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# Field project guidelines

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## Art. 1. Definition and objectives

- 1.1. The *field project* is a business consulting project that is developed over a period of about 3 months, in which a group of students apply the knowledge acquired in the classroom to real life cases, under the supervision of a Professor/Tutor.
- 1.2. The *field project* can be included in the study plan of a Master's degree programme. As an exception, the field project may be included in a Bachelor's degree programme. The following guidelines apply also for the latter and the contract attached shall be used in both cases.
- 1.3. Selection procedures, specific tasks, credits, the year in which the field project will be carried out, and whether it is mandatory, are defined by the course study plan.
- 1.4. The credits assigned for the *field project* can vary from 9 to 12 ECTS, depending on the commitment required.
- 1.5. Students are not allowed to carry out a *field project* unless it is contemplated in the course study programme. The Director of the Master might exceptionally allow a student to carry out a *field project* outside of the study curricula only if there are enough positions available.

## Art. 2. Duration

The *field project* must be carried out in the semester defined by each study plan.

## Art. 3 Evaluation and deadlines for receiving credits

- 3.1. Once a *field project* has been completed, the Professor/Tutor will proceed with the evaluation. Students from the same group could receive a different evaluation when duly justified.
- 3.2. The *field project* evaluation must be notified to the relevant office responsible of keeping records of the grades.
- 3.3. The *field project* evaluation – unless otherwise stated in the Faculty's guidelines – will affect the GPA.
- 3.4. Credits for the *field project* will be assigned only when the *field project* is completed.

#### **Art. 4 Field project contract**

- 4.1. The "*Field project contract*" is annexed to these guidelines. In compliance with art. 7 cpv. 3 of the Regulations on power of attorney, the contract for a *field project* requires a joint signature and also the signature of the *field project's* manager. The "*Field project contract*" must also be signed by all the students involved.
- 4.2. Any formal or substantial change to the contract attached to these guidelines must be agreed upon and approved by the USI Legal Service ([serviziogiuridico@usi.ch](mailto:serviziogiuridico@usi.ch)).
- 4.3. The person responsible for the project must submit the original signed contract to the USI Career Service, which may use the contract for promotional purposes, but is nevertheless not responsible for the way the field project is carried out.

#### **Art. 5 Other provisions**

For everything not stated in the following guidelines, please refer to the Faculty's regulations.

#### **Art. 6 Entry into force**

The following guidelines will come into force at the beginning of the academic year 2019/2020.

Guidelines approved on 27 June 2019 by the Steering Committee.

This document will come into force at the beginning of the academic year 2020/2021 for the Faculty of Informatics, and from September 2019 for all other Faculties.