

Information about the research module of the Master Program Industrial Management

Dear students,

the research module is another examination part of your studies. We would like to provide you with some important information for completing your research module:

Prerequisite:

- You have passed all examinations of the Master's program (according to the study regulations of the Master's program Industrial Management more than 70% of the compulsory modules and at least 50% of the elective modules of the 1st and 2nd semester).

- **The application** for the implementation of the practical module / research module has been approved by the project office and signed by the supervising university lecturer.

- The application was then submitted to the examination board of IWD with a current grade transcript and approved by the examination board.

Organizational procedure:

You will receive the application for the practical module / research module from your study supervisor. All documents are available on the IWD website (download area of the Master's program: <https://www.institute.hs-mittweida.de/webs/iwd/studienangebote/industrialmanagement-masterstudiengang/download-bereich.html>).

The application for the practical module / research module must be submitted at least **14 days before the start of the research module** with a **current grade** transcript is to be submitted to IWD. The IWD forwards the application to the examination board of the IWD for approval.

The certificate for the practical module / research module must be completed by the project office and attached to the report accordingly. Please note that your research module cannot be graded without a certificate from the project office.

The report is to be handed in to your supervising professor in the faculty together with the certificate. Please make an appointment for your colloquium. The supervising university professor will make the final grade and forwards this grade report to Student Services. The form for the grade report can also be found on the WEB presence of the IWD.

In case of sick leave, a medical certificate must be submitted to the project office. The university will receive a copy no later than the third working day after the onset of the illness. From the 6th.

From the 6th day of illness, the complete absence must be made up.

If you have any further questions, please do not hesitate to contact your Student Services representative (03727/58 1214, stud-wi@hsmittweida.de).

Your Student Services department and the IWD wish you good luck!