

## **Instructions for using the results of students' work**

Students' work (including project work, literature reviews, semester papers, Bachelor's and Master's theses and MAS theses) are mandatory components of degree courses at the ZHAW LSFM. They are written under the supervision of a lecturer or assistant lecturer at the ZHAW LSFM. The following guidelines apply to the use of results of students' work.

1. The results of students' work are the sole and exclusive property of the university and the respective project partners. Alternative arrangements can be formally agreed. The ZHAW's legal services will assist if questions arise.
2. Any publication or distribution of work, in whole or in part, may only take place in agreement with the assessors at the ZHAW LSFM. These will obtain the agreement of project partners, where necessary.

Dubious journals and publishers keep appearing on the market. They publish manuscripts without controlling quality and provide none of the services that are expected from a publisher. The university library lists these dubious publishers on the library webpage:

<https://www.zhaw.ch/de/hochschulbibliothek/schreiben-publizieren/>

3. Any publications must comply with the citation policy of the respective subject area and generally contain the following information:
  - Name of the author (and co-author where applicable)
  - Type of work (project, literature review, semester paper, Bachelor's and Master's theses)
  - Institution (ZHAW School of Life Sciences and Facility Management, Wädenswil)  
e.g. Extracts from the Bachelor's thesis of T.R. Maurer (pp. x-y), ZHAW School of Life Sciences and Facility Management Wädenswil, 1998

If only certain results from a piece of work are used, details of the type of work and the university should also be included in the bibliography, in addition to the usual information.

4. The ZHAW LSFM archives at least one copy. Confidential work (e.g. company data, inventions) is securely stored.

## **The following guidelines apply to confidential student work:**

### **1. Confidentiality of the entire piece work**

Whether or not students' work should be classified as confidential is at the discretion of the contracting party (external client). Confidential student work must be classified as such on the title page according to the university's guidelines.

The following persons / parties have access to the content of confidential work:

- The student who authors the thesis



- The ZHAW thesis supervisor
- The programme director
- The client, who determines the extent to which the work should be disseminated in their own field.

## 2. Confidentiality of individual documents/data that is part of generally non-confidential student work

### 2.1 Confidential information that requires anonymisation

Before carrying out any surveys / polls, the extent to which the data in the final report will need to be anonymised must always be clarified (be it for confidential or non-confidential work). Anonymisation means changing personal or company-related data so that it can no longer be assigned to a person or company (e.g. interview partner 1, company A). However, it must be possible to disclose the sources in a separate appendix that is accessible to supervisors, otherwise the quality of the information and/or source cannot be assessed.

### 2.2 Confidential information that must not be mentioned

Confidential information which is not approved for use in student work may not be used in any way because it cannot be traced or assessed and is therefore considered non-existent.

## 3. Regulation documentation

### 3.1 Regulation metadata

Concerning	Details
issued by	LeiterIn Stabsbereich Bildung
decided by	LeiterIn Stab
archived in	2.05.00 Lehre Studium
place of publication	Public

### 3.2 Regulation version history (optional bei nicht rechtsetzenden Erlasse)

version	decided on	decided by	validity	description of change
1.0.0	14.07.2020	Leiter/in Stab	14.07.2020	German version « <a href="#">Merkblatt zur Verwendung der Resultate</a> »