

How to write a Team Research Report

1. Introduction

The team projects function is to train your research skills and in conclusion prepare you for your Master thesis: With the team project you are supposed to demonstrate that you are familiar with academic standards like writing skills, literature review, and bibliography information as well as with recognised by the scientific community. Particularly, you shall demonstrate your ability to conduct specialized academic studies independently and to present the results of your teamwork in a proper manner.

Further, you shall improve and demonstrate your ability to work in teams: You shall organize your joint research project on your own as well as implement and present it independently. Each member of the team will contribute his or her knowledge and skills in the best way he or she is able to so that the teamwork is highly efficient.

2. Timetable/How to

In the first week of your studies the preparation of your teamwork will start with the presentation of possible topics in the Master Forum. After the presentation you will have one week to rate the topics according to your personal preferences. The working groups will then be composed as a result of your rating. Further, your group needs to choose a supervisor in order to define the research question with him or her.

To start your team work, please keep the following aspects in mind:

- *weekly appointment*: Each group should meet once a week. Agree upon dates and make reservations for [working rooms](#). Arrange additional appointments if necessary.
- *collective work rules*: Discuss and agree upon certain collective work rules, e.g.

sanctions if somebody comes late or is behind schedule with his or her work, how minute-taking will be distributed etc.

The development and results of your team research will be presented in oral and written form. It must be clear which team member edited which part of the team research on the basis of sections or page numbers.

2.1 Oral presentations

You will present the state of affairs of your research step by step at the Master Forum: in a first poster presentation you inform about your topic and the research question, the capabilities of the team (skills) and a first review of relevant literature. In your second poster presentation you shall focus on your research approach or design and the methods to be used for analysis. Finally, in January you will do a draft presentation as the final rehearsal before the Master Meeting. The following aspects should be included in your second presentation:

- research subject and working title
- status quo of current research literature, which is related to your subject / theories applied or dominant in this research field, please click [here](#) to find a 'Guide for research and working in the library'
- Methods and sources: Try to answer the following questions: where do you get your information from? Are you going to collect your own data?
- Methods and analysis: Explain the course of your analysis step by step
- Draft results

Always include the feedback in your teamwork. Conduct the last refinements and do the final preparation before the Master Meeting.

The Master Meeting is an open academic conference, which will be organized by all participants of the Master Forum. The presentation during the Master Meeting, in which each team member will talk, should last at least 15 minutes and at most 30 minutes. Details need to be arranged with the Master Meeting preparation groups.

2.2 Written presentation/Team Research Report

In addition to the oral presentation of your team research, you need to hand in a team research report, which will be graded by your supervisor. The team research report will be assembled by individual written contributions of each team member. Each part of the individual team member shall be within the range of 3000 words (about 10 pages) and 6000 words (about 20 pages). The submission deadline of your team research report is March, 15th. Please submit two printed copies of your report to your supervisor.

The final team research report consists of two parts: the manner of your team work as a first and the research subject as second part. In the first part reflect about your teamwork; explain how you have organised the distribution of labour and describe the specific contributions of the team members (about 3 pages). In the second part of your team report specify your research question. Link your research to the state of science and make your methodology transparent. Further, you need to present your results in a proper way incl. references and bibliography (approximately 30 pages). Further information about format, references and bibliography can be found on our [European Studies website](#).

It is recommended to continue the team meetings during the non-lecture period in February/March. Schedule an editing meeting for finalizing your report and organise proper proof-reading.

3. Evaluation

The final grade of the team research report is assembled of five different grades: Three grades will be given individually to each team member. These grades include the individual work on the team report (25%), the individual active participation in the Master Forum (15%) and the organisation of the Master Meeting (10%). Two grades will be given collectively to the team including the collective team report (25%) and the collective Master Meeting presentation (25%).

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