

Fachhochschule Nordhausen - Academic rules for IPW 2012

Before IPW

1. In order to facilitate the organisation, we would like to ask you to use the **Participant Form** for your application. It would be nice if you could suggest 3 possible projects and mention the tuition language you prefer. If possible, all projects should be offered in English.

Please fill in the participant form and return it (by e-mail or fax) not later than 13th January 2012 (you can do it immediately as well ...).

A special commission will select the participants and projects by the end of January. You will be informed on the results of the selection by the mid-February.

2. We also need a detailed description of your project. It should include the following parts:

1. Title
2. Tuition languages – if possible English
3. Pre-requisites
3. Main content
3. Learning objectives
4. Teaching and learning methods

For this purpose we will send you after selection your project a special **Project Description Form**. You will have to fill in this form and return it by 24th February 2012 (by e-mail or Fax).

3. As we would like to make sure that you will have the type of room and the equipment you need for your project, we would like to ask you to fill in a specific **Equipment Form** and return it by 24th February 2012 together with the Project Description form.

During IPW

Every lecturer will get approximately 15-20 students in their group depending on 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 3-5 students who will give the final presentation on Friday. The aim of the presentation is to present the key findings and outcomes of the project. The length of each presentation should be not be more than 10 minutes.

IPW Schedule

Monday: Opening Session from 09.15 – 09.45 for all lecturers and participating students. It will be organised in a big auditorium and all visiting lecturers will be asked to introduce themselves briefly. After that classes are run by lecturers from 10:00 – 12:45. From 14:00 – 17:00 students are supposed to continue their project work independently.

Tuesday, Wednesday: classes daily at 09.00 - 12.45; independent student project work daily at 14:00 – 17:00

Thursday: Students work independently from 09:00 – 12:00. University presentations, which are conducted by the guest lecturers, who are interested in presenting their universities, take place from 13:00 – 14:00. Classes are run by lecturers from 14:00 – 19:00.

Friday: Classes from 9:00 – 10:00. Closing Session from 10:00 – 10:45. Final student presentations, held in three auditoriums, from 11:00 – 13:00

Student work load

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

It is essential to give assignments for the students daily. They are expected to work on given assignments every afternoon and present results and findings the next day and/ or on 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 (2 ECTS credits).

In principle, the students, who signed up for the project, have to be present for all five days and to actively participate. 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 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 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.

You will find more information and all documents already now at:
<http://www.fh-nordhausen.de/213.0.html>

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

See you in April in Germany!

IPW-Team