

Hochschule Mainz Lucy-Hillebrand-Str. 2 55128 Mainz

HOCHSCHULE MAINZ
UNIVERSITY OF APPLIED SCIENCES

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Practical Module Certificate/Bachelor's degree program: Business Administration B.Sc.

The following applies to students who are verified as enrolled at our university in the above-mentioned degree program (current certificate of enrollment attached):

In accordance with Section 3 (1) of the Subject-Related Examination Regulations, the standard period of study of six semesters includes 12 weeks which are to be used to complete a practical module in accordance with Section 20 (1, 4) of the General Examination Regulations.

The following aspects must be observed here:

- It is possible to divide these twelve weeks into two periods, one eight weeks and one four weeks.
- The internship must be completed full-time with a minimum work week of 35 hours.
- The internship must be completed at a company or comparable institution and must be related to the degree program, specifically to areas of operation in business administration.
- Internships are to be completed at companies during lecture-free periods.
- The internship module concludes with the completion of an academic achievement. The academic achievement consists of the completion of the practical work and a report which is graded as “passed” or “failed”.
- The practical module is supervised by a lecturer, and the topics of the practical report must be coordinated with the supervising lecturer.
- If the respective degree program provides for an internship module in the form of a required internship, students must submit certificates or qualified documentation from the internship provider as proof of their internship. In addition to the job description, the certificate or qualified documentation from the internship provider must also include the weekly working hours and the number of days absent.
- A maximum of one day of absence per four-week internship is permitted. If a student misses more than one day, the duration of the internship must be extended accordingly.
- The workload is to be documented by a lecturer.
- Internship periods shorter than four weeks are not permitted.

This certificate is issued automatically and is also valid without a signature. Any additions and changes require the express approval of the Academic Advisory Services Department.