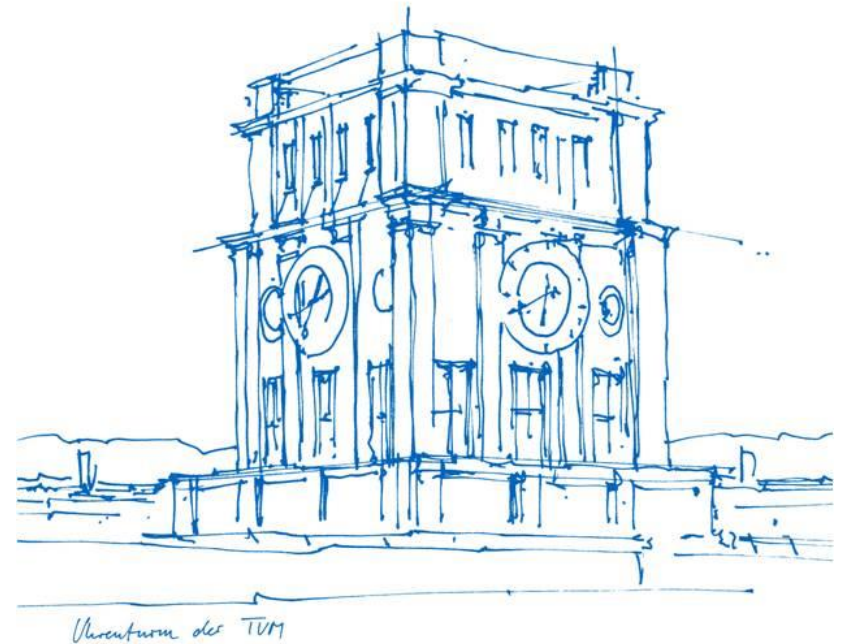


APs at ERI

Technical University of Munich

TUM School of Management

Entrepreneurship Research Institute



Munich, Aug 2025

General information

For additional insights regarding application projects (APs) for students of *M.Sc. Data Engineering and Analytics* please see the information provided by the department of informatics:

<https://www.cit.tum.de/en/cit/studies/degree-programs/master-data-engineering-and-analytics/>

Contact persons from informatics faculty:

Ceprkalo-Simic, Vivija

office: [TUINSBS Servicebüro Studium Informatik \(SB-S-IN\)](#)

email: studin.asa@xcit.tum.de

phone: +49 89-289-17296

How to offer an AP (for companies)

- 1) Draft a brief project description that covers the objective, tasks / work packages, and milestones of the project. Indicate the earliest and latest possible starting date. Send it to our coordinator of APs at ERI, Jessica Bielski (Jessica.bielski@tum.de), and request supervising capacity.
 - We supervise one AP per startup per semester max.
 - We expect you to be open towards participating in our institute's research projects in return (please always let us know if you are willing to participate).
- 2) We will let you know if we can supervise your AP and who will be the supervisor
- 3) Submit your AP posting (1 page, **pdf**) to Jessica Bielski (Jessica.bielski@tum.de), see next slide for formatting
 - We will upload the posting on our homepage.
 - We recommend distributing the posting in other channels as well.
- 4) Let your supervisor know when you have found a team of students to work on the IDP. Schedule a kickoff meeting with the team and your supervisor.

How to offer an AP (for companies)

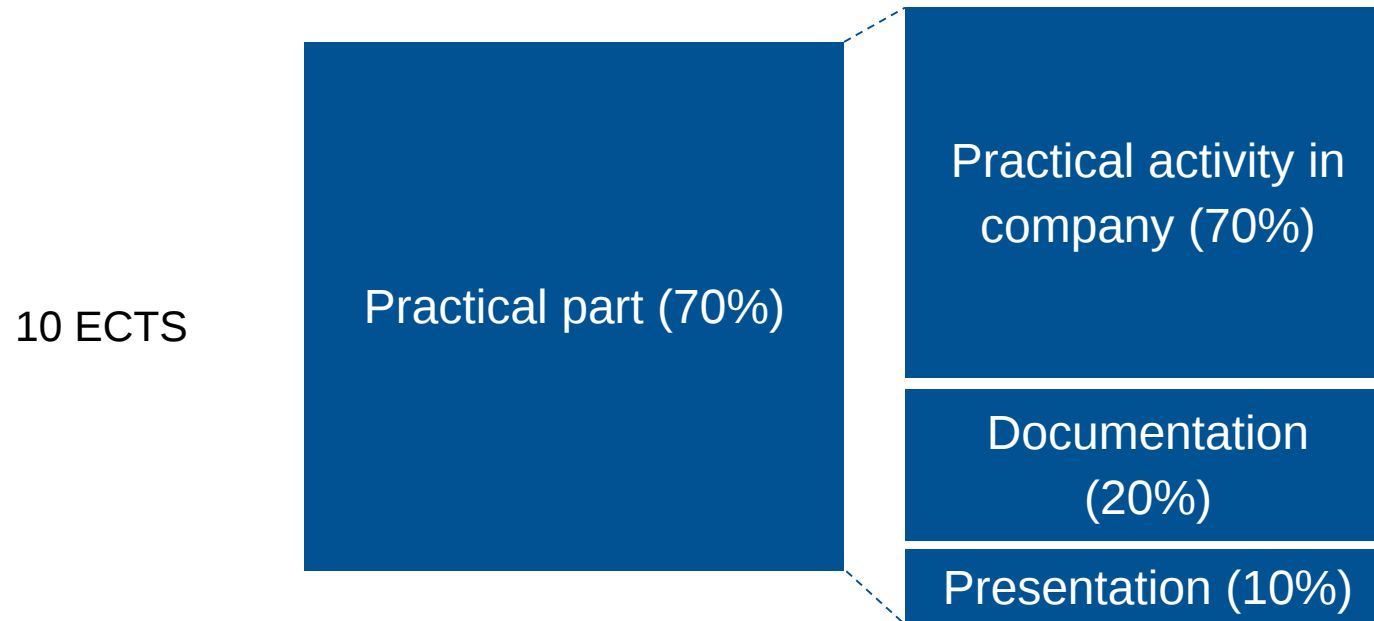
Submit your IDP posting (1 page, **pdf**) to Jessica Bielski (Jessica.bielski@tum.de).

- Format file name as follows: ***year-month_AP_CompanyName.pdf***
- Send summary text of IDP offer for website as **text in email**. Structure it as follows:
 - **Company** Summary
 - *Tracks (if necessary)*
 - **Tasks**
bullet points
 - **Begin:**
 - **Duration:**
 - **Application:** > Here specify number of students, application documents and contact email address <

For further inspiration, you may see our current postings:

<https://www.ie.mgt.tum.de/en/ent/teaching/project-studies-and-idps/>

IDP structure



The overall grade is rounded exactly to the first decimal (e.g. 1,4)

Practical part

Information for AP students and advisors from company

- The practical part includes the practical activity in the company (70%), the documentation of this activity (20%), and a presentation (10%). Overall, the practical part is equivalent to 10 ECTS.
- One student's practical activity in a company should be equivalent to approximately 210 working hours ($70\% \times 10 \text{ ECTS} \times 30 \text{ working hours}$). The remaining 90 working hours ($30\% \times 10 \text{ ECTS} \times 30 \text{ working hours}$) should be used for the documentation and presentation.
- The advisor should assist the student(s) in drafting a timeline and milestones for the AP.
- The advisor is solely responsible for advising the practical part.
- The advisor should read the students' documentation of the practical part and attend their presentation.
- We usually ask the advisors for their grading suggestions on the practical activity, documentation, and presentation.

AP Registration

- 1) The ERI supervisor must have access to the CIT Koinon portal for [registration](#).
In case, they are not having access yet, the ERI supervisor must request the access asap via support-koinon.asa@xcit.tum.de for themselves and their professor as examiner.
 - Always add (, *Madeleine Kutschbach*) in 'Second Supervisor' to ensure a smooth grading process.
- 2) **The registration must be submitted before the semester deadline by the ERI Supervisor or Examiner!**
See: <https://www.cit.tum.de/en/cit/studies/degree-programs/master-data-engineering-and-analytics/> (Scroll down to tab 'Application Project')
- 3) Write and attach project description. Content:
 - Brief introduction of the practice partner
 - Aim of the practical part
 - Timeline and Milestones
 - If more than one student: Indicate who is responsible for which part of the practical part

The students and practice partner are responsible for the quality of the project description.
- 4) Schedule Kick-Off meeting and final presentation with supervisor and (company) advisor, schedule 2 interim meetings with supervisor.

AP examination: Deliverables at ERI (1)

Always check the requirements individually with your supervisor

1) Report

- 20 pages (+/- 10%)
- Describe the objective, the process, the results, and your learnings during the practical part of your AP to an expert audience. Reflect on the process. Note that 2 ECTS correspond to 60 working hours. This effort should be reflected in your report.
- Refer to our [guidelines and resources page](#), to find the following:
 - Our guidelines for reports (e.g., incl. formatting and correct use of citations)
 - Download-link for the declaration of authorship
 - Download-link for the official title page
- Send an electronic version of the report to your supervisor from ERI (submission date is the date of your presentation) and to the advisor of your practical activity.

AP examination: Deliverables at ERI (2)

2) Presentation

Always check the requirements individually with your supervisor

- 20 min presentation + 10 min Q&A, at ERI
- All students of the team need to participate in the presentation and be prepared to answer questions
- Summarize the objective, the process, the results, and your learnings during the practical part of your IDP. Explain it comprehensibly to a non-expert (i.e. non-informatics) audience (as if you were working for a company explaining your work to management colleagues)
- Send your presentation upfront to your ERI supervisor

FAQs

Which semester will my AP count in?

It is supposed to count for the semester it was registered in. Late grading is possible within the next semester under special circumstances.

How do I know that my AP is officially registered? Does my supervisor inform me about it?

No. However, it should show in your TUM online. If not, please let us know.

Contact persons

For APs in general (regulations, legal issues, ...)

Ceprkalo-Simic, Vivija

office: [TUINSBS Servicebüro Studium Informatik \(SB-S-IN\)](#)

email: studin.asa@xcit.tum.de

phone: +49 89-289-17296

For course related questions

- For the specific course you intend to take, please contact the lecturer directly.
- For general information on the course offering of the TUM School of Management, contact an admission manager or program manager.

For the report and presentation

- Your supervisor at ERI will help you with issues outside of this document. In special cases please contact Jessica Bielski (Jessica.bielski@tum.de) together.

For the practical part

- Your advisor from the company.