

## NOTES ON THE PREPARATION OF ACADEMIC PAPERS: CREDIT POINTS

All instructions are general, please also consult the respective lecturer!

### How many ECTS points do I receive for which achievements?

#### BA courses

- **6 ECTS** points:
  - regular and active participation + 1 written examor
  - 1 small term paper of 12-14 pagesor
  - 2 essays of 6-7 pages each or 1 presentation and 1 essay
- **9 ECTS** credits:
  - regular and active participation + 1 large term paper of 18-20 pagesor
  - 2 essays of 9-10 pages each.

#### MA courses

- **3 ECTS** credits:
  - regular and active participation + 1 presentation with written elaborationor
  - 1 essay 6-7 pages
- **6 ECTS** credits:
  - regular and active participation + 1 term paper of 12-14 pagesor
  - 1 essay of 9-10 pages
- **9 ECTS** credits:
  - regular and active participation + 1 term paper of approx. 25 pagesor
  - 2 essays of 9-10 pages each.

Page specifications are guidelines for students and lecturers. They are calculated in Times New Roman (12 point) or Arial (11 point), spacing 1.5 lines, margins: left 3 cm, right 2 cm, formatting: Justified. The page numbers refer to the scientific text. Cover sheet, outline, appendix etc. do not count as part of the number of pages to be submitted.

#### Submission deadlines:

- Term papers by the end of the semester break at the latest (31 March or 31 September)
- Essays during the semester, by the end of the semester at the latest
- Exposés during the semester (deadline will be announced in the research colloquium)

The **topic** of the written paper is chosen in consultation with the lecturer from the thematic field of the course. The topic of the exposé is a current, planned research project (usually the Master's thesis).

	<b>Bachelor</b>	<b>Master (option 1)</b>	<b>Master (option 2)</b>
<b>3 ECTS</b>		regular and active participation + presentation with written report	regular and active participation + 1 essay (6-7 pages)
<b>6 ECTS</b>	regular and active participation + written exam / small term paper / 2 essays / presentation + essay	regular and active participation + small term paper (12-14 pages)	regular and active participation + 1 essay (9-10 pages)
<b>9 ECTS</b>	regular and active participation + large term paper / 2 essays	regular and active participation + large term paper (around 25 pages)	regular and active participation + 2 essays (9-10 pages)