

## Study Course Coordination

Dr Christian Dölle

### Coordinator of the Bachelor's and Master's Programmes

*Governance and Public Policy • Development Studies  
Geography: Culture, Tourism and Environment*



Dr Christian Dölle • University of Passau • 94030 Passau • Germany

	<b>Dr Christian Dölle</b>
Phone	+49 851 509 2623
Fax	+49 851 509 2602
E-mail	christian.doelle @uni-passau.de
Signature	CD
Date	10.01.2024

## Guideline for the completion of the project work “Applied Development Studies” in module area D “Transfer”

In the master's programme “Development Studies” (M.A. DVS)”, all students under the study and examination regulation 2019 need to complete a project work of at least four weeks in module area D “Transfer”.

This module is supervised and recognised by the course convenors of the programme in cooperation with the Study Course Coordination of the Faculty of Social and Educational Sciences.

The aim of the project work is to put the theoretical knowledge acquired in the curriculum into practice in a small research project, preferably outside the University of Passau.

There are two options to complete this module:

### 1. Independent research project:

Ideally, the project work should be completed by a project that is organised and carried out independently. For example, research projects in Germany or abroad as well as other commitments in- or outside the University of Passau with a connection to the degree programme are possible.

### 2. Internship:

If no independent research project is possible or desired, this module can also be completed in the form of an internship. In this case, the [Internship Guidelines](#) apply and serve your orientation.

The internship report must be accompanied by a job reference from the employer stating the duration of the internship. If the internship has been completed before taking up studies at the University of Passau, an affidavit needs to be enclosed stating that the internship has not been recognised in any previous study programme.

The duration of the project work must cover at least four weeks in each of the two cases mentioned above. This must be proven either by a job reference or by an explicit schedule of the independently conducted project. In both cases, the project report must contain at least ten pages of running text (page count without cover sheet, appendices, etc.) and must include information on how the student came across the project, which activities it included and which experiences related to the study programme were made during its completion.

It is possible to carry out the project work by a team of several students after consultation with the supervisor. In that case, an explanatory statement becomes part of the report. The statement must highlight which team member in what function contributed to the success of the overall project.

The report must be accompanied by the completed [recognition form](#) and, in the case of projects or internships abroad, by the [recording sheet for stays abroad in accordance with the legal requirements of the Higher Education Statistics Act](#), and must be submitted to the study course coordination for assessment. Reviewed applications for recognition will be forwarded directly to Ms Manuela Krieger ([manuela.krieger@uni-passau.de](mailto:manuela.krieger@uni-passau.de)) from the responsible examination office of the University of Passau for registration in the Campus Portal. A prior exam registration is not necessary.

For a successfully completed project work students are awarded five ECTS credits. The module “Applied Development Studies” does not contribute to the overall grade of the master’s programme.

**ATTENTION:**

Regardless of whether it is an independently organised project or an internship, the documents mentioned above must be submitted electronically in the form of one (!) coherent PDF file by e-mail to the following address:

[praktikum.sobi-geku@uni-passau.de](mailto:praktikum.sobi-geku@uni-passau.de)

Please name the file as follows:

**“Last name, first name\_M.A. DVS\_Date of submission.pdf”**

Files that do not meet these requirements will not be reviewed!

**As of: January 2024**