

Annex 6 Regulations for the Implementation of the Specialist Internship

Regulations for the Implementation of the Specialist Internship in the International Business Bachelor's Programme

§ 1 Aims and Basic Principles

(1) The regulations for the implementation of the specialist internship in the Bachelor's and Master's programmes at HTW Berlin (Praxisordnung, henceforth abbreviated to PraxO) in its respectively valid edition forms the basis of these regulations.

(2) The goal of the specialist internship is to achieve a close connection between study and professional practice. On the basis of the knowledge gained on the taught programme, the internship should provide students with application-orientated and practical experience and offer opportunities for concrete questions and problems to be tackled with supervision in the professional context aspired to by the student. The specialist internship is intended to familiarise the student with the world of work.

(3) The practical placement with an organisation conducted in coordination with the university has a duration of 85 consecutive working days (17 weeks); the internship is subject to the working time regulations applicable at the internship location. In exceptional cases and with the permission of the Internship Supervisor, this practical work experience period may be split across a maximum of two internship locations. In this case it is particularly essential that the time periods are measured in such a manner that the goals of the internship can be achieved. The duration of the placement at each respective location must comprise at least four weeks.

(4) It is not possible to divide the internship across multiple non-consecutive time periods. In exceptional circumstances, and upon written notification by the student and the submission of suitable justification, the Internship Supervisor may credit the student's internship with an additional placement lasting at least four weeks in the event that beforehand an internship placement of 85 days was interrupted or ended due to factors outside of the student's control.

(5) The specialist internship is assigned to the Module BIB6.2 Internship Assessment and Evaluation. Within the scope of this module, students are prepared for their roles in a foreign company and accompanied throughout the specialist internship. The module ends with a debriefing. The module is Internet based.

(6) During the specialist internship, the student is not permitted to take any modules other than the module stipulated in (5). In particular, the specialist internship must be completed before the student starts to work on his or her Bachelor's degree thesis.

(7) The internship organisation is required to release students for participation in examinations.

§ 2 Time of Implementation, Permission

(1) Evidence of the completion of 84 credits from semesters 1 - 3 (basic studies) is a required prerequisite for permission to take the specialist internship module.

(2) The specialist internship usually takes place in the 6th semester according to the regular programme plan. In exceptional cases it is possible to start the internship earlier, but not before the first examination period of the 4th semester according to the regular programme plan.

§ 3 Orientation of Content, Training Plan

(1) The goal of the specialist internship is to achieve a close connection between study and professional practice and to encourage intercultural experience. On the basis of the knowledge gained through the programme modules, the internship should provide students with application-orientated and practical experience and offer opportunities for concrete questions and problems to be tackled with supervision in the professional context aspired to by the student outside of the student's country of origin. The specialist internship is intended to familiarise the student with the international world of work and can help towards choosing a topic for the final degree thesis.

(2) The internship should be completed in industrial, trade or services companies or in a public administration body. The student should preferably be integrated in working on a company project

(3) If the specialist internship is completed with a single organisation, the student should be given the opportunity to get to know multiple operational areas and departments. The time spent working in each area should as a rule last for at least four weeks.

(4) At the start of the internship, the organisation and the student should develop a training plan which takes into account the organisational possibilities of the organisation and the specific subject preferences of the student as appropriate.

§ 4 Internship Supervisor

The Faculty Council shall appoint at least one full-time member of the teaching staff to be responsible for the general implementation of internships for the International Business Bachelor's programme (Internship Supervisor). The Internship Supervisor shall be generally appointed for a period of four semesters. His or her responsibilities comprise:

- advising students,
- confirming internship contracts,
- decisions in accordance with this annex and
- dealing with all organisational and contractual matters arising between the internship organisations and the faculty.

§ 5 Internship Contract

(1) The contract template included in the PraxO (the *Ausbildungsvertrag für ein Fachpraktikum*) should be used for the internship contract. Deviation from these regulations requires the agreement of the Internship Supervisor. This may be refused in particular in the event that such deviation jeopardises the internship aims or otherwise unreasonably disadvantages the student.

(2) Prior to commencement of the specialist internship, an internship contract shall be drawn up between internship organisation and the student. The internship contract shall be confirmed by HTW Berlin.

§ 6 Absence

(1) In the event of absence, the internship organisation must be informed without delay. In the event of absence due to illness, this must be performed by the third day at the latest via the submission of a medical certificate to the internship organisation.

(2) Absences of more than 5 working days shall be added to the internship's duration. This includes absences as per § 1, paragraph 7 of these regulations. Periods of absence shall be recorded in the organisation's attestation and the internship certificate.

§ 7 Internship Grading

(1) Internship grading is performed by the Internship Supervisor based on:

- the internship organisation's attestation
- the student's internship report as per § 10, paragraph 2 of PraxO including Annexes 4 and 5.

(2) The student shall obtain the attestation without delay and, upon receiving it, forward it directly to the supervisor.

(3) The student shall document the internship in written form as an internship report. The following formalities are applicable to the internship report:

- A length of approx. 5 to 10 standard printed pages,
- Signatures from the organisation supervisor and the HTW Berlin supervisor,
- Submission immediately following the internship together with the fully completed and signed internship application form.

(4) In the event that the internship has clearly achieved the aims of the practical placement, the supervisor shall, with reference to the criteria in Annex 5 of the PraxO, assess the specialised internship as "passed".

(5) In the event that the internship is assessed as "failed", it should be repeated without delay.