



## **Internship Regulations of NBS Northern Business School – University of Applied Sciences**

**As of 16/12/2016**

On the basis of the "Hamburger Hochschulgesetz" (university act of Hamburg, HmbHG) from 18 July 2001 (HmbGVBl. P. 171), most recently amended by Article 1 of the Act from 20 December 2011 (HmbGVBl. P. 550), NBS Northern Business School issues the following internship regulations as bylaws:

## Table of Contents

Goal of the Internship.....	1
Section 1: Scope and Duration of the Internship .....	1
Section 2: Legal Relationships and Goals of the Internship .....	2
Section 3: Preparation for the Internship and Selection of the Advisors .....	3
Section 4: Internship Report.....	3
Section 5: Issuing Credit Points.....	4
Section 6: Status of Students During the Internship Semester .....	5
Section 7: Attributing Practical Activities.....	5
Section 8: Entry into Force .....	5

## Goal of the Internship

The internship fosters an exchange between the NBS and professional practice. It enables students to implement the skills and knowledge that they have acquired through their studies in professional activities. In the process, students become familiar with the requirements and structures of a professional work environment, preparing them for their entrance into the professional world. They practice the application of academic work by handling a project in the phases of planning, performance, and evaluation in coordination with their academic advisor and their employer during the internship.

### Section 1: Scope and Duration of the Internship

- (1) In addition to the general and examination regulations (“Rahmenstudien- und Prüfungsordnung”) and the provisions for specific degree programs (“Studiengangspezifische Bestimmungen”), these internship regulations provide the regulations and procedures for the preparation, performance, and wrap-up of an internship semester to be completed in the context of study for all degree programs, unless there are internship regulations for a specific degree program. When they have entered into force, they apply for all students who begin their internship semester as of summer semester 2017.
- (2) The duration of the internship must be at least 600 hours, unless a different internship duration is explicitly stipulated in the provisions of the specific degree program. Working time lost to illness or other personal reasons must be made up. If necessary, a contract extension should be requested to allow coherent completion of the internship. There is no statutory claim to vacation during the mandatory internship, but this may be arranged voluntarily between the student and their internship employer. The duration of the internship must be extended by the corresponding number of vacation days. Voluntary participation in internal company trainings may not significantly decrease the amount of time a student participates in the activities of the workplace.
- (3) The internship should be completed in one block. In justified exceptional cases, it may be divided into multiple periods, with a continuous duration of at least six weeks each. Specific content-based or organizational reasons, such as project tasks, may lead to deviation from this rule, such as the internship only occurring on certain days or at certain times. In these cases, it must be ensured that the total scope of the internship corresponds to the provisions of paragraph 2. Deviations require the written approval of the academic advisor. Otherwise, the successful completion of the internship can be rejected pursuant to section 5 of these regulations.
- (4) The internship should generally be completed in the semester stipulated in the provisions for the specific degree program (“Studiengangspezifische Bestimmungen”). Advance completion of the internship by more than two semesters requires the approval of the examination board (“Prüfungsausschuss”).

- (5) In the event that the internship semester is completed early, the contractual confirmation of the NBS for the provision of a specific specialization becomes invalid. If the selected specialization is not offered due to the rearrangement of the degree program, the student must choose a new specialization.

## **Section 2: Legal Relationships and Goals of the Internship**

- (1) The internship is generally based on a fixed-term training relationship between the student and the employer with the goal of collecting professional knowledge and experience. The type of employment must correspond to this objective. The employment relationship should generally be recorded through an internship contract. The employer may use their own contract or the sample pursuant to Annex A of these internship regulations.
- (2) The internship contract particularly regulates the rights and obligations of the student and the employer.

Obligations of the company:

- To train the students for the duration of the internship semester in correspondence with the goals of the internship semester.
- To name a professional advisor who is available to the student at the company as their contact person.
- To give the student a certificate according to the strictures of section 5 para 1.

Obligations of the student:

- To carefully perform the tasks assigned in the course of training and to accept the offered training opportunities.
- To follow the instructions of the company and of the person charged with their training.
- To observe applicable company regulations, orders, and accident prevention measures and to follow confidentiality obligations.

- (3) The internship may also take place in another country than Germany.
- (4) The internship placement may only be changed in justified, exceptional cases, and only with the approval of the academic advisor.
- (5) The students independently select the internship placement at which they will complete the internship semester. Students have no legal claim to the acquisition of an internship placement by NBS University of Applied Sciences.

### **Section 3: Preparation for the Internship and Selection of the Advisors**

- (1) Students are fundamentally free to choose the academic advisor for their internship report. However, compliance with the provisions of section 4 para 2 must be ensured. The academic advisor must perform the following tasks in particular:
  - Providing consultation to the student in the selection of the employer
  - Providing consultation and advice to the student with regard to questions concerning the writing of the internship report
  - Evaluation of the internship report written by the student
- (2) The academic advisor must ensure that they visit the student at their internship placement at least once during the internship, as long as it is located in the metropolitan region of Hamburg. The focus of this visit is the transfer between professional practice and the internship report.
- (3) The students must submit the completed notification of the internship semester (“Anzeige Praxissemester”) as per Annex B to the central examination department (“Zentrale Prüfungsabteilung”) by no later than eight weeks after the beginning of the internship semester. This notification is a binding registration for the internship report. Handing in the notification late is equal to a late registration for the internship report, which then can no longer be submitted during that semester. Exceptions are decided upon by the examination board (“Prüfungsausschuss”).

### **Section 4: Internship Report**

- (1) During the internship, a company-oriented internship report must be created by the student to document their ability to solve a specific problem in their course of study in a practical application. The internship report is intended to show that the student is able to appropriately apply academic methods in practical applications and to independently compose complex academic texts that correspond to the principles of academic works.
- (2) The academic supervision of the internship report will be performed, depending on the scientific field of the work, by a professor or another person entitled to conduct examinations pursuant to section 64 of the Federal State University Act (“Landeshochschulgesetz”), who works in the respective degree program at NBS.
- (3) The topic of the internship report may be chosen freely by the student in consultation with the employer and the academic advisor of the internship report, under consideration of subject relevance and suitability of content. A change in topic requires the written approval of the academic advisor and a written notification (no set form) to the central examination department.
- (4) The internship report should be 20 to 30 pages in length; any deviation requires the approval of the examination board. The internship report must be submitted with a

declaration of integrity, in both printed and electronic form, to the central examination department by the set due date.

### Section 5: Issuing Credit Points

- (1) The weighting of the internship will occur according to the provisions of the respective valid general and examination regulations ("Rahmenstudien- und Prüfungsordnung") and the provisions of the specific degree program ("Studiengangspezifischen Bestimmungen"). The internship will not be graded and will be evaluated as "pass/fail". The reference letter will be done by the professional advisor, who will determine the completion of the prescribed term of internship in accordance with section 1 of these regulations. The confirmation that this qualification goal has been achieved in accordance with the module description of the respective degree program and in the sense of these regulations will be made by the academic advisor.
- (2) Among others, the following criteria may be used as orientation for a reference letter by the employer:
  - 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 professional advisor and student
- (3) If the academic advisor's visit to the work placement results in the impression that the success of the internship could be endangered, the student must be immediately informed in writing; a new consultation to assess the situation must be implemented.
- (4) The student will submit the certificate of the internship company to the central examination department shortly before the end of the internship.
- (5) The grading and weighting of the internship report by the academic advisor will occur according to the provisions of the respective valid general and examination regulations and the provisions of the specific degree program. The last submission date for the

internship report is the last day of the internship semester. The internship report must be submitted to the central examination department in printed and digital form.

### **Section 6: Status of Students During the Internship Semester**

- (1) During the internship semester, which is part of the degree program, the students remain enrolled in NBS, with all associated rights and obligations.
- (2) During the internship semester, the students are not interns in the sense of the Professional Training Act ("Berufsbildungsgesetz") and are not subject to the Works Constitutional Act ("Betriebsverfassungsgesetz") or the Personnel Representation Act ("Personalvertretungsgesetz") at their internship site. A legal claim for compensation does not exist during the 600-hour period of the mandatory internship. The students are, however, bound to any regulations that apply at the work placement.
- (3) By force of law, students are insured against accidents during the 600-hour period of the mandatory internship. In the case of an insurance event, the employer must send the NBS a copy of the accident report.

### **Section 7: Attributing Practical Activities**

- (1) Professional activity lasting at least one year after a successfully concluded, officially recognized vocational training may be recognized as an internship. The examination board of the NBS will decide whether the student's application for recognition of achievement will be accepted.
- (2) The recognition of the internship does not release the student from the obligation to create an internship report pursuant to section 4 of these regulations.

### **Section 8: Entry into Force**

The present internship regulations enter into force when published.

Hamburg, 16/12/2016 NBS Northern Business School  
The Rector