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# Legal Notice

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## **Internship Regulations dated June 27, 2011 in the version amended on October 7, 2013**

Based on Section 64 of the Act on the Higher Education Institutions of the State of North Rhine-Westphalia (Higher Education Act – HG) dated October 31, 2006 (GV. NRW (Law and Ordinance Gazette of the Land North Rhine-Westphalia) 2006 p. 474), last amended by the Act to Amend the HG and the Art Colleges Act (Kunsthochschulgesetz) dated December 18, 2012 (GV. NRW. 2012, p. 672) and the Ordinance for University Admission for the Vocationally Qualified (Regulations on Admission to Higher Education for the Vocationally Qualified, BBHZVO) dated March 8, 2010 (GV. NRW. 2010 p. 155), Hamm-Lippstadt University of Applied Sciences has issued the following amendment to the Internship Regulations:

### **Part 1: General provisions**

#### **Section 1 General aspects and scope of application**

- (1) In accordance with the respectively applicable study-program examination regulations, students enrolled in the bachelor's study programs of Hamm-Lippstadt University of Applied Sciences are required to complete an exchange semester related to a professional field or an internship semester related to a professional field. Within the framework of the dual bachelor's study program (practice-integrated), there are additional practical phases to be completed as well, some combined into one module.
- (2) These Internship Regulations are supplemental to the general examination regulations and the respectively applicable study-program examination regulations; they govern the procedure and the module examination for the internship semester domestically and abroad as well as for the practical phases (hereinafter jointly referred to as "Internship") and also for the exchange semester. In addition, these internship regulations provide guidelines for the content of the internship and of the study abroad at an institution of higher education.

#### **Section 2 Legal relationship**

During their internship and during their study abroad at a higher education institution, the students shall remain matriculated in and members of the University of Applied Sciences.

### **Part 2: Internship domestically or abroad**

#### **Section 3 Internship**

- (1) An internship is defined as a fixed-term education and training relationship between the students and an institution subject to the objectives listed under Section 4. It is completed at facilities whose objective is consistent with the respective study program (cf. Section 4) and might be considered as a potential job after graduation (for example, a private company, research institution, higher education institution, etc.). The internship provider shall issue the students a certificate of participation that specifically indicates the scope of the completed internship.
- (2) The students enrolled in dual study programs shall undertake the practical phases and the internship semester at the partner companies, with whom the students have concluded a sponsorship agreement. Any derogation from this rule shall only be permitted in isolated cases that constitute justified exceptions by

the supervising professor and must be registered in writing with the Campus Office.

- (3) Within the scope of on-site study programs as well as in cases where paragraph 2 sentence 2 applies, the education and training relationship shall be based on an internship agreement. If the organization offering the internship does not have such an agreement available, a pre-printed form can be downloaded from the website of the Hamm-Lippstadt University of Applied Sciences or obtained in the Campus Office. The internship agreement should stipulate the rights and duties of the students and of the internship provider.
- (4) The house rules, codes of conduct, or other regulations set down by the internship provider shall apply to the students without restriction.

#### **Section 4 Objectives**

- (1) The internship shall serve to link academic higher education with practical on-the-job experience.

Accordingly, the students shall have the following objectives of:

- Gaining insight into suitable professional fields and job requirements
  - Gathering practical knowledge and experience relating to the profession
  - Acquiring intercultural competencies
  - Practicing intercultural communication
  - Gaining qualifying work experience and professional orientation
  - Acquiring deeper scientific knowledge and more detailed experience
  - Acquiring more advanced cross-disciplinary qualifications
  - Practical application of the knowledge acquired in the study program
  - Receiving input for ways to plan their further studies
- (2) During their internships, the students should either be integrated into the internship provider's ongoing day-to-day business or be tasked with work within the scope of one or more project tasks that are typical for the scope of duties in that area, but that also go beyond the day-to-day business. Internships that involve purely passive work shadowing shall only be recognized as justified exceptions.
  - (3) The supervising professor overseeing the internship shall be available as the contact person for the internship provider.

#### **Section 5 Professional fields**

Professional fields that have a substantive connection to the study program-related modules shall be recognized as suitable.

#### **Section 6 Duration**

- (1) The duration of the internship semester shall depend on the scope required by the respective study-program examination regulations and shall comprise full-time employment. For example, an internship semester comprising the scope of 30 ECTS credits converts to an internship duration of 16 weeks of on-site working time including the preparations and follow-up work and preparation of the internship report.  
There may be special organizational reasons that can lead to a derogation from this rule to the extent

that the intern's deployment only takes place on certain days or at certain times of day. In such cases, it must be ensured that the overall volume of the internship complies with the stated time frame.

- (2) The practical phases to be completed within the scope of the dual study programs are held at the partner companies during the semester break and constitute full-time employment. The duration of the practice modules as well as the vacation taken during this time period shall be agreed between the students and the partner companies and documented in the sponsorship agreement. The scope of performance (ECTS) stated in the curriculum of the respective study program shall exclusively consider the resources expended on the internship report.

### Section 7 Implementation

- (1) Optimally, the internship shall be conducted in line with the study plan pursuant to the respective study-program examination regulations during the semester stated therein. It is possible to divide the internship period into several units as long as achievement of the internship objectives is not jeopardized. The module manual for that respective study program may stipulate that a minimum number of credit points are required as a prerequisite for entering into the internship.
- (2) If the intern drops out of the internship within the scope of an internship semester before completion of the first four weeks, the times previously spent on this shall not be credited to a later internship. If the intern drops out later, i.e., in the event that times have been credited, the internship report within the meaning of paragraph 5 must be prepared within four weeks after the intern drops out of the internship and transmitted to the Campus Office with confirmation from the internship provider about the completed times. The oral presentation within the meaning of paragraph 6 shall not take place until after the entire internship period has been completed and after submission of the supplementary and/or final internship report.
- (3) Students may not cancel the internship module within the scope of the internship semester once they have completed half of the internship time unless they are forced to drop out of the internship by no fault of their own. In this case, the cancellation must be applied for in writing, justified, and, if applicable, substantiated with suitable evidence. The Examination Board shall decide on the request. In the event of cancellation, the already completed internship time shall not be credited.
- (4) If the internship is canceled prematurely during a practical phase, then the time previously spent on this shall not be credited to a newly started internship. In the event of cancellation from the module, the already completed internship time shall also not be credited.
- (5) The students shall take their own initiative to find their own internship domestically or abroad. Students shall have no claim against the University of Applied Sciences that entitles them to assignment of an internship at a company.
- (6) Before entering into their internship, the students shall fill out the HSHL "Internship" registration form completely and submit it to the Campus Office with the required signatures. The "Practical Phase" registration form shall be filled out completely and submitted to the Campus Office at the latest four weeks prior to commencement of the practical phase.
- (7) At the latest four weeks after the end of the internship, the student shall be required to submit an internship report (comprising 5 pages for practical phases, comprising 20 pages for internship semesters, including the respective coversheet) as a hard copy in duplicate to the Campus Office.

The internship report must include

1. A coversheet containing the following details:
  - Name, address, matriculation number, email address of the student, module number, and module title
  - Name, address, registered office, etc. of the internship provider
  - Name, address, and contact details of the mentor, supervisor, or contact person for the student at the internship provider
  - Designation of the internship
2. At the least the following information:
  - Description of the internship provider (field of activity or industry, legal form, size, etc.)
  - Exploratory report or learning diary: Description of the student's employment (scope of duties, description of the work, specific incorporation into the internship provider's activity, nature of the supervision, etc.)
  - Reflections on how the contents of academic higher education and training are interrelated with practical on-the-job experience and the work involved with the internship
  - Perspectives regarding employment after the internship
- (8) If the internship is conducted within the scope of an internship semester, the students must give a 15-minute oral presentation before the professor supervising the internship and a co-examiner at the latest by the end of the next semester and after submission of the internship report; said presentation should describe the learning results. The module manual can specify further details regarding the examination type. Upon justified request, the date for the oral presentation can be brought forward to an earlier possible date. The professor supervising the internship shall decide on the request. This date shall be brought forward if the person to be examined would otherwise lose their entitlement to benefits under the Federal Education and Training Assistance Act (BAföG).
- (9) The module manual for that respective study program shall stipulate the weighting of written and/or oral examinations, if applicable, to compute the internship grade.

### Part 3: Study abroad at an institution of higher education

#### Section 8 Study abroad

- (1) Students who study abroad at a foreign institution of higher education instead of completing the internship semester can opt
- a) to attend regular study modules at the foreign institution of higher education and complete the corresponding module examinations or
  - b) for an exploratory project with pioneering work to prepare for a partnership at a foreign institution of higher education with the Hamm-Lippstadt University of Applied Sciences.

A combination of a) and b) shall be possible.

- (2) The students are required to submit the "Exchange Semester" form to the Campus Office at the latest one week prior to commencement of their study abroad. A written performance agreement shall contain the module credits to be earned and/or the main emphasis of work during the exploratory project, depending on the structure of the stay abroad pursuant to paragraph 1. The scope of work to be performed must correspond to the credit points listed in the respective study-program examination regulations governing the exchange/internship semester.
- (3) In the case of paragraph 1 a), the examinations successfully passed at the foreign institution of higher education in accordance with the performance agreement shall be deemed as the module examination for that exchange semester. The confirmation of the credit points earned transmitted from the foreign institution of higher education to the Hamm-Lippstadt University of Applied Sciences shall represent proof of the examinations passed. On written request, the students may also take an examination within the meaning of Section 7(7 to 9) at Hamm-Lippstadt University of Applied Sciences instead of the examinations at the foreign institution of higher education after their return. The request must be submitted within the scope of the performance agreement to be entered into. In case b), an examination within the meaning of Section 7(7 to 9) must be conducted. When the two variants are combined, both examination types are possible. The type of examination shall be stipulated in the written performance agreement.

#### **Part 4: Entry into force**

##### **Section 9 Entry into force**

These Internship Regulations shall enter into force on the day after their publication in the Official Notices. The Internship Regulations dated June 27, 2011 shall thereby become invalid.

Hamm, October 16, 2013

Signed by Prof. Dr. Klaus Zeppenfeld  
President of Hamm-Lippstadt University of Applied Sciences