

25th International Project Week (IPW) from 7th to 13th May 2023

Before the IPW

In order to maximise the efficient organisation of our IPW, we kindly ask you to fill in the online application **before 15th January 2023**:

https://www.service4mobility.com/europe/BewerbungServlet?identifizier=NORDHAU01&kz_bew_pers=L&kz_bew_art=IN&aust_prog=Lehrende-IN&sprache=en

Please suggest two possible project topics and choose your teaching language. The preferable teaching language is English, but in special cases French, Spanish, Italian, Russian or the combination of two languages (e.g. English and Spanish) might be possible.

Projects in Social Work, Inclusive Studies, Social or Public Management, Business Studies, and (Environmental) Engineering are always popular among our students. Interdisciplinary projects, developing "soft skills" such as communication, cultural awareness or career orientation, are an interesting option as well. **In 2023, the IPW will celebrate its 25th anniversary and this year's organisational focus is going to be on the importance of effective networking between our guest lecturers and HSN members. Therefore, we would prefer projects which can take place here on campus, in so far as that is possible.**

In most of our programmes, the participation in the IPW is compulsory for undergraduate students in the first year (so please adapt the content level of your projects to these students), although the last few years have shown that 2nd and 3rd year students participated as well.

A commission will select the projects by the end of January. We will inform you as soon as possible if your project has been selected. We will send you all necessary information and documents (including the "Erasmus+ Mobility Agreement", if applicable) by the end of March 2023.

We hope to be able to welcome all participating lecturers on our beautiful campus. However, the pandemic situation in May 2023 is not yet foreseeable and travelling might still be complicated. We therefore kindly ask you to indicate in your online application whether your project could be held digitally, should any impediment to your ability to travel to Nordhausen arise.

During the IPW

The lecturing activities will take place from Monday to Thursday morning (approx. 3 hours per day). On Friday morning, the students will hold poster presentations about their project work. In the afternoons you can choose to take part in social, cultural or touristic activities which we will organise for you. **Please plan your arrival for Sunday, 7th May 2023, in the afternoon at the very latest.**

You will have approximately 10 to 16 students in your project group, with whom you will work during the whole week. Teaching should be a combination of lecturing, group work and other classroom activities. Case studies can be used in class or given as after-class assignments. As it is expected that students continue working unsupervised during the afternoons, so please give them homework, group work or research tasks for these afternoons.

On Friday, every project group will be divided into sub-groups in order to give their poster presentations. The goal of the presentations is to present the key findings and outcomes of the project. The length of each presentation should not exceed 15 minutes, including questions from the audience.

Please note that the IPW 2023 will end on Saturday evening: This year, all guest lecturers will be given the opportunity to present their home institutions during university's annual Open Day. Please prepare a short workshop (approx. 30 minutes) for guest visitors and/or bring information material with you, as you will have an information stand to acquire exchange students or traineeship candidates.

IPW 2023 - Preliminary timetable

All times are Central European Summer Time (GMT+2).

Sunday 7th May 2023	18:00	Welcome Dinner
Monday 8th May 2023	09:00 09:15 – 09:45 10:00 – 12:45 14:00 – 17:00 14:00 – 17:00	Group Photograph Opening Session for all lecturers and participating students – <u>all visiting lecturers will be asked to introduce themselves briefly.</u> Courses Students: Independent student project work (students are supposed to continue project work on their own.) Lecturers: Campus tour or free time
Tuesday 9th May 2023	09:00 – 12:45 14:00 – 17:00 Afternoon Evening	Courses Students: Independent student project work Lecturers: Excursion or free time IPW Dinner
Wednesday 10th May 2023	09:00 – 12:45 14:00 – 17:00 Afternoon Evening	Courses Students: Independent student project work Lecturers: Networking barbecue with administration and teaching staff of HSN IPW Party
Thursday 11th May 2023	10:00 – 15:00 15:00 – 18:00 Afternoon Evening	Courses Students: Independent student project work Lecturers: City tour, excursion or free time Farewell Dinner

Friday 12th May 2023	09:00 – 10:30	Courses/ Preparation of the Poster Presentations
	10:45 – 12:00	Poster Presentations
	12:00 – 12:30 Afternoon & evening	Short Closing Session with all lecturers and students Lecturers: Free time
Saturday 13th May 2023	11:00 – 18:00	Annual Open Day at HSN

Student work load

The students will receive 2 ECTS credit points for their successful participation in the IPW, which means a total of 50 to 60 hours of work. Classes with lecturers and presentations cover 20 hours, independent student project work covers 20 hours, and advance preparatory study and research tasks before the IPW (students should get some work from guest lecturers prior to the IPW) cover 10 hours.

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.

Course attendance is compulsory for all students. Students who do not attend the courses have to justify their absence by handing in a medical certificate. If the students are absent more than one day or without justification, they will not receive any credit points for the IPW.

Assessment

All students who signed up for your project have to be present during all five days and participate actively. This includes full participation during the final presentation on for the entire duration of the Friday morning events.

Please do not accept any additional students in your project (students that are not on your list) without consulting the IPW team.

We ask you to grade your students based on quiz points, participation in class, group works, assignments and final day presentations. The weighting of these components depends on your teaching approach, so feel free to create your own assessment rules. Please submit the grades to the IPW team on Friday afternoon.

In order to make your work easier, we recommend you 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 hand out to you. After Friday’s presentations, you should 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. (All students who have an overall result below 50 will be given a fail grade.)

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 will obtain 0 points. (See student 3 on Tuesday).

Funding

There are several funding options for your stay in Nordhausen:

- If there is an ERASMUS+ agreement between your institution and the University of Applied Sciences Nordhausen, your participation should be covered by the EU grant you get from your International Office. Here you can find the list of our partner universities: <https://www.hs-nordhausen.de/en/international/partner-universities/>.
- If you are working for a higher-education institution that does not have an ERASMUS+ agreement with Hochschule Nordhausen (yet), please let us know if you are interested in creating such an agreement. We could then get in touch with the person in charge of teaching staff mobility within your International Office in order to prepare an ERASMUS+ agreement, so the trip can be financed by EU funding.
- If you are from an [Erasmus programme country](#) and you are an employee or a self-employed person, you are eligible to receive Erasmus+ funding from Hochschule Nordhausen (we have applied for ERASMUS+ funding for staff exchanges that might allow us to finance your trip to Nordhausen). If you are interested in this scheme, your employer (or yourself if self-employed) has to fill in and sign a specific form which we will send you after the project selection in mid-February. N.B.: This kind of funding is not available for staff of higher education institutions. Thus, the employer/sending institution should not be a higher education institution, but you could be self-employed or a consultant (if not employed by a company/organisation). According to the new ERASMUS+ regulations, we have adapted our payment procedures. We will pay a lump sum for travel costs (€180 to €360 depending on the distance) and subsistence costs of €160 per day.
- If you are from a country that does not take part in the Erasmus programme, please get in touch with the IPW team to discuss funding options.

For further information, please do not hesitate to contact us at ipw@hs-nordhausen.de.

We look forward to seeing you in Nordhausen in May 2023!

The IPW-Team