

# Guideline for Scientific Project / Industry Project and Practical Study Element

Module 61MST604 - Master in Mechatronics and Sensor Systems Technology (MST), Vietnamese-German University (VGU)

<b>Module:</b> 61MST604	<b>Status:</b> Compulsory module	<b>Credits:</b> 6 ECTS	<b>Minimum duration:</b> 6 weeks
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**Note.** This guideline clarifies the current programme-side implementation of the Scientific Project / Industry Project and its practical study element. It makes the existing minimum requirements explicit and student-facing. Any future curricular revision of duration or module design would remain subject to formal approval.

## 1. Purpose

This guideline defines the minimum requirements, responsibilities, and procedural steps for the Scientific Project / Industry Project and its embedded practical study element within the MST programme. Its purpose is to ensure consistent implementation, transparent expectations for students and supervisors, and clear records management within the programme.

## 2. Scope

This guideline applies to all MST students enrolled in module 61MST604 and to the relevant academic and host-side supervisors. It covers the practical study element, project approval before commencement, project conduct in a practical setting, deliverables, assessment alignment, and records management.

## 3. Legal basis and references

- MST Curriculum-Specific Examination Regulation (Article 6: Practical Study Elements).
- MST Module Handbook / module documentation for 61MST604 Scientific Project / Industry Project.
- VGU General Examination Regulation for Bachelor and Master programmes where examination-related rules apply.

## 4. Module overview

Parameter	Current programme-side statement
Module code	61MST604
Module title	Scientific Project / Industry Project
Module status	Compulsory MST module

Parameter	Current programme-side statement
Credits	6 ECTS
Practical setting	Industrial company or modern laboratory related to Mechatronics and Sensor Systems Technology
Minimum practical-study duration	At least six (6) weeks full-time equivalent
Working language	English, unless otherwise approved by the MST Coordinator
Typical deliverables	Approved registration / project start approval, project work in practice, written report, presentations and oral discussion as defined by the module implementation

## 5. Minimum requirements for the practical study element

- The host environment shall be an English-speaking company or a modern laboratory related to MST.
- The project topic and expected work shall be relevant to MST learning outcomes and technical areas such as mechatronics, sensors, embedded systems, control, automation, system integration, or related applied fields.
- A host supervisor and a VGU supervisor shall be identified or confirmed before the student begins the project.
- The practical-study period shall meet the current minimum duration of six weeks.
- Confidentiality, intellectual-property, and safety expectations shall be clarified before the start of the project where relevant.

## 6. Approval procedure before project commencement

- The student identifies a suitable company or laboratory or requests programme support in identifying a suitable placement.
- The student completes the Scientific / Industry Project Registration Form and provides the required host, supervisor, duration, and topic information.
- The MST academic coordinator or designated module coordinator reviews the proposed project for relevance, feasibility, supervision, and compliance with the current minimum requirements.
- The project may begin only after programme approval has been granted.

## 7. Project conduct, supervision, and communication

During the project, the student is expected to work in a structured and professional manner, remain in contact with the supervisor(s), and document progress and technical decisions appropriately. The host supervisor is responsible for day-to-day practical guidance in the host environment; the VGU supervisor is responsible for academic guidance and participation in the module's academic evaluation process. Depending on the topic and academic suitability, the project context may later be further developed in the subsequent Master's thesis within the approved programme framework.

## 8. Expected student deliverables

At minimum, the student shall provide:

- an approved registration / start approval before commencement,

- completion of the practical project work in the agreed setting,
- the written report prepared in line with the Report Structure Template, and
- presentations and oral discussion as required by the module implementation.

## 9. Related student-facing documents

Related document	Function
Introduction to the Scientific Project / Industry Project	Explains the meaning and learning role of the module and its bridge function between coursework, real project work, and the master's thesis.
Scientific / Industry Project Registration Form	Documents the proposed host, topic, duration, supervision, and programme approval before commencement.
Scientific / Industry Project Report Structure Template	Clarifies the expected structure and analytical quality of the final report.

## 10. Records and evidence

For transparency and consistent programme recordkeeping, the programme office should retain the following records for each student or approved project:

- approved registration form and any host confirmation,
- project title/topic and supervision record,
- relevant assessment records and presentation documentation where applicable, and
- cohort-level evidence retained in line with programme record-management practice.

## 11. Confidentiality, safety, and special cases

Students shall comply with the host organisation's safety and confidentiality requirements and with the applicable VGU rules. If the host requires specific confidentiality or intellectual-property arrangements, these should be clarified before the project begins. Requests for justified special arrangements shall be handled according to the applicable VGU regulations.

## 12. Note on current duration requirement

This guideline makes the current minimum duration of six weeks explicit and student-facing. The present document does not claim that the duration requirement has already been revised. Any future change to the current minimum duration would remain subject to formal curricular review and approval.