

Information sheet seminar-project work (SE/PR)

(Only applies to the research field of operating technology („Betriebstechnik“), system planning (“Systemplanung”) and human-machine interaction („Mensch-Maschine-Interaktion”)

Due to the Data Protection Regulation (DSGVO), which was introduced on the 25th of May 2018, you are obliged to use the TU-Wien email address (eXXXXXX@student.tuwien.ac.at) exclusively for communication between you and the IMW staff. The IMW reserves the right to not respond to email requests from external addresses.

A seminar paper - project work means the in-depth, independent analysis of a topic, suitable for the selected specialisation modules in business studies ("Vertiefungsmodulen in Betriebswissenschaften"), in a coherent, written form. To write a seminar paper/project work, we require familiarity with the topic and completion of relevant courses/in-depth modules in our field as well as good grades in the courses of our institute. We try to offer supervision of seminar papers and project work to as many students as possible, but we must reserve the right to cancel due to capacity. The planned duration of a seminar project is approx. 1 to 1.5 months at 20 hours per week. The Department of Operations Engineering and Systems Planning ("Fachbereich Betriebstechnik und Systemplanung") reserves the right to cancel the seminar project work if it is not completed and evaluated within 3 months. The form in which the seminar paper is submitted depends on the topic and must be agreed in advance with the supervisor. The essential criterion is the scientific structure and the content in relation to the task.

Seminar - project work at our institute:

At the Institute of Management Sciences, there is one possible procedure: working on a topic assigned by the institute. The topic or the content comes from us, and the thesis is also written at our institute. Here, the student writes the entire paper with our formal, scientific, and content-related support.

Procedure of the seminar - project work:

1. At the beginning of the seminar - project work:

Before starting the seminar - project work, the student is recommended to attend the seminar "Scientific Work" („Wissenschaftliches Arbeiten“). The dates of the seminar can be found under the course itself:

- 330.175 – Industrial Engineering SE (3 ECTS)
- 330.180 – Logistics Management SE (3 ECTS)
- 330.182 – Project Work Production and und Logistics Management PR (5 ECTS)

If the student has already attended the seminar before his Bachelor thesis, he does not have to attend the seminar again.

The student selects a vacant seminar - project work on the IMW homepage and sends an email to wiss.arbeitenBTSP@tuwien.ac.at requesting contact with the supervisor in terms of content. The student then contacts the supervisor and makes an appointment for an initial meeting.

During the initial meeting with the supervisor, the general conditions, the content, the goals, and the schedule of the seminar project work are discussed. If the student has decided to write the paper, he/she must inform wiss.arbeitenBTSP@tuwien.ac.at immediately.

2. During the seminar – project work:

After the student has notified wiss.arbeitenBTSP@tuwien.ac.at that he/she will take over the work, the student must take care of the organisation of the kick-off. For this purpose, the student sends an e-mail request to the supervising person and arranges an appointment. During the kick-off, the next steps and work packages are discussed and recorded in written form.

After the kick-off, the student sends the supervisor the discussed next steps and work packages in the form of an email and asks for confirmation. After the supervisor has given the confirmation, the implementation phase begins, in which the student works through the work packages or carries out the next steps.

All further coordination meetings between the student and the supervisor must take place in the same way as the kick-off event.

3. At the end of the seminar – project work:

Once the seminar project has been completed, the student must send his/her seminar project in PDF format to his/her supervisor for final review and grading. After the final review and grading, the supervisor sends to wiss.arbeitenBTSP@tuwien.ac.at the final seminar project paper, the grade of the seminar project paper, the student's matriculation number and the name of the student. After wiss.arbeitenBTSP@tuwien.ac.at has received these documents, wiss.arbeitenBTSP@tuwien.ac.at enters the grade in TISS and transmits the grade.