

Guidelines on internships and their recognition for degree programmes offered by the Faculty of Business Administration and Economics at the European University Viadrina Frankfurt (Oder)

(in accordance with the Subject-Specific Regulations of 05.07.2017 and the Subject-Specific Regulations of 23.06.2021 in the currently valid version)

The Subject-Specific Regulations for bachelor degree programmes offered by the Faculty of Business Administration and Economics at the European University Viadrina Frankfurt (Oder) include a requirement for students to undertake an **internship as a part of their study programme**. Attendance at seminars at which **soft skills** are taught may be recognized as a full or partial substitute for such an internship. However, we strongly recommend that students undertake an internship.

Students are responsible for **organizing and completing** their internship. The Career Center offers assistance, advice and support, where possible.

Should you wish to take advantage of **Section 6 (9) of the Subject-Specific Regulations** during your bachelor's degree course you must contact the relevant examination board before embarking on your internship and submit the required letter of approval to the Career Center when seeking recognition of your internship.

The relevant examination board is responsible for **recognizing internships**. However, the **Career Center** at the Viadrina prepares the recognition for the following degree programmes:

- **Internationale Betriebswirtschaftslehre (Bachelor)**
- **International Business Administration (Bachelor)**

The present Guidelines only apply to internships whose recognition is prepared by the Career Center. Separate Guidelines apply to the **Recht und Wirtschaft | Wirtschaft und Recht** Bachelor's degree course and can be accessed through a link on the Career Center's website.

The Subject-Specific Regulations do not specify a **compulsory internship** as part of the **IBA master's degree course**.

Conditions for recognition of internships

Time and duration of internships, ECTS-credits

Internships will take place **during the degree course** and may be undertaken either in Germany or abroad. Students are recommended to undertake their internship in either the 4th or 5th semester, although internships undertaken earlier in the degree course will also be recognized. Internships should always be undertaken during the semester breaks, i.e. during periods when there are no lectures.

The **duration of the internship** is specified in the relevant Subject-Specific Regulations (SSO) which apply in conjunction with the General Study and Examination Regulations (ASPO) of the European University Viadrina. The numbers of hours specified for the internship in the proposed study schedule (see appendix to the relevant SSO) may be completed in a single block or split into several sections.¹ The minimum length of an internship is 180 hours.²

¹ Several internships undertaken at the same company or organization count as *one* internship. Internships undertaken at different companies or organizations must *each* comprise 180 hours.

² 180 hours correspond to 4½ weeks when based on a 40-hour working week (maximum number of hours per week) or 9 weeks when based on a 20-hour working week. Overtime will not be taken into consideration.

ECTS credits are awarded in accordance with Section 6 (6) of the Subject-Specific Regulations in conjunction with Section 4 (4) of the General Study and Examination Regulations (ASPO) of 13.07.2022 and are based on the number of hours worked during the internship.

IBA Bachelor	18 ECTS credits = 540 hours of work (18 x 30*)
IBWL Bachelor	12 ECTS credits = 360 - 539 hours of work (12 x 30*)
	6 ECTS credits = 180 hours of work (minimum) - 359 hours of work

* 1 ECTS credit = 30 hours of work (Section 4 ASPO of 13.07.2022 in the version in force)

Requirements for the internships/ working student jobs which shall be recognized

1. The internship must have a clear reference to the course of the study program in **business administration or economics**.
2. The duties undertaken during an internship must generally be of a level corresponding to a **degree course in business administration or economics and related professional fields**. Accordingly, the corresponding **level of expertise** shall be required for the duties undertaken during an internship and shall be complemented by **practical vocational experience**. Telephone duty, collecting money, clearing up, serving, photocopying, manual activities or similar **must not constitute the main duties** performed during an internship.
3. The focus of the internship must be on **learning and gathering experience**. Supplementary jobs and other activities that focus mainly on gainful employment and are not related to the course of studies cannot be recognized as internships.
4. **Working student jobs** involving duties directly related to the course of studies and satisfying the aforementioned criteria may be recognized.
5. Internships undertaken for other courses of study may be recognized if they are directly related to the course of study and satisfy the aforementioned criteria.
6. working as a **student employee** at the European University Viadrina Frankfurt (Oder) is not recognised as an internship.
7. Internships undertaken **prior to commencing a degree course, vocational training courses** and **professional experience gathered after completing such training courses** are **not** recognized.
8. **Relevant professional experience gathered over a number of years** may be recognized if the aforementioned criteria are satisfied.
9. Practical experience gathered when successfully setting up and running one's own company within the framework of a university-based or comparable **programme for promoting the establishment of new companies** may be recognized as an internship on condition that the duration of the work undertaken by the student is at least 180 hours, this is confirmed by the European University Viadrina's Business Incubator and the work itself is directly related to the degree course in business administration and economics.
10. Family members are not accepted as employers for the purpose of internships.

Procedure for the recognition of compulsory internships

To apply for recognition for their internship or comparable activities for the purpose of gaining ECTS credits students will need to submit an **internship report by completing the relevant form** (available on the Career Center's website). The report must include all the required details on the company or organization at which the internship was undertaken as well as the dates and duration of the internship. In the report, students should also

- briefly describe the company or organization at which the internship was undertaken,
- outline their personal expectations as regards the internship,
- briefly describe the principal duties performed during the internship,
- clearly explain how the internship relates directly to their course of study,
- evaluate the internship.

Students must confirm the information given in the internship report **by affixing their signature to the report** and submitting a copy of the **letter of reference or a confirmation letter** written by the employer.³

The internship certificate must fulfil the following requirements:

- It must be signed and made out on an official letterhead of the internship employer. The letterhead (or a stamp) must contain the contact details of the internship employer.
- The period of the internship is stated, if possible also the weekly working hours.
- The end date of the internship must be stated. If no end date is given, e.g. in the case of interim certificates, the date of issue is deemed to be the end date.
- It must include the intern's most important activities.

Internships are recorded in **viaCampus**.

The internship report should be submitted to the Career Center **no later than six months after the internship has been completed**. Processing may take up to eight weeks.

No other internships will be recognized once the **compulsory internship has been completed** and the maximum number of ECTS credits has been awarded. Internships recorded in viaCampus and thus recognized for the purposes of the degree course will not generally be removed from viaCampus.

Attempts to cheat

By affixing their **signature** to their internship report, students attest that they have **actually completed** the internship, that the **information given in the report is correct** and that they have drawn up the report **independently**.

The Career Center reserves the right to contact employers to check that an internship for which a student is seeking recognition was actually completed and was undertaken in the form described.

Should a report contain information that is untruthful or falsified (employer's signature, copy of a report written by another student), this will be construed as an attempt to

³ Start-ups must be confirmed in writing by the university's Business Incubator (Gründungszentrum).

cheat in accordance with Section 21 ASPO. In serious cases, this may result in the student being barred from continuing with his/her degree course.

Forging signatures, company letter heads, stamps or similar is an offence and will be **reported to the relevant authorities.**

These Guidelines were finalized by the relevant Examination Boards on 18.06.2024 in collaboration with the Career Center of the European University Viadrina Frankfurt (Oder). The Faculty Board of the Faculty of Business Administration and Economics issued these Guidelines on 03.07.2024.