

## **Information for Companies: Mandatory Internship at the NBS**

Thank you for considering supporting one or more of our students in the important transfer of academic knowledge into practical problems, or already having decided to do so.

### **Duration of the Internship**

The internship covers a time-span of at least 600 working hours. With a weekly working core time from 37.5 hours, the internship therefore will be at least 16 weeks long. Hours that are missed due to sickness or other personal reasons have to be made up for. If necessary, an extension of the contract should be agreed upon in order to finish the internship in a continuous way.

The internship should be completed on the whole during the second to last term, ideally starting on March 1<sup>st</sup> or September 1<sup>st</sup>. In justified exceptional cases it is possible to divide the internship into several periods, each period lasting at least six continuous weeks. Special reasons in terms of content or organization – e.g. project tasks – can result in the deviation of this rule when the internship can only be served on certain days or times of the day. In these cases it has to be ensured that the total volume of the internship still corresponds to 600 hours. In the following semester the students will work on their bachelor thesis which can also be done within your company.

### **Legal Relationship, Objective of the Internship, Payment**

Generally, the basis of the internship is a fixed-term training relationship between the student and the company/institution. The objective is for the student to gain practice-oriented knowledge and experience. The work placement has to correspond with this objective and should be recorded through an internship contract. The company can use their own contracts or the sample contract provided by the NBS.

### **Support for the Students**

During the internship the students are looked after by a permanent contact person from within your company.

Alongside the internship the students are writing a paper about their work at the company. In this paper the students show their ability to work on a study-related problem within the everyday life of the company. The paper should demonstrate that the student can use

scientific methods for practical work and that he or she is able to write complex academic texts that correspond to the principals of scientific work. Concerning this paper, the students are looked after by a lecturer of the Northern Business School. Only this person can decide whether the student has passed the examination or not.

Eight weeks after the start of the internship semester – at the latest – the student has to submit the fully completed “Anzeige Praxissemester” (notification of the internship semester) to the NBS. Within this notification the topic of the paper is being determined. Also, the lecturer that is taking care of this student during writing the paper confirms the acceptance of this support and the contact person within the company confirms that the writing of this paper is possible within the company.

The lecturer of the NBS will visit the student at the company once as long as it is located within the metropolitan area of Hamburg. It would be desirable that he or she can talk to the person within the company that is the contact person for the student.

### **Certificate/Reference Letter**

At the end of the internship the company has to write a reference letter for the student to allow a realistic evaluation of his or her performance and competences from the company’s perspective, as well as to demonstrate further professional development opportunities and to produce the proof of success to the NBS. This reference letter could therefore contain the following details:

- a. Company and line of business
- b. Name and place/date of birth of the student
- c. Duration of the internship (from – to), number of served hours
- d. Description of the work
- e. Number of missed days (even when none have been accumulated)
- f. Tasks that the student took care of
- g. Working method and learning behavior of the student, such as:
  - Acquisition of professional knowledge and methodical competences
  - Acquisition and application of administrative tasks
  - Commitment to work
  - Ability to plan and coordinate
  - Ability to cooperate and work in teams
  - Ability to solve problems
  - Reflection of their own work. Summarized evaluation: “successful” or “not successful”
- h. Date, signature of contact person and student

Thank you again for your interest and your support. More information can be found in our internship regulations which can be downloaded on our website ([www.nbs.de](http://www.nbs.de)) in the category "Studierendenportal" under "Praktikum" (only in German). Of course we are also happy to inform you directly at any time. Just call us (+49 40 357 00 340) or send an email to [info@nbs.de](mailto:info@nbs.de). We are looking forward to getting into conversation with you!