

Helsinki Metropolia University of Applied Sciences

**Hochschule für Technik und Wirtschaft des Saarlandes (htw saar),
University of Applied Sciences**

Important information about semester organization, Bachelor thesis and graduation

**Double degree program
B.Sc. Industrial Management / B.Sc. Industrial Engineering**

Changes to previous version are marked in red color.

Part I: Semester organization

Academic calendars

Taking part in a two-semester exchange program is a special experience in the career of students, but it also confronts them with new challenges. One aspect that is dealt with in this brochure is the semester organisation, which is a result of the different academic calendars of the universities.

At **htw saar** the academic year begins on October 1st (start of the winter semester). The summer semester starts on 1st of April each year. However, the beginning of the semester is not the same date as the beginning of the courses. Depending on the year, this is approximately 1.5 to 2 weeks after the start of the semester. The lecture period at htw saar lasts 15 weeks, followed by the examination period, which usually lasts until mid-March (winter semester) or mid-August (summer semester).

At **Metropolia** the lecture period in autumn is from the end of August to mid-December, and in spring from mid-January to mid-May. The examinations are held a week after the lecture period. A week before the beginning of the autumn semester introductory days for exchange students are held.

For htw saar students, however, the shifting of the two different academic calendars offers a decisive advantage: it makes it possible to acquire the additional 30 ECTS required for the degree at Metropolia within the standard period of study.

After the exchange semesters

Please be aware of the following for the time after you have completed the exchange semester:

- Until further notice, **students from Metropolia** do not need to de-register after their mobility at htw saar. However, they need to re-re-enrol for the summer semester and stay enrolled until the day the last examination is completed (typically this is either the date of submission or defense of the thesis at htw saar). Otherwise, it will not be possible to book the grade of the final thesis and the colloquium. The htw saar International Office Incoming Team will contact the students as soon as the re-enrolment is possible (typically in course of January/beginning of February) and inform about the actual steps. Furthermore, students can apply for a refund of the semester ticket fee to the general student committee of the htw saar (AStA), provided that they are not in Saarbrücken during the summer semester (the International Office will inform about the actual procedure and deadlines as well). *It is essential to clarify the current regulations with the International Office before the end of the academic year.*
- **htw saar students** htw saar students need to enrol to Metropolia as degree students directly after their exchange period 31.5. latest. Enrolling after 31.5 means an extra handling cost of ca 50 EUR. Enrolling as a degree student means students have access to all Metropolia systems until they graduate. Enrolling as a degree student means students have to pay the healthcare fee even if they don't use the services. The health care fee in 2021 was 71,60 euros. According to the act on student health care the payment is done in two rates in which case the fee per semester is 35,80 EUR.

Part II: Bachelor thesis

Academic supervision

All candidates need an academic supervisor at both partner universities. Concerning the selection of the academic supervisors, the respective requirements of the partner universities apply. The function of the first supervisor is provided by the student's home university. The second supervisor is provided by the partner university and acts also as contact person for **formal and** procedural questions at the partner university.

At the respective home universities, the selection of the academic supervisor is made according to local rules:

- **At Metropolia** the selection is coordinated by the head of studies (**Nina Hellman**).
- **At htw saar** **international students are supported by the coordinator of the double degree program (Prof. Dr. Christian Köhler).**

The search for a matching academic supervisor at the partner university is supported by the respective coordinators of the double degree program. For this purpose, exchange students are requested to send an e-mail with a proposal to them:

- **For htw saar students:** *Nina Hellman* (Nina.Hellman@metropolia.fi) at Metropolia UAS will appoint the Metropolia supervisor for htw saar students.
- **For Metropolia students:** *Prof. Dr. Christian Köhler* (christian.koehler@htwsaar.de) at HTW SAAR, he can also propose a supervisor at HTW SAAR .

Remark 1: Please take always the second coordinator in CC.

Remark 2: A list of potential academic supervisor can be found in the appendix of this document.

Registration of the thesis

The thesis must be registered in time and in accordance with the valid study and examination regulations at both partner universities.

- The **registration at htw saar** takes place via the **International Office of the university**. Therefore students have to send an e-mail to incoming@htwsaar.de requesting the registration form. The student has to complete and sign the form and forward it to the academic supervisor. The academic supervisor will countersign the form and send it back to the Office of the Business School. *Please note: The registration of the thesis should take place at the beginning of the processing time of three months. **For practical reasons, however, students from Metropolia are advised to contact the coordinator of the programme about 6 months before the planned submission of the thesis and to only officially register the thesis at the htw saar when the submission of the thesis at the home university is foreseeable (at the latest with the submission of the thesis at the home university).***
- The **registration at Metropolia** takes place **using the Wihi system:** wihi.metropolia.fi/-. Note that there is a separate form in the internal system OMA for the administrative

issues related to graduating. See separate document „Metropolia Graduation Instructions“.

Submission of the thesis

Important:

Before submitting your thesis to one of the two universities, carry out a plagiarism check on Turnitin according to Metropolia's specifications in Wihi.

Before submitting your thesis at htw saar make sure that you have met instructors at both universities concerning the compliance criteria. After submitting the thesis for grading, there is no possibility of improving it.

Before applying for graduation at Metropolia, make sure that you have met instructors at both universities concerning the compliance criteria and that you have had your colloquium.

Both partner universities receive a defined number of printed or digital versions of the thesis according to their respective requirements latest by the end of the processing period.

- At **htw saar** there are usually three printed and bound copies of the thesis needed. If the work cannot be exhibited in the library due to a non-disclosure notice, only two printed copies are required. The theses have to be handed in at the Student Service Office of the Business School (contact person see above). The submission guideline of htw saar Business School is available at (via LMS Moodle):
<https://moodle.htwsaar.de/mod/resource/view.php?id=138519>
- **At Metropolia** the thesis is submitted to the Theseus database. See instructions in <http://libguides.metropolia.fi/guide-for-graduating-student> and <http://libguides.metropolia.fi/guide-for-graduating-student/theseus-thesis>
Note that for submitting your thesis to the Theseus database you need to use the Metropolia cover page and abstract format. On the cover page, it is recommendable to also have the htw saar logo. The thesis needs to be accessible and look neat in an on-line format. The easiest way to do this is to use the Metropolia thesis template with instructions on accessibility.

In principle, the theses can also be sent to the universities by post. In this case, it is recommended to send them by return receipt, including a notification of delivery. The date on the postmark serves as the delivery date.

Special requirements of the partner universities

Students have to be aware that they have to meet the special requirements of both universities.

METROPOLIA UAS

In Finland the Bachelor thesis must be made publicly available, as it is considered publicly funded. In the case of confidential information being part of the thesis students can check with the academic supervisor and the partner company, if one or all of the following proposals can be applied:

1. Not telling the name of the company, but instead using “case company”.
2. Putting the confidential information, e.g. graphs, numbers or tables into an appendix that is not included in the published version. At the Appendix’s place must be written “Appendix x, only for case company use”. The thesis should still be understandable to read without the appendix(es). Nevertheless, the appendix is still part of the grading and thus must be available to the scientific supervisors.
3. Not putting the theses into the theses electronic database, only deliver it as a written book (which needs to fill certain criteria as to covers and printing) to the student office. Nevertheless, it will then be available through the library.

If there is potential for company confidential information the student should always send the final version of the thesis to the company and check with the company that the measures taken are satisfactory for them.

htw saar

Non-disclosure agreements will not be signed by htw saar. In the case of confidential information, the thesis may receive a non-disclosure notice and will therefore not be included in the library of htw saar and thus will not be available to public.

The necessity and formulation of the non-disclosure notice must be agreed with the academic supervisor at htw saar.

The guideline “Writing Academic Papers” of htw saar Business School is available at (via LMS Moodle): <https://moodle.htwsaar.de/mod/resource/view.php?id=97459>

The MS Word template of htw saar Business School is available at (via LMS Moodle): <https://moodle.htwsaar.de/mod/resource/view.php?id=105825>

Defence of the Bachelor thesis

The Bachelor thesis ends with a colloquium. The student’s work must be presented and defended before the academic supervisors. The colloquium takes place on the premises of the home university, the supervisor of the partner university **has also to be** connected via video conference technology.

The student is responsible for arranging a colloquium date in due time.

For further information please read Appendix I.

Part III: Graduation at partner university

In the following two sections the procedure and contact persons for the graduation at the partner university are listed. For the graduation at the home university the regular conditions apply.

DD graduation at htw saar

To graduate from htw saar, Metropolia students must send by e-mail to Bella Erla (Bella.Erla@metropolia.fi) scanned copies of the English documents (in pdf format):

- Transcript of Records of the fourth year of study at the Metropolia UAS
- Bachelor Certificate / Diploma Supplement of Metropolia UAS

Bella Erla verifies the correctness of the scanned documents and forwards them via e-mail to the International Office of htw saar. The International Office of htw saar coordinates the issuing of the certificates and diplomas with the Examination Office of htw saar.

Contact information International Office of the htw saar:

Marion Hergenröther
htw saar
Goebenstraße 40
D-66117 Saarbrücken / Germany

tel +49 (0) 681 / 5867 -654
fax +49 (0) 681 / 5867 -662
mail incoming@htwsaar.de

DD graduation at Metropolia UAS

See separate document „Metropolia Graduation Instructions“ for detailed graduation instructions for students.

The International Office of htw saar sends by e-mail to Bella Erla (Bella.Erla@metropolia.fi) the following documents (in pdf format) for the DD students who have graduated from htw saar:

- Transcript of Records of the fourth year of study at htw saar
- Bachelor Certificate / Diploma Supplement of htw saar

It is noteworthy to know the documents need to be available before the “Latest date for graduation registration in OMA” in order for the corresponding “Graduation date” to be possible. These dates are in the document „Metropolia Graduation Instructions“.

Appendix I: Process overview for Metropolia students at htw saar

1. To ensure that you meet the minimum requirements for a thesis at htw saar, please download the currently valid guidelines (incl. templates - these contain further information) and read them carefully. Make sure to do this before you start with your thesis.
2. Find a supervisor at Metropolia who will supervise your thesis technically. Inform both coordinators of the double degree programme that you want to start your thesis.
3. Register your thesis at htw saar in good time before submission (maximum 3 months before).
4. Having completed the practical part but latest two weeks before submitting the thesis: Arrange a meeting for a compliance review with your supervisor at htw saar. During this meeting, the supervisor at htw saar will check the thesis for compliance with the minimum formal requirements of the university.
5. Submit the thesis to Metropolia and htw saar. Note that the logos of both universities are shown on the cover sheet.
6. Make an appointment for the colloquium at htw saar. Make sure that the supervisors from both universities can attend the appointment. The colloquium includes an approx. 20-minute presentation followed by a questioning of the student.
7. After the colloquium, the two supervisors will discuss the grade and recognition of the thesis.
Note: Only if thesis and colloquium have been passed and the formal criteria of both universities have been met, the thesis will be recognized at the partner university.

Appendix II: List of potential scientific supervisors

METROPOLIA UAS

Name	Topic areas	Contact
Juha Haimala	<ul style="list-style-type: none">• Management of operations, all topics	Juha.Haimala@metropolia.fi
Nina Hellman	<ul style="list-style-type: none">• ISTM, process development	Nina.Hellman@metropolia.fi
Harri Hiljanen	<ul style="list-style-type: none">• Process development• Logistics	Harri.Hiljanen@metropolia.fi
Antero Putkiranta	<ul style="list-style-type: none">• All topics	Antero.Putkiranta@metropolia.fi
Anna Sperry	<ul style="list-style-type: none">• Business development• Business analytics• Sales• Marketing	Anna.Sperry@metropolia.fi

HTW SAAR

Name	Topic areas	Contact
Prof. Dr. Daniel ABAWI	<ul style="list-style-type: none"> • Information and Communication Technology (ICT) • Business Information Systems • Computer Science 	daniel.abawi@htwsaar.de
Prof. Dr. Dieter ARENDES	<ul style="list-style-type: none"> • Manufacturing technologies • Planning of production facilities • Lean Management and production process optimization 	dieter.arendes@htwsaar.de
Prof. Dr. Dirk HÜBNER	<ul style="list-style-type: none"> • Mechanical Engineering (general) 	dirk.huebner@htwsaar.de
Prof. Dr. Frank Kneip	<ul style="list-style-type: none"> • Mechatronics • Hydraulics • Modelling and Simulation • Automation and Control • Embedded Systems • (Industrial) Test Rigs • Development and Testing of Prototypes • State- and Parameter-Estimation 	frank.kneip@htwsaar.de
Prof. Dr. Christian KÖHLER	<ul style="list-style-type: none"> • Innovation and technology management • Product, (production) process and technology planning and optimization • Product and (production) process optimization • Industry 4.0 • Technical Sales 	christian.koehler@htwsaar.de
Prof. Dr. Susan PULHAM	<ul style="list-style-type: none"> • Normative decision theory • Human decision making (psychological aspects) • Behavioral Finance • Educational psychology • Evaluation 	susan.pulham@htwsaar.de

Name	Topic areas	Contact
Prof. Dr. Frank RÜCKERT	<ul style="list-style-type: none">• Simulation of Combustion Engines (Diesel/Gasoline)• Heat- and Mass transfer / Thermodynamics• Fluid Mechanics / Turbulence Modelling• Computational Fluid Dynamics (CFD)• Power Plants / Energy Storage• Simulation of Reaction Kinetics• Finite Elements Simulation / Material Science• Additive Manufacturing / 3D Printing	frank.rueckert@htwsaar.de