximately 900 hours).

* Note: It is up to the supervisor to accept a reasonable amount of preparation and follow-up time for international project work (for example, two weeks preparation time and two weeks follow-up time), if deemed necessary.

The achievement of the student in the international project study is graded.

Documentation

The student has to provide a monthly supervision certificate in the form of documentation, e.g. by e-mail or by keeping memory records.

Here, the agreements between the participants, the progress of the project and the contents worth mentioning are to be recorded in short form (about 0.5-1 page). This supervision certificate must be signed by the supervising professor and the student by signature and date. Unless proof is provided via e-mails, the storage of e-mail traffic is sufficient here. The purpose of the proof is, at the request of e.g. the examination board to be able to follow the course of the supervision.

The successful completion of the project work must be documented in writing in the form of a work certificate or evaluation letter from the student of the company. From the letter, the project working time or the project period and the task of the international project study must be comprehensible.

Furthermore, the student must produce a scientifically challenging project work report in the scope of about 40 pages. The results of the project work report must be presented in a final presentation of about 30-40 minutes to the supervisor.

The supervising professor must receive both, the work certificate and the project work report 14 days after completion of the project study. The supervising professor sets the examination date for the final presentation following the receipt of the paper.

Recognition of the international project as exam performance

Before the start of the project study, an application for recognition of examination performance must be submitted to the examination office. For this the examination office needs:

- Request for acceptance of recognition of examinations
https://www.fh-muenster.de/wirtschaft/studierende/pruefungsamt_neu/d.-formulare-und-informationen.php (Application before studying abroad)
- Employment contract (please submit this in original for presentation)
- Informal justification (Why is not a semester abroad completed?)
- Exposure with detailed project description (title of the project, content)

The examining board chair must approve the international project.



After completion of the project, the examination office needs the following documents:

- Application for recognition (application for study abroad) with the assessment of the supervising professor.
- Certificate of employment (original)
- Project report (printout)
- Presentation (printout)