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UNIVERSITY OF FLENSBURG

Department for the Education of Learners with
Emotional, Social and Behavioral Difficulties
(Institute of Special Education)

Information for Erasmus Students and Other International Students:

Guidelines for Writing and Submitting Papers as Graded Module Exams in Our Department

Last update: March, 26 - 2018

- LENGTH of your paper: 4-6 pages, typewritten, including reference list; cover page comes extra
- FORMATTING: Font size = 12, Arial, margins on the left and on the right side = 2,5 cm
- Please submit only a PRINTED PAPER VERSION to the office. Please pass the papers personally to the office or via the institute's letter box; submitting papers online is *not* possible!
- Please check the DEADLINES for submitting the papers in the electronic information system of our university. Usually the deadline is several weeks after the end of classes. The second deadline, usually ca. 2 months after the first deadline, is for those students who failed the examination. Please always check the electronic information system for these deadlines. An extension of time is only possible when someone gets ill. In that case we would need a medical certificate from you.
- All general criteria for scientific work apply to these graded papers, with regard to quotations, reference list etc. On our department

website you find a link to an online tutorial giving an introduction to the APA-style which is expected in our department. Or just go to the APA website to look for the tutorial.

- The TITLE OF THE CLASS YOU ENROLLED IN IS AUTOMATICALLY THE TITLE OF YOUR PAPER. The advantage of this arrangement is that it becomes easier to compare the students' papers and this framework will help you to stay on track. Of course you are free to set priorities in this given framework with regard to the issues and questions under discussion.
- Your scientific paper is not a freestyle essay, but a STRUCTURED SCHOLARLY PIECE where you discuss problems and questions which are connected with the subject of a particular class. Please do not summarize the content of book chapters or articles but REFLECT, DISCUSS, THINK about what you have read and what we talked about in class. PUT THINGS IN A BROADER CONTEXT!
- You can ENRICH YOUR PAPER by including experiences from the fields of practice (internships etc.), also by including insights and knowledge from other university classes.
- It will contribute to a good result when it becomes clear that you did IN-DEPTH STUDIES on the basis of our literature collections in the main library, in the Mediothek (folders with international research articles), the theory maps and many other materials on ResearchGate etc., and that you finally got to a BROAD PERSPECTIVE WHEN LOOKING AT THE SUBJECTS UNDER DISCUSSION.
- WRITING PERSPECTIVE: You can write either in a personal style, if you like, and use the „I“ in your paper, or write in a more factual or objective style. Both options are fine. It is your own decision.
- It might be that an university teacher in our department expects that you prepare a particular PRESENTATION OR THEORETICAL INPUT for a class, this is a legitimate proceeding. Others may expect that you PLUNGE INTO THE LITERATURE EXCEEDINGLY AND SHARE YOUR FINDINGS with the others in the course.
- Theoretical inputs or presentations will not be graded so that you can give your input without any pressure. ONLY THE FINAL PAPER WILL BE GRADED. And here you will have enough time and space (at home) to work out the details. You can even discuss this

paper with your friends and other students if you like, before submitting it to us. WE ENCOURAGE ALL FORMS OF TEAM-WORK AND SHARING THOUGHTS BETWEEN STUDENTS, but at the end every individual student submits her/his own work.

- These guidelines for composing scientific papers apply to ALL CLASSES IN OUR DEPARTMENT whoever the responsible university teacher might be.
- Please SUBMIT ONLY PAPER, that means *no* plastic envelopes, folders, briefcases etc. Just tack the sheets of paper, and ready.
- My best wishes for your research process and writing process, we hope that it will be an INTELLECTUAL ADVENTURE and that you will even enjoy this scientific work! J.B. and team