

## **Instructions for using the results from student assignments**

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

1. The results from student assignments are the sole and exclusive property of the university. Nevertheless, alternative arrangements can be formally agreed upon. The ZHAW's legal services will assist if questions arise.
2. Any publication or submission of an assignment, in whole or in part, may only take place in agreement with the relevant ZHAW LSFM supervisors. If necessary, the supervisors will obtain consent from any project partners.

Journals and publishers that lack credibility frequently emerge on the market. They publish manuscripts without any quality control and provide none of the services that are expected from a publisher. The university library provides a list of these publishers on its webpage:

<https://www.zhaw.ch/en/library/writing-publishing/>

All publications are subject to discipline-specific citation and referencing requirements and must 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)
- University (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 an assignment are used, the type of assignment and the university should also be included in the references section, in addition to the standard information.

3. The ZHAW LSFM archives at least one copy of all student assignments. Confidential work (e.g. company data, inventions) is securely stored.



The following guidelines apply to confidential student work:

## **1. Confidentiality of an assignment in its entirety**

Whether or not student 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 a part of generally non-confidential student assignment**

### **a. 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 attributed 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.

### **b. 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	Head of the Staff Unit Studies
decided by	Head of Staff
archived in	2.05.00 Lehre Studium
place of publication	Public

#### 3.2 Regulation version history (optional in the case of non-legislative decrees)

version	decided on	decided by	validity	description of change
1.0.0	14.07.2020	Head of Staff	14.07.2020	German version « <a href="#">Merkblatt zur Verwendung der Resultate</a> »
2.0.0	13.04.2022	Head of Staff	13.04.2022	Layout adaptation and content update
2.1.0	11.05.2022	Head of Staff	11.05.2022	Removal under point 1: "... and its respective project partners"
2.1.1	-	-	-	Anpassung der Kopfzeile zu Dept. LS and FM. 27.05.2024