

## **Guideline for work placements of the European University Viadrina Frankfurt (Oder)**

Applicability: Master of Digital Entrepreneurship (MoDE)  
(after Study and exam regulations of 15.01.2020)

The study and exam regulations for the Master of Digital Entrepreneurship that have come into force in 2020, include an optimal work placement. Organization and realization of the work placements are the responsibility of the students.

Recognition of the work placements is decided upon by the examination board. Recognition is prepared by the MoDE program coordinator.

### **Requirements for the recognition of the work placement as course achievement**

#### **Time of work placement**

Student work placements take place during the program. They will usually be completed during semester breaks.

#### **Work placements before commencement of study program**

Work placements that have been completed before the commencement of the program and comply with the requirements listed below can be recognized if they have been completed no longer than one year before commencement of studies and have not been recognized as study performance with ECTS credits in any other course of studies.

#### **Duration of work placement**

The duration of the work placement is specified in the study and exam regulations for the MoDE in connection with the SER of the European University Viadrina. The specified duration always refers to a full-time work placement (35-50 hours per week, overtime will not be recognized). Part-time work placements have to be extended accordingly.

### **Overview of the allocation of ECTS credits for work placements**

5-6 weeks	6 ECTS-Credits
7-8 weeks	9 ECTS-Credits
10-11 weeks	12 ECTS-Credits

Work placements that exceed the maximum duration, will be recognized, however, no more than the listed number of ECTS credits will be awarded.

### **Content-related and formal requirements for the recognition of work placements**

1. The work placement should bear subject-specific reference to MoDE.
2. The focus of work should correspond to the level of the master program and the professional fields connected to it. Professional skills should be contributed and expanded by practice-oriented competences. Telephone duty, cashier duties, clean-up activities, serving, copying, manual activities etc. are therefore not permitted as main tasks.
3. The work placement is part of the program, so the focus should be on learning and

gathering experience. Side jobs and other profit-oriented activities can therefore not be recognized.

4. Jobs of student employees are recognized if the criteria specified in 1-3 above are met and minimum duration has been adhered to.
5. Professional employment before commencement of studies, e.g. between BA and MA programs, can be recognized when the requirements specified above have been fulfilled and the employment contract was ended no longer than one year before commencement of studies.
6. Employment as student/research assistant at an academic chair or another facility of the European University Viadrina can be recognized on fulfillment of the above-mentioned criteria on the condition that the activity comprises an active autonomous share, requires independent work activities and clearly indicates practical relevance.<sup>6</sup>The program director and the Career Center provide assistance with all matters regarding student work placements and recognition. The decision about exam-relevant recognition of the work placement lies with the examination board.

### **Attempts at deception**

With their signature on the application for recognition of the work placement students confirm that they truthfully completed the work placement. If an application contains incorrect information or is forged (signature of employer, work placement certificate), it is considered an attempt to deceive after § 21 SER.