

MSCIFM_KTS02_Know-How Transfer 3 ECTS

26.03.2019

General Information

Module Code	W.MSCIFM_KTS02.14
Programme	Master of Science in International Financial Management
Type of Module	Related module in foundation
Level of Module	Advanced
ECTS Credits / Workload	3 ECTS Credits (90 hours)

Module Dependencies

Pre-requisites	In order to be able to participate in the Knowhow Transfer module, the students have to be employed. In case you are doing an internship (at least 80% workload for 3 months) in Financial Management or have a part-time occupation of at least 40% for at least 6 months, you can apply to the head of your programme to do a Know-how transfer project. The employer has to attest these terms of employment as well as the involvement of the project the knowhow is transferred to in a letter to programme management.
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Follow-up modules

Module Aims

The Know-how Transfer report shows that students are able to apply the knowledge acquired during their master's programme to their occupation and their respective assignments.

The application of the knowhow requires a project the knowhow is transferred to. When considering a project for the Knowhow Transfer module you should ask yourself the following questions:

1. Does this project requires / would benefit from knowledge that I have already acquired during my studies (Bachelor or Master)?

2. Will the project benefit from additional reflection, perspectives and evaluations or enhanced logical argumentation?

Will I be able to write a final report that reflects the two points above (within the working hours corresponding to the number of ECTS credits)?

Learning Outcome 1

The Know-how Transfer report shows that students are able to apply the knowledge acquired during their master's programme to their occupation and their respective assignments.

	Importance	Relevant NQF-Descriptors
Subject knowledge and skills: Sound knowledge of all the aspects acquired during their master's programme, especially of those relevant for their position.	medium	knowledge
Problem-solving: Students analyse and evaluate tasks and assignments applying the knowledge acquired during their master's studies. They know how to proceed in order to apply their know-how and know how their professional experience enhances their theoretical background. They critically evaluate their own knowledge and compare it with what is required on the job. They are eager to close possible knowledge gaps and can explain how to do so.	high	
Methodology: Students demonstrate sound knowledge of appropriate methods.	medium	knowledge; judgement
Communication: Students write a report conveying the application of knowledge.	medium	application; communication
Self-related skills: Self-discipline, self-actualization, time-management	low	judgement; learning autonomy

Content Outline

- The application of knowledge acquired during the master's programme to the student's occupation or respective assignments
- Grading is based on a project report in English detailing the knowledge collected and applied as well as the application process, the results and further improvement measures.

The application of the knowhow requires a project the knowhow is transferred to. When considering a project for the Knowhow Transfer module you should ask yourself the following questions:

1. Does this project requires / would benefit from knowledge that I have already acquired during my studies (Bachelor or Master)?
2. Will the project benefit from additional reflection, perspectives and evaluations or enhanced logical argumentation?
3. Will I be able to write a final report that reflects the two points above (within the working hours corresponding to the number of ECTS credits)?

The students have to apply for the Knowhow Transfer Module with a written project proposal. The module responsible will decide on the appropriateness of the project as basis for the Knowhow module.

In order to gain the credits for the Knowhow Transfer module you need to

1. Enrol in the module
2. Hand in your project proposal (see form on the ILIAS) to the module responsible
3. Get the approval for your project proposal from your supervisor / module responsible
4. Ensure that your employer attests to your employment and involvement in the project (see 2.1.)
5. Hand in a final report containing
 1. Brief description of the project
 2. Brief summary of the knowledge transferred
 3. Description of the application of said knowledge
 4. Benefits of the knowhow transfer for the project and organization (both theoretical and actual)
 5. Lessons learnt from the knowhow transfer / Reflection on the knowhow transfer / application process
6. In order to gain the respective credits in the same semester you are enrolled for the module the final report has to be handed in on time. Deadline is disclosed below. If this does not seem feasible you have to drop out of the module enrolment prior to the Friday of the second week of the semester. It is no problem to start with your Know-how transfer (the actual work) before being enrolled for the module in Evento / MyCampus. E.g. when you expect to still be doing your internship after the deadlines stated below will have passed.

Deadline

You have to submit your Knowledge Transfer Project Report to your supervisor on time.

Submission: Student has to submit his/her Knowledge Transfer Project Report by **January, 4th for the Fall Semester and June, 4th for the Spring semester by email to the respective supervisor and by uploading it to the dropbox on ILIAS.**

Evaluation: Supervisor has to evaluate the Knowledge Transfer Project Report and notify the master office by **January 31 for Fall Semester and July 31 for Spring Semester.**

Teaching and Learning Methods

Contact Hours

Directed Study individual work

Workload

Contact Hours 0 lessons / 0 hours (0%)

Directed Study 0 lessons / 0 hours (0%)

Private Study 90 hours (100%)

Assignments and Assessments

Assessment Type	Quantity	Weight	Form	Evaluation Type	Time
Individual written assignment	9000 words	100%	report	grades	during exam weeks