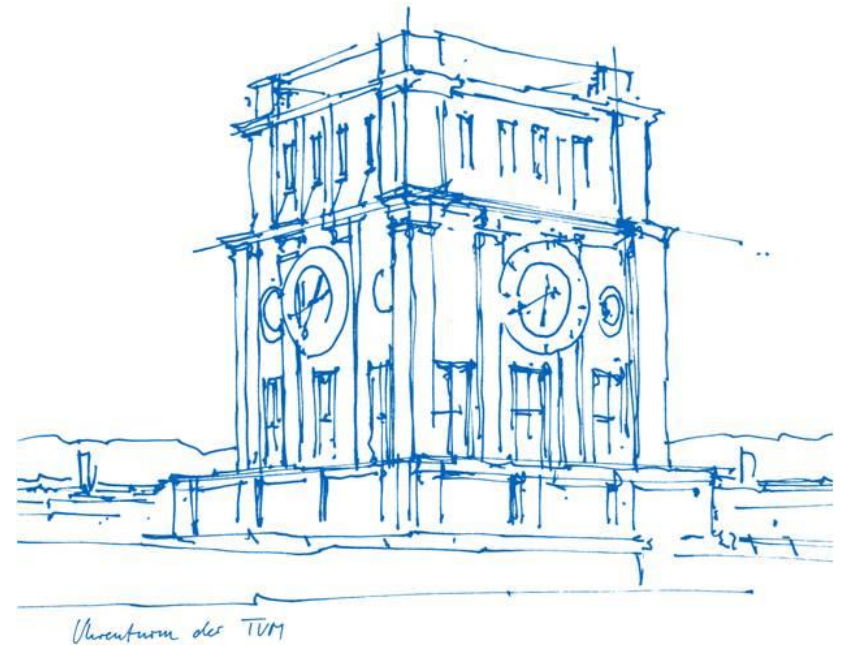


# APs at ERI

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](mailto: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](mailto: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](mailto: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)

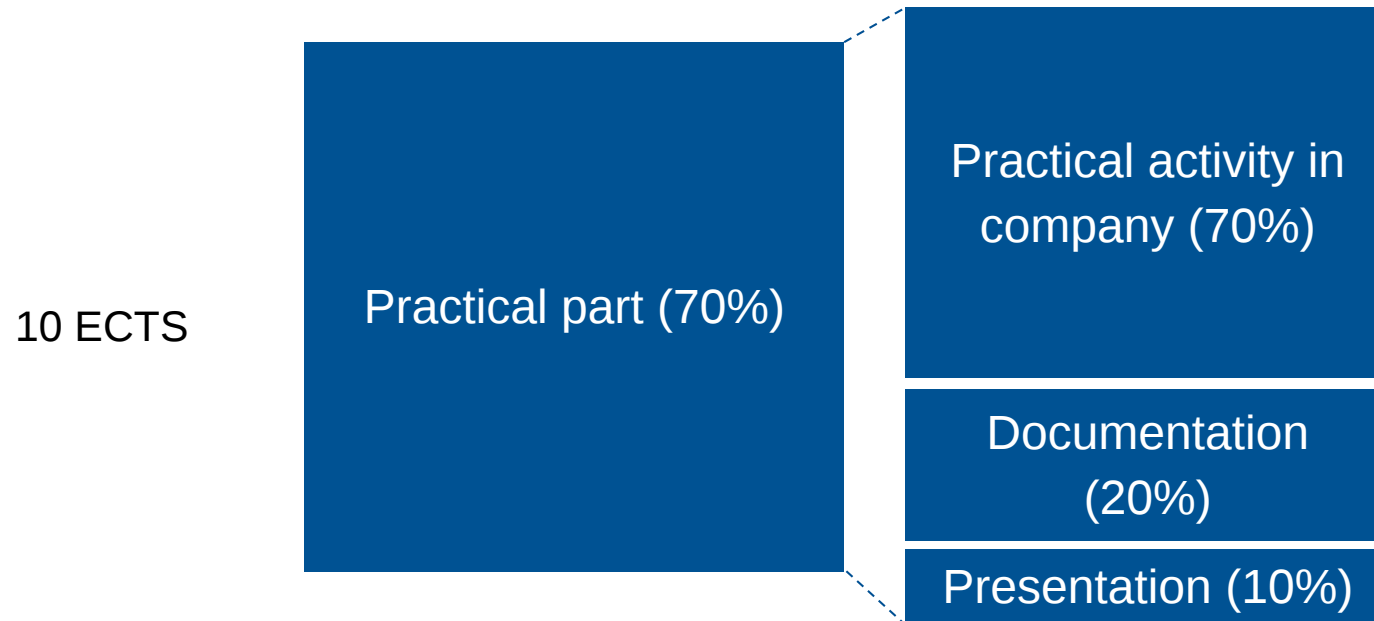
Submit your IDP posting (1 page, **pdf**) to Jessica Bielski ([Jessica.bielski@tum.de](mailto:Jessica.bielski@tum.de)).

- 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/>

# AP 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% x 10 ECTS x 30 working hours). The remaining 90 working hours (30% x 10 ECTS x 30 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](#).
  - Add examining professor as 'First Supervisor'.
- 2) **The registration must be submitted by the ERI Supervisor before the semester deadline, set by the Informatics department!**

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

Write and attach project description. Content:

- Title (if English project, additionally prepare German version of title)
- 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.

- 3) Email the project description to your ERI supervisor for filing.
- 4) Register in CIT Koinon portal, student(s) need to confirm in CIT Koinon portal.
- 5) 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](mailto: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](mailto:Jessica.bielski@tum.de)) together.

For the practical part

- Your advisor from the company.