

Guideline

Supervision of external projects

Contact / Student Advisory Service

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1 Procedure

If you are planning an external project and already know a company, but don't have a supervisor yet, then come to the student advisory service during your consulting hours or write a message:

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Requirements for external projects

- The topic, goal and work steps must be clearly formulated. In addition, a time schedule (subtasks and time frame in weeks) must be drawn up.
- A binding contact person of the company must be named.
- The documents should be formulated as an official statement of the company and countersigned by the supervisor.
- If the external supervising institution (company) requests a *confidential clause*, this must be clearly indicated in the supervision request. Prior to the granting of a care commitment, it is then checked whether the necessary prerequisites for the approval of a confidential clause have been fulfilled:
 - There are contractual ties between the institution (company) and the chair.
 - Cooperation exists between the institution (company) and the chair.

Note

The submission of the documents by e-mail is expressly desired. Please note the information on external scientific papers of the faculty. If the external supervising institution (company) requests a confidential clause and this is communicated only after the request for supervision has been made, the MSE's binding commitment to supervision expires.