htw saar

Hochschule für
Technik und Wirtschaft
des Saarlandes
University of
Applied Sciences

EUROPEAN PROJECT SEMESTER

Course Book

Last Updated: March 2026

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1. Introduction

We live in a globalized world and the working environment from tomorrow will require a special skillset from young professionals. Not only people who want to work abroad must possess intercultural skills. The working environment is becoming increasingly international requiring employees to go on missions abroad or to work on international (maybe even virtual) teams.

We want to prepare young people for this fast-developing environment. The future engineering will not only require professional skills but also future skills such as intercultural communication, problem-solving, project management, teamwork and conflict management. Going abroad to study and to work will not only help to develop or expand those skills, but it also provides the opportunity to connect with people and gather first experiences in working in a foreign country.

This EPS Course Book contains the most essential information for our participating EPS students.

1.1 What is the European Project Semester?

The European Project Semester (EPS) is a programme offered by several European universities to students who have completed at least two years of study. Here at htw saar, the EPS is a study program of one semester combining studies with a practical phase in a regional company. Our goal is to train and prepare engineering students to work in international and interdisciplinary teams.

The EPS consists of:

- a **Preparatory Phase**, preparing the students for the work in international teams during the Work Experience Phase module
- the **Project Phase (Work Experience Phase)**, requiring the students to work in multi-national & multi-disciplinary teams of 3-4 (including one day of studies per week at htw saar)

- and the **Final Phase**.

The EPS is a **30-credit unit course** according to the ECTS Qualitative Scale System. English is the language for all oral and written communication throughout the program.

1.2 Requirements

Students applying for and participating in the EPS should meet the following requirements to complete the program successfully:

- 3rd or 4th year of a Bachelor's degree in the field of engineering. Master students are welcome to participate in the EPS at htw saar as well.
- Sufficient proficiency in English, a real practical B2 level is required.
- Students must present their accredited grade list together with the EPS application, 120 ECTS are required to be accepted.
- High motivation to fully participate in the EPS program.
- Students should be proactive and highly independent.
- Students must take satisfaction in working as a team on a project.
- Students should be open-minded and ready to work on a wide range of engineering projects.
- Students must be prepared to contribute valuable input to the project from their study background, interest and perspective.

The listed requirements only relate to the EPS program. For further information about international student exchange requirements, such as learning agreements must of course be fulfilled. Please refer to the website of the htw saar International Office for more specific information on the matter.

1.3 The Three EPS Columns

The EPS consists of three columns that build on each other and focus on different aspects:

- **Study**
- **Work**
- **Future Skills & Personal Development**

The Study Column combines the whole curricular side of the EPS and is the first important base. The column focuses on teaching and learning about and of important skills and knowledge required for the following module *Work Experience Phase*. It will also accompany the students throughout the practical phase.

The Work Column is based on the Study Column. Important skills that were taught and talked about will now be required for successful project work in an international team.

Since the future working environment will not only require a degree and practical experience, the EPS also focuses on future skills and personal development. Students will receive the opportunity to really focus on specific skills and widen their skillset. The EPS Team will provide support and guidance in that process.

1.4 The EPS team & contributors

The EPS Team of the htw saar consists of the EPS Coordinator, the Academic Coordinator and the Coordinator of the Career Service for International Students.

Students may get in touch with the EPS Coordinator in the event of issues concerning the company project, worries or personal issues.

EPS Coordinator and EPS Professor

Prof. Dr. Marco Günther / marco.guenther@htwsaar.de /+49 (0)681 58 67 – 501

EPS Professor and Academic Coordinator

Prof. Dr. Frank Kneip / frank.kneip@htwsaar.de / +49 (0)681 58 67 – 585

Coordinator of the Career Service for International Students at htw saar

Malika Picart / malika.picart@htwsaar.de / +49 (0)681 58 67-99099

General email address for inquiries *(preferred)* eps@htwsaar.de

In addition to the EPS team, students will also be accompanied and supported by their **company mentors**, who will be supervising the students' respective project work in the firms during the Project Phase.

In case there is an EPS student tutor, they will be announced in due course.

The Team of the International Office at htw saar supports students in matters of housing, insurance, enrollment etc.

1.5 Sick Leave, Absence and Vacation

Students are required to notify all persons affected by their absence from the project work, lectures, or other EPS activities.

If a student is sick, they must adhere to the following guidelines:

1. Before the start of the lecture/activity or the project work, you must **report your non-attendance** to the appropriate teaching staff / company mentor.
2. If your non-attendance is due to **illness**, visit a general practitioner*[1] of your choice and ask them to issue a **sick note**. Send a photo or scan of the sick note immediately by email to your company mentor / teaching staff who are affected by your non-attendance.
3. If you cannot see your general practitioner on the same day as the illness, do so immediately when you feel better and submit the sick note.

More details about the attendance guidelines will be stated in a separate document that the students will receive before their first day at the EPS.

[1] *Please note, that we will only accept sick notes issued by a local doctor. Any sick notes issued from GPs in another country are not valid.

Students should comply with the specific requirements of the companies or professors and teaching staff.

Absence during the preparatory phase:

During the preparatory phase, **full course attendance is required**, as they are intensive and short in duration. Short-term absences are only accepted in cases of illness and require a valid sick note. For any other reasons requiring a student's absence, both the teaching staff and the EPS Coordinator must be informed **in advance** and have the authority to accept or reject the request.

Vacation

Students are entitled to **4 (four) working days of leave** during the Project Phase. The exact dates of the leave must be communicated with both the team members and the company mentor and requires **prior approval** from the company mentor.

Absenteeism

Attention! Repeated absences without valid reasons will be addressed and will **negatively affect** the student´s grades.

2. Structure of the EPS

2.1 Preparatory Phase

Duration:	Contents:
4 weeks	Intercultural Communication Technical Project Management Introduction to Arduino German Intensive Course* Teambuilding *(*for international students only*)

2.1.1 Introduction to Technical Project Management

Course	**Introduction to technical project management**
ECTS	2
Lecturer	**Corné Jägers**
Learning outcomes	**Expertise:** The students have an introductory knowledge of the term, development, meaning, content and procedure of project management. **Competencies:** Determination and transfer of theoretical approaches and methods for solving selected project practice questions, especially in the technical area. Teaching transdisciplinary thinking. **Social skills:** The students learn about interaction, communication, motivation and moderation in teamwork.
Contents	**Module content:** - Introduction to and basics of project management - Procedural models (sequential, iterative, agile) - Project definition - Stakeholder management - Key documents of project definition and expectation management - Project planning, network planning technology - Structure, process, capacity, appointment and cost planning - Risk management - Work breakdown structure / Realistic scheduling - Accurate estimates - Project management & controlling / Project phases, milestones - MS Project
Assessment	Exam (50 %) + participation (50 %)

2.1.2 Intercultural Communication

Course	Intercultural Communication
ECTS	0,5
Lecturer	Julia Frisch
Learning outcomes	After successfully completing this module, students will be able: - to identify and discuss essential aspects of intercultural communication, - to establish a connection between theoretical models and practical intercultural issues, - to identify and analyze reasons for misunderstandings between members of different cultures, - to understand their personal and professional life in relation to their own culture, the culture of team members and the culture of their host country, - to organize group work in a multicultural team, - to identify and solve conflicts a multicultural team, - to improve their empathy towards others and their intercultural communication skills, - to show compromise, tolerance, and respect for others, - to further develop of confidence in themselves and trust in others.
Contents	Discussion of fundamental questions of intercultural communication: - Culture and cultural identity - Dealing with prejudices and stereotypes - Acculturation and culture shock - Verbal and non-verbal communication - Examples of culture models and intercultural communication strategies Discussion of issues relating to collaboration in multicultural teams: - Establishing ground rules for the team - Dealing with conflict Case studies and examples will be adapted to the needs of the students.
Assessment	Attendance & participation in class

2.1.3 Introduction to Arduino

Course	Introduction to Arduino
ECTS	2,5
Lecturer	Prof. Dr. Frank Kneip, Florian Heß (research associate)
Learning outcomes	After successfully completing the course, the students - are able to use the Arduio IDE (Integrated Development Environment) in order to programm a microcontroller (Arduino) - can depict the differences of an implementation for microcontroller based systems and offline implementation - can design a flowchart for the microcontroller based system - can implement code for the Arduino based on a given flowchart - can integrate selected sensors and actuators using the microcontroller
Contents	Basic knowledge of Arduino boards and related components (e.g. breadboard,...) is provided. An introduction to programming a microcontroller (e.g. Arduino Uno) and the integration of sensors and actuators in order to interact with the physical environment is provided. The differences concerning an implementation for microcontroller based systems and an offline implementation is discussed. The design of a flowchart for the microcontroller based system and the implementation of code for the Arduino based on a given flowchart are concerned.
Recommended knowledge	Programming skills
Additional information	The course provides required knowledge for the EPS.TEC2b and EPS.TEC2c course.
Assessment	Exam of 120 minutes

2.1.4 Schnitzeljagd

Activity	Schnitzeljagd
Instructors	EPS Team members / student assistant
Learning outcomes	After participating, the students • will have gained first outddor teambuilding experience, • will have gotten to know each other better as a group, • will have explored their new surroundings in Saarbrücken.
Contents	fun team-building games, development of team spirit, socializing, Saarbrücken city attractions
	More information will be given to the students per email.

2.1.5 German Intensive Course

For the German Intensive Course please refer to chapter 2.2.6.

2.2 Project Phase

Duration:

13/15 weeks

Contents:

Teambuilding
Sensor Systems 2,5 ECTS
Embedded Systems and Simulink 2,5 ECTS
Technical Case Study 2,5 ECTS
German Course 2,5 ECTS
Work Experience Phase 20 ECTS
Presentation and Feedback skills

The Project Phase is the most intensive part of the EPS and consists of two parts:

- htw saar on one day a week including:
  - Technical modules
  - German course (only international students)
  - Technical Case Study (only local students)
  - Biweekly EPS lunch

- Project work on 4 days a week in the respective companies

The Project Phase will also be accompanied by supportive activities such as a briefing session (Introduction to Work Experience Phase), team-building measures and other workshops.

For more details regarding your day at htw saar, please refer to the respective file in your digital Welcome folder.

2.2.1 Teambuilding

Activity	**to be announced**
Trainer	
Learning outcomes	
Contents	
What to bring	

2.2.2 Embedded Systems and Simulink

Course	**Embedded Systems and Simulink**
ECTS	2,5
Lecturer	Prof. Dr. Marco Günther
Learning outcomes	After successfully completing the course, the students master the basics of programming Matlab and Simulink. You can apply this knowledge to independently create, simulate and analyze models of technical systems such as the control of microcontrollers (e.g. Arduino). Graduates are able to check and optimize the practicality of technical systems by using simulation tools.
Contents	Basics of Matlab / Simulink Development of simulation models of technical systems Analysis and interpretation of the simulation models
Recommended knowledge	Knowledge in Arduino-Programming (e.g. as in EPS.TEC1)
Assessment	Exam

2.2.3 Sensor Systems

Course	Sensor Systems
ECTS	2,5
Lecturer	Prof. Dr. Frank Kneip
Learning outcomes	After successfully completing the course, the students • master the connection of standard sensors to a commercially available microcontroller (preferably Arduino), • know how to carry out a small project, • are familiar with the brainstorming process for idea finding, can plan resources, divide up their project working hours and ultimately bill the project costs, • and are able to work together in international and interdisciplinary teams, solve minor conflicts themselves, present their own project results and document them in writing.
Contents	The sensor applications are selected by the students themselves ("Students design teaching") and implemented on their own responsibility. Typical example projects from the past were: anti-gravity, ultrasonic levitation, hand fly remote, LED hourglass, robot snake, smart parking (all 2020).
Recommended knowledge	Knowledge in Arduino-Programming (e.g. as in EPS.TEC1)
Assessment	Project presentation and documentation

2.2.4 Technical Case Study (only htw saar students)

Course	Technical Case Study
ECTS	2,5
Lecturer	Prof. Dr. Frank Kneip, Prof. Dr. Marco Günther
Learning outcomes	After successfully completing the course, the students will be able to • structure a given topic independently, • conduct independent literature research, • independently write a report on current technical and/or economic topics, • communicate the essential results of the scientific seminar paper in a short presentation
Contents	Independent induction into a given topic and conduct of a (descriptive) study Evaluation, preparation and written documentation of the study findings according to the principles of proper scientific work in the form of a seminar paper argumentation and defence of one´s own point of view / research results in a short presentation
Assessment	Report and presentation

2.2.5 Work Experience Phase

Course	Work Experience Phase
ECTS	20
Learning outcomes	The students - are able to apply their specialist knowledge acquired during their studies to specific problems and tasks in the company, - can independently process the assigned tasks in practice, - acquire the ability to work in a team and to communicate with the people involved in the company in a targeted manner, - can document and present the procedure, possible solutions and the results of their work.
Contents	Depends on the topic and the institution in which the practical phase is completed. The project topic(s) are jointly defined by the company and htw saar.
Assessment	**Composition of the final grade:** Project work in company Midterm Presentation & Report Final Presentation & Report Submission of Deliverables & Self Peer Assessment

2.2.6 German Course (only international students)

Course	German Course
ECTS	2,5
Learning outcomes	After successfully completing this module, the students - may provide a basic knowledge of the German language, which allows them to communicate in general language and professional situations, verbally and in writing, as quickly as possible, - may use all four skills (speaking, listening, reading and writing) equally
Contents	**Module content:** The German Course builds on little or no previous knowledge. - Development of simple language structures that make it easier for course participants to deal with simple everyday and professional situations, such as contacting, greeting, introducing yourself and others - Talk about the job, leisure activities and preferences - Inquire about the condition - General conversations (e.g. thank you, apologize, say goodbye) - Numbers - Time - Informal email correspondence - Directions - Communication on the phone - General speech - Inquire and provide information - Basic grammar structures are developed that are based on communicative needs (conjugation of regular verbs, forms of address, negation ...) - The basic vocabulary should be expanded independently by the students. *This course is preceded by a three-week intensive course taking place before the actual lecture period begins. The intensive course serves as a preparation for the weekly course during the lecture period.* *The workload of the intensive course is to be understood as additional to the specified workload of this module.*
Teaching methods	Target group-specific teaching and learning materials (print, audio, video, online materials) are used during the course. To achieve the learning objectives, active participation of the students during the face-to-face sessions is required. **Attendance at at least 80% of the sessions is therefore required**. If attendance is not met without a valid reason, participation in the exam is not possible.
Assessment	Written exam (50%) + tests accompanying the lecture (50%)

2.2.7 Bootcamp Presentation & Feedback skills

Workshop	**Presentation & Feedback skills**
Instructor	Dr. Gianluca Amico
Learning outcomes	After participating, the students • will have gained insights into their own presentation skills, • will be able to confidently apply effective presentation techniques, • will be able to provide constructive peer feedback.
Contents	The workshop ensures students are well-prepared for the demands of both academic and professional environments, fostering practical and interpersonal skills crucial for success. The workshop will offer a balance of theory, practical application, and reflection for a holistic learning experience. Possible topis can be: • Presentation skills • Receiving & giving constructive feedback • Communication skills • Body language • Presentation tools & how to use them

2.2.8 Midterm Presentation

The Midterm Presentations take place in the middle of the Project Phase. Students are required to present and explain their project work to their fellow EPS students, company mentors, the EPS team and other guests invited by the EPS Team.

How to... Midterm Presentations:

1. Presentations must be uploaded on Moodle (Check the Moodle course for the respective deadline!).
2. Presentations must be available on a laptop or USB.
3. Arrival is 30 minutes in advance for setup & testing.
4. Dress code: appropriate for a formal company presentation.
5. Presentations have a maximum time limit of 20 minutes. Make sure to evenly distribute the presentation time between the team members.
6. Each presentation will be followed by a 10-minute Q&A. All team members are required to answer the questions asked.
7. Students of other project teams are required to prepare and ask 2-3 questions (technical questions, questions related to teamwork, etc.).

For further information about time & place, please use the Moodle course. The invitation & agenda will be published ahead of time.

2.2.9 Midterm Report

The Midterm report focuses on the process of the team and project work, intermediate project results, evolving issues, changes and adjustments. Sources may be used and cited, but this is not mandatory. However, the structure of the report and the writing style must correspond to academic standards . An MS Word template for the report can be found on Moodle.

Expected content:

- Introductory part: Introduces the company, the team, the topic, puts the topic in a bigger picture. What are your expectations about working in a multicultural team? What are your intentions?
- Main part: Presentation, explanation and discussion of team work, process and progress. Include issues, adjustments, if necessary
- Conclusion: Give a conclusion about your work so far. What could you do better? Did you have issues? Which aspects about your team work do you consider as positive, which negative?

The Midterm Report is to be submitted as PDF file. Please upload the report in Moodle. The deadline is mentioned in the respective submission section on Moodle.

2.3 Final Phase

Duration:	Contents:
2 weeks	Exams Final presentations Submission Final Report Final activities

The Final Phase includes the Final Presentations and their Peer Review in Moodle as well as the submission of the Final Report for the module Work Experience Phase. Exams or presentations for technical modules and the German language exam might also take place during that phase. After the completion of the Final Phase, the European Project Semester comes to an end.

2.3.1 Final presentation

The Final Presentations will take place in the final week of the EPS. The EPS team will announce and provide information about the final presentations over the course of the semester. The official invitation and agenda will be uploaded on Moodle prior to the event.

How to... Final Presentations:

1. Presentations must be uploaded to Moodle (Check the Moodle course for th respective deadline!).
2. Presentations must be available on a laptop or USB.
3. Arrival is 30 minutes in advance for setup & testing.
4. Dress code: appropriate for a formal company presentation.
5. Presentations have a maximum time limit of 30 minutes. Make sure to evenly distribute the presentation time between the team members.
6. Each presentation will be followed by a 15-minute Q&A. All team members are required to answer the questions asked.
7. Students of other project teams are required to prepare and ask 2-3 questions (technical questions, questions related to teamwork, etc.).

After the Final Presentations, the EPS will open the doors and invite employees, professors and students for an informal get-together. The students are required to show their Scientific Posters (see Chapter 2.3.2), answer questions and explain their projects to anyone from the guests asking.

2.3.2 Scientific Poster

Each project team is required to design a Scientific Poster for the Final Presentation. The poster will be displayed at the end of the Final Presentations.

For specifications, guidelines and ideas, please refer to our paper Scientific Poster on Moodle.

The Scientific Posters are to be submitted via Moodle. Please check for the deadline in the respective section for submission.

The EPS Team will organize the printing of the posters in the required size. Any delayed submissions without prior communication will not be considered.

2.3.3 Final report

The Final Report is a scientific paper in which the students will present the results of their project work. Students are required to pay attention to structure and logic when writing the report. Since the report is considered a scientific paper, students are required to write in **academic style**, to use and cite different sources (scientific papers, books, professional articles, etc.).

Expected content:

- Introductory part: Introduces the company, the team, the topic, puts the topic in a bigger picture. Why is the research necessary? Which future problem are supposed to be solved?
  Planned stages of your project, the structure, the organization of the whole project until the end. Explan what you want to achieve, what you don't want to achieve and how you do you plan to make it happen.
- Main part: Presentation, explanation and discussion of results. Include pictures, diagrams and figures, if necessary
- Conclusion: Which knowledge did you gain? Which issues did you have? How did you solve them? What innovations do you see? What is still open?

An MS Word template for the final report can be found on Moodle. The teams may use any citation style they prefer.

The Final Report is to be submitted as a PDF file. Please upload the report in Moodle. The deadline is mentioned in the respective submission section on Moodle.

3. A Guide to Project Work

3.1 Code of Conduct

Team members are expected to follow our standard rules of behaviour during their participation in the EPS:

1. **Communicate** openly and share issues with the team

   All team members are equal. Open communication is key to a successful team. Team members should express their thoughts, ideas, and concerns clearly and respectfully. If problems arise, they should be addressed early to prevent misunderstandings or conflicts.

2. **Use consensus** for team decisions

   Team members will make decisions by consensus, but majority will rule if timely consensus is not reached.

3. **Actively participate** in meetings

   Team members will listen without interrupting; hold no side or competing conversations and attend the meetings on time. Minutes will be recorded at each meeting.

4. **Be present** and engaged

   Each team member will keep all commitments by the agreed upon due date and agrees to constantly assess whether team members are honoring their commitment to the team norms.

One of the main objectives of EPS is to **practice teamwork** which usually might cause conflicts from time to time. The team should always try their best to solve any evolving issues within the team in a constructive way. If there are issues that cannot be resolved by the team itself, you can always contact either your company mentor or your academic mentors (EPS professors).

3.2 How to work on a project

Students participating in the European Project Semester are expected to work self-dependently, take responsibility for themselves and their team and support each other within the team and the whole EPS group.

The project teams are responsible to create their own project schedules. After getting to know and understanding the project, students will be required to create work packages, time frames, deadlines, etc. and represent them in a Work Breakdown Structure (WBS) and a Gantt Chart.

Each project team should determine a **project/ team leader**.

Tasks of the project/ team leader:

- Setting deadlines and ensuring that the project remains on schedule.
- Creating a vision around the project to provide team members with a sense of purpose and motivation.
- Communicating with team members, connecting daily tasks to larger goals, and providing context and support.
- Ensuring the team remains focused and on track, including addressing any conflicts or bottlenecks.
- Making sure everyone has a role in the project.
- Offering less tangible and more emotional support to help a team stay focused on the ultimate goal.
- Fostering a workplace atmosphere that helps bring out the best in his or her team.
- Delivering updates on the progress and possible obstacles facing a project.
- Managing and resolving issues as they arise and identifying potential risks and creating plans if they occur.

It might happen that all or more than one team member are interested in being the project leader. If so, teams are welcome to rotate or take the lead in turns. We recommend to create a schedule at the beginning of the project and keep to it. The topic will be discussed in a briefing session (Introduction to Work Experience Phase), which takes place before the Project Phase.

3.3 Weekly Meetings & Minutes

Weekly meetings are an important tool when working on a project as a team. Each project team must hold at least one weekly meeting with their company mentor. The mentor is not the chairman but a participant acting as an external advisor for the project team.

How to organize and conduct a weekly meeting:

- Find a suitable time and place.
- Invite your supervisor or other key persons.
- Set an agenda and structure the meeting. Distribute the agenda at least 24 hours in advance.
- Nominate a chairman among your team members who will open and lead the meeting and keep an eye on the time.
- Nominate a keeper of the minutes who will document the meeting and put it in writing.
- Go through the last week's minutes to check if everything has been done.
- Follow up with each team member about their status.
- Plans and work packages for the coming week.
- Specific issues mentioned in the agenda.
- Other issues.
- Agree upon a time and place for the next meeting.
- Close the meeting.

The minutes of each meeting must contain information about the points discussed, decisions made, actions taken and the person(s) responsible:

- Name of the project group
- Meeting number and date, time and place for the meeting
- Participants and absentees
- Decisions and votes
- Determination of next steps
- Follow-up of tasks

The minutes must be uploaded on Moodle in the respective section regularly. Students must find a continuous and structured file name for the submitted documents. A template will be provided for every team in the respective section in Moodle.

3.4 Weekly status reports

Status reports give detailed information about the project work and are regular updates on the progress of you project.

Regular status reports are important to keep everyone involved in the project up to date and informed about the progress. They show your team that everything is going according to plan and give you (and everyone else) a sense of confidence.

The reports should not be reactive about what is going badly. Rather effective reports should keep your team up to date, whether the project is on track, at risk or just not going to plan.A template will be provided for every teamn in the respective section in Moodle.

The status reports should contain the following information:

- Continuous report number
- Calendar week
- Project status (going to plan, not going to plan, at risk)
- Description of tasks, measures, decisions, justification of work steps, recording of important information, materials used, machines, software, observations, results, etc.
- Further steps, outlook for the next week (Description of the planned measures and milestones)
- Need for action, comments (open decisions, changes in the concept, need for support, decision for another variant, etc.)
- Responsible persons
- Signatures of project leader and company mentor

The reports must be uploaded on Moodle in the respective section regularly. Students must find a continuous and structured file name for the submitted documents.

4. Assessment of the EPS

4.1 The htw saar Grading System

In the online Welcome Folder you will find a document explaining the htw saar grading system. You can also find the explanations online.

4.2 Composition of the final grade

No.	Module	ECTS	% in Final Grade
1	Intercultural Communication	0,5	2%
2	Technical Project Management	2	7%
3	Introduction to Arduino	2,5	8%
4	Embedded Systems and Simulink (either)	2,5	8%
5	Sensor Systems (or)	2,5	8%
6	German Course / Technical Case Study	2,5	8%
7	Work Experience Phase	20	67%
	TOTAL	**30**	**100%**

4.3 Exams

See module description of each EPS modul in Chapter 2 Structure of the EPS.

For some modules students will be registered by the EPS Team. For others , students must register themselves in the SIM portal of the htw saar. An explanation of how to register for the exams in SIM will be uploaded in the Welcome Folder. If you still need help , please get in touch with the student tutors of the EPS or our International Office.

4.4 Self & Peer Assessment

Students will be required to submit a Self & Peer Assessment together with the midterm and final report. The respective sheet is available in Moodle.

Categories to be assessed are :

1. *Contribution in area of responsibility (engineering)*
2. *Contribution in area of responsibility (deliverables)*
3. *Willingness to build upon the idea of others*
4. *Understanding of the team process*
5. *Leadership at the appropriate times*
6. *Positive attitude*
7. *Initiative shown*

The individual assessments will only be known to the EPS Team. However, upon request and with the agreement of the entire team, students have the right to view the assessments given by their team members. In this case, the assessments will be anonymised.

4.5 Certificate

After the successful completion of the EPS, each student will receive a digital certificate for the participation in our program. The certificate does not replace the transcript of records.

4.6 WellBeing & Consultation Possibilities

The EPS team offers support and assistance throughout the semester. Students should not hesitate to reach out to the EPS Team with any questions, issues, or conflicts they need help resolving. The students may then be referred to other suitable counselling offices, if necessary. Further, the htw saar has a psychological advisory service.

During the Project Phase, students can get together with the EPS team for a casual **biweekly EPS lunch** in the Mensa at Campus Alt-Saarbrücken. Students can discuss their projects, exchange ideas, give advise, talk about issues, ask questions or just socialize with the group. The dates for the EPS Joint Lunch will be announced in due course.

4.7 Academic Guidance

The EPS team does not only offer general support. Each project team is assigned a company mentor and an academic mentor. Please refer to the respective Project Profile for your team's mentors. Your respective company mentor is the direct point of contact for your team. If you have any further questions, problems, or need additional assistance, you can also reach out to the professor listed as Academic Guidance in the project profile.

The academic mentors will visit every project team in their respective companies throughout the Project Phase to check in, discuss the team work, possible issues and questions.

Again, if you experience worries, issues or simply have questions, please do not hesitate to get in touch!

We wish all participants an exciting, valuable, and memorable time with the

EPS@htwsaar

Last Updated: March 2026