

Information for clients

Procedure and framework of the Bachelor Thesis 2020 University of Applied Sciences Northwestern Switzerland, School of Business

Procedure of the Bachelor Thesis

The client, students and supervisor take part on the Kick-off-Meeting, Status-Meeting and the final presentation. The students are responsible for the organization of the meetings and the compliance with the following steps:

Milestone	Objectives	When
Preparatory work	<ul style="list-style-type: none"> - Arranging and organizing the Kick-off-Meeting - First literature review, familiarization with the topic 	At the beginning
Kick-off-Meeting	<ul style="list-style-type: none"> - The participants become acquainted with each other - Agreement on the starting point and task, the client explains the situation in full and issues any necessary documentation - Identification of the core objectives and results - Agreement on the form of collaboration with the client (intensity, on-site presence, flow of information, in case of surveys: rights of the interviewees, handing of confidential information, etc.) - Establishment of the data required for the status meeting/mid-term presentation and final presentation - Expenses guidelines - Declaration of any lengthy absences and definition of process/next steps 	At the beginning Recording the kick-off meeting with minutes, which are submitted to the supervisor and client for their approval within one week.
Proposal (Charter)	The proposal should incorporate the following elements: <ul style="list-style-type: none"> - Starting point, current situation, task - Objective(s) - Initial results stemming from the literature research; relevant facts/best practice/theories and/or models - Procedure/chosen method during the analysis phase - Procedure/chosen method during the planning phase - The outcomes expected - Key milestones 	Two to four weeks after the kick-off-meeting First submission to supervisor for approval, then to client for approval, signing of the proposal by all involved parties (client, students and supervisor)
Status meeting/ interim-presentation	Presentation of the current status of the assignment; what has been achieved to date, any issues presenting a challenge, forecast; next steps, feedback from the client and supervisor on progress made	During the course of work
Final presentation	Final presentation and handing over of the agreed number of copies of the bachelor thesis	Shortly before or after deadline
Public Management Summary	The public management summary is intended for the publication on our FHNW website and has to be rendered anonymous if demanded from the client's side. Approval by the supervisor and client	Until one week after deadline or according agreement with all involved parties
Completion (Feedback session)	<ul style="list-style-type: none"> - Joint assessment and appreciation of the work together with the supervisor - Discussion about further collaboration - General feedback 	Until one month after deadline

Framework of the Bachelor Thesis

Supervision of the students

By the University:

The student(s) produce their work on a largely independent basis. Each assignment is supervised by a lecturer. He/she ensures that a systematic approach is maintained in the work.

By the Client:

The client guarantees appropriate availability for the student during the working period, i.e. in particular ensuring the necessary exchange of information. If it helps the project, it might be appropriate to make a suitable on-site workstation available to the student by agreement.

Confidentiality

Your information will be treated as confidential. If requested, the bachelor thesis itself will also be treated as confidential. Otherwise it will be made publicly accessible in our library according to the transfer concept and the practical orientation of the University:

Category	Explanation
Confidential	The assignment is not accessible to the public and is immediately archived by the School of Business.
Public	The assignment is publicly accessible. Assignments awarded grade 5.0 and higher are placed in the Network of Libraries and Information Centres in Switzerland (NEBIS) and made available via the FHNW website.

Costs

Costs per bachelor thesis: CHF 900.- (excl. VAT) plus possible expenses of the students¹⁾. This fee does not apply in the case of a bachelor thesis undertaken on behalf of a client that employs the student on a part-time, minimum 50% basis. The flat-rate fee for processing a topic will be charged to the client by the FHNW School of Business following completion of the project in question.

¹⁾ Expenses of the student(s) on agreement for printing, travel, postage, telephone, etc.. These are typically in the region of CHF 200.- to CHF 500.- per project. They must be agreed with the student(s) at the beginning of the project and must be borne by the client. The student(s) will invoice the expenses directly to the client.

PS:

Did you know that your company can also call on Professional Consultancy Services from this University? If you are interested, please contact: christian.weber@fhnw.ch; School of Business; Phone +41 (0)848 821 011