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OTTO-VON-GUERICKE-UNIVERSITÄT MAGDEBURG

FACULTY OF ECONOMICS AND MANAGEMENT [SEAL OF THE UNIVERSITY]

INTERNSHIP REGULATIONS FOR THE ENGLISH-LANGUAGE MASTER DEGREE PROGRAM IN MANAGEMENT OF

November 05th, 2006
Version April 2nd, 2014

Based on the University Law of the German Federal State of Saxony-Anhalt (HSG-LSA), in the officially published version of 12.05.2004, (GVBl. LSA p. 255), most recently amended by Article 6 of the law for the restructuring of federal state Disciplinary Statute of 21.03.2006 (GVBl. LSA p. 102 ff.), the Otto von Guericke University Magdeburg has enacted the following statute:

Table of Contents I. General Part

§ 1 Aim of the internship	3
§ 2 Form and duration of the internship	3
§ 3 Content of the internship and the internship thesis	3
§ 4 Admission to the internship	4
§ 5 Carrying out of the internship	4
§ 6 Recognition and assessment of the internship	4
§ 7 Internship abroad	5
§ 8 Coming into force	6
Appendix 1 : Certificate of internship (template)	7
Appendix 2 : Internship contract (template)	9

§ 1

Aim of the internship

The internship aims to make students of the English-language master degree program in Management of the Faculty of Economics of the Otto von Guericke University Magdeburg (hereafter faculty) familiar with work methods, tools and processes as well as with the organizational and social conditions of business management practice by dealing with a complex task.

§ 2

Form and duration of the internship

(1) The internship is devised for the Practice Orientation module of the degree program. It is to be completed with an internship thesis, which is to be supervised and graded by a professor or junior professor of the faculty. In addition to that, assistant lectures, research assistants and postdoctoral research fellows, may be appointed as examiners if they are engaged in an independent teaching activity, in a field related to the subject area of the internship thesis.

(2) Establishing contact and concluding internship contracts with suitable internship firms is basically the responsibility of the intern. The academic advisor/s of the degree program or responsible member/s of the faculty's teaching staff will however assist with this in an advisory capacity.

(3) The duration of the internship is four months, whereas the maximum duration amounts to 6 months, and is, as a rule, intended for the third semester of study.

(4) For the successful completion of an internship, including the internship thesis, 30 credit points will be awarded.

(5) The successful completion of the study-relevant internship, as confirmed by the Board of Examiners, is a prerequisite for admission to the master's thesis.

(6) Entirely relevant professional experience can be recognized instead of up to one month of the internship. Such recognition is to be determined by the Board of Examiners.

§ 3

Content of the internship and the internship thesis

(1) The study-relevant internship includes business management activities relevant to the degree programme in the economy, science or administration.

(2) During the internship an internship thesis (term paper) must be prepared, in accordance with § 14 of the examination regulations. The topic/task set for this thesis is to be agreed with the supervisor. The topic of the internship thesis has to be registered at the Academic Records Office (ARO) up until four weeks prior to the termination/end of the internship.

(3) The internship thesis includes a theoretical discussion relating to the fields of activity of the internship. It is to be written in the English language.

§ 4

Admission to the internship

(1) Candidates may only be admitted to the internship if they have successfully completed the compulsory modules of the first semester, in accordance with the examination regulations. Exceptions are only possible upon application in written form to the Board of Examiners.

(2) Candidates must apply to the Board of Examiners prior to the commencement of the internship in order to receive admittance status to the internship. For this the invitation or confirmation of the internship institution and a confirmation of an academic supervisor must be provided in writing.

(3) The commencement/begin of an internship without prior admission through the Examinations Committee will result in a non-recognition of the internship.

§ 5

Carrying out of the internship

(1) The intern enters into a contract (internship contract) with the internship institution. In this contract, all the rights and duties of the intern and the internship company are prescribed. An intern may receive financial support from the internship company.

(2) The internship company must issue a certificate of internship. Alongside personal details, this certificate must contain the duration of the internship, days of absence (holiday, illness etc.) as well as the nature of the employment tasks, in accordance with § 3 hereof, together with the hours worked on the diverse tasks. A template for the internship certificate is attached hereto as appendix 1.

(3) Time missed from the study-relevant internship through illness, holiday or other reasons must be made up for if it exceeds five working days in total.

§ 6

Recognition and assessment of the Internship

(1) The original of the internship certificate (in German or English) and the internship thesis must be presented to the Academic Records Office no later than four weeks after the end of the internship.

(2) Two bounded hard copies of the internship thesis have to be submitted within the deadline to the Academic Records Office (ARO). If the thesis is not submitted within the deadline or does not adhere to the formal requirements, a grade „Fail“ (5.0) will be awarded. §8 of the examination regulation for the Master study program in Management applies accordingly.

(3) The internship thesis must be accompanied by an inventory of all aids used. Upon submission of the thesis, students must declare in writing that they have completed the thesis independently and with the help of only the referenced aids, and that, all sections which are extracted word-for-word or in overall sense from published or unpublished works have been marked as such. In addition, a declaration must be attached to the thesis, stating that the thesis has not, even in extracts, been submitted for another examination.

(4) The grading of the internship is based on the assessment of the internship thesis (term paper) and, if required, of its presentation.

(5) The supervisor is responsible for the supervision, monitoring and recognition of the internship. In case of doubt, the Board of Examiners decides whether the internship activities are recognised.

(6) If an intern provides credible evidence that, because of long-lasting or permanent physical incapacity, s/he is not in a position to undertake the internship wholly or partly in the planned form, s/he will be allowed to undertake the internship within a longer period of time or in another form. In individual cases, the Board of Examiners shall decide upon a relevant petition.

§ 7

Internship abroad

(1) It is fundamentally possible to undertake the study-relevant internship abroad. Here, insurance-related questions as well as other modalities are to be settled with the help of the International Relations Office of the Otto von Guericke University.

(2) An internship abroad is recognised if it meets the demands and has been approved by the Board of Examiners.

(3) An authenticated translation must be attached to the Internship Certificate if it has been issued in a language other than those mentioned in § 6. An internship undertaken in Higher Education institutions will not be recognised.

§ 8
Coming into force

(1) These Internship Regulations come into force on the day following its approval by the Rector of the Otto-von-Guericke-University Magdeburg in association with the Examination Regulations of the Master's program in Management as officially published in the Administrative Guidelines of the Otto von Guericke University Magdeburg.

(2) Drawn up on the basis of the decisions of the Council of the Faculty of Economics and Management of 2nd April 2014 and of the Senate of the Otto von Guericke University of

Magdeburg, May 2014

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