

## Recognition of internships and work placements

|                                                 | EUV                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | AMU                                                                                                                                                                                                                                            |
|-------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Duration of Internships</b>                  | <p>Full-time (35-40h per week)</p> <p>5 to 6 weeks for 6 ECTS</p> <p>7 to 8 weeks for 9 ECTS</p> <p>10-11 weeks for 12 ECTS (SPO2020)</p> <p>9.5 to 11 weeks for 12 ECTS (SPO2023)</p> <p>Part-time work placements must be extended accordingly</p>                                                                                                                                                                                                                                                                                                                                                                                                   | <ul style="list-style-type: none"> <li>MoDE 2020-2023: Minimum duration 380h (3 months)</li> <li>MoDE 2024: Minimum duration 480h (12 weeks)</li> </ul>                                                                                        |
| <b>ECTS</b>                                     | Up to 12 ECTS                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | <p>MoDE 2020-2023: 12 ECTS</p> <p>From MoDE 2024: 18 ECTS</p>                                                                                                                                                                                  |
| <b>Recognition procedure</b>                    | <p>1. The following documents must be sent to <a href="mailto:study-ens@europa-uni.de">study-ens@europa-uni.de</a> for pre-evaluation:</p> <ul style="list-style-type: none"> <li>Application form for internship recognition</li> <li>Internship certificate issued by the company <ul style="list-style-type: none"> <li>including duration, weekly workload and completed tasks</li> <li>signed by the internship supervisor</li> </ul> </li> </ul> <p>2. MoDE Examination board evaluates the documents</p> <p>Positive decision:</p> <ul style="list-style-type: none"> <li>Examination office of the EUV will register the internship</li> </ul> | <p>1. The following documents must be sent to <a href="#">Dr. Lukasz Duleba</a></p> <ul style="list-style-type: none"> <li>Report on internship or previous employment signed by the internship supervisor</li> </ul>                          |
| <b>Further information</b>                      | <ul style="list-style-type: none"> <li>Substitution of missing ECTS by participation in workshops offered by the Viadrina Founders Center (Gründungszentrum) <ul style="list-style-type: none"> <li>1 workshop (16 hours) = 1 ECTS</li> </ul> </li> <li>Work placements can be recognized (requirements: see <i>Annex 3 SPO</i> below)</li> </ul>                                                                                                                                                                                                                                                                                                      | <p>Dr. Lukasz Duleba or Ms. Monika Bak provide further information on requirements</p> <ul style="list-style-type: none"> <li>Work placements can be recognized (requirements: see <i>Mandatory Student Internship Regulations</i>)</li> </ul> |
| <b>Official documents providing all details</b> | <p><a href="#">Annex 3 SPO 2020</a></p> <p><a href="#">Annex 3 SPO 2023</a></p> <p><a href="#">Application form for internship recognition</a></p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | <p><a href="#">AMU MoDE Mandatory Student Internship Regulations</a></p> <p><a href="#">Appendix 4. Report on internship or previous employment</a></p>                                                                                        |