

## **Annex 3: Internship Guideline of European University Viadrina Frankfurt (Oder)**

### **Applicability: Master of Digital Entrepreneurship (MoDE)**

(according to the Study and Examination Regulations of 16.03.2023)

The Study and Examination Regulations for the Master of Digital Entrepreneurship (MoDE) prescribe a compulsory internship. The students are responsible for the organization and implementation of the internships.

Recognition of internships falls within the purview of the examination board. The recognition will be prepared by the MoDE program coordinator.

### **Condition for the recognition of the internship as course credit**

#### **Time of the internship**

Student internships are extra-curricular to studies. They are usually completed during the lecture-free period.

#### **Internships before the commencement of studies**

Internships that have been completed before studies were commenced and which meet the requirements specified below can be recognized if they were completed at most one year before the start of studies and if they have not been credited as ECTS in another course of studies.

#### **Duration of the internship**

The duration of the internship is defined in the MoDE Study and Examination Regulations in conjunction with the ASPO of European University Viadrina. The indicated duration always refers to a full-time internship (35 to 40 hours per week, overtime hours are not considered). Part-time internships are to be completed for a correspondingly longer period.

#### **Overview of the award of ECTS credits for internships**

5 to 6 weeks	6 ECTS credits
7 to 8 weeks	9 ECTS credits
9.5 to 11 weeks	12 ECTS credits

Internships that exceed the maximum duration will be recognized, but no more than the maximum indicated number of ECTS credits can be awarded.

### **Substantive and formal conditions for recognition of the internships**

1. The internship must be related in substance/specialization to the MoDE.
2. The primary activity must be at the qualitative level of the master's program and the related occupational fields. Expertise must therefore be contributed and be expanded by competencies of professional practice. Thus, answering phones, operating cash registers, cleaning up, serving food and beverages, making photocopies, handiwork, etc. must not be the primary task.
3. The internship is part of the education so that learning and gathering experience must be at the center. Side jobs and other activities that predominantly serve the purpose of earning a wage can therefore not be recognized.
4. Activities as a working student will be recognized, provided that the criteria named as points 1 to 3 are given and the minimum duration is fulfilled.
5. The occupational activity prior to the start of studies, e.g. between BA and MA programs, can be recognized if the aforementioned conditions are fulfilled and the employment was terminated at most one year before commencement of the studies.
6. Cooperation as student/scientific assistant in a faculty or an institution of European University Viadrina can be recognized, if the aforementioned criteria are fulfilled, provided that the activity involves an active portion of own contribution, requires independent working and has a clear practical relevance. The Degree Program Coordinator and the Career Centre are available for advice on all questions relating to student internships and their recognition. The decision on the possibility to grant credits for the internship as being relevant to exams will be made by the examination board.

### **Procedure for the recognition of compulsory internships**

For an academic recognition of an internship/work placement as coursework an application must be submitted to the MoDE Examination Board for the recognition of study and examination achievements for the MoDE degree programme in practical module D (internship). The application form is available on the ENS website or on request to the ENS Student Advisory Service and must be signed by the student upon submission. The application must be accompanied by an internship certificate issued and signed by the internship provider on business stationery (company logo, company stamp if applicable). The internship certificate must also provide the following details:

- Duration of the internship
- Scope of weekly working hours (full-time/part-time)
- Job description
- Contact details of the internship provider

All applications are subject to a preliminary review by the ENS Student Advisory Service and only complete applications are forwarded to the Examination Board. If the compulsory internship has been completed and the maximum number of ECTS credits has been awarded, no further internships will be recognized and no further compulsory internship certificates will be issued. Once internships have been entered in viaCampus and thus recognized as coursework, they will not be removed from viaCampus for the duration of the student's studies.

### **Attempts of fraud**

By signing the application for recognition of the internship, the students confirm that they have in fact completed the internship in person. If an application for recognition of the internship should contain untruthful information or be forged (e.g. signature of the employer where the internship was completed, internship report), this constitutes attempted fraud according to Sec. 21 APSO.