

Appendix 4. Internship Guidelines of the European University Viadrina, Frankfurt (Oder)

Scope: Master's Programme in Digital Studies – Technology, Media, Society

The Study and Examination Regulations for the Master's programme in Digital Studies – Technology, Media, Society provide for an optional work placement. Students are responsible for organising and undertaking their work placements. The recognition of work placements is the responsibility of the Examination Board and is prepared by the programme coordinator.

Requirements for the recognition of the placement as an academic achievement

I. Timing of the placement

Student placements are undertaken alongside studies. As a rule, they are undertaken during the lecture-free period.

II. Work placements undertaken before the start of the degree programme

Work placements completed prior to the start of the degree programme that meet the requirements set out below may be recognised provided they were completed no more than one year before the start of the degree programme and have not already been recognised as an academic achievement with ECTS credits.

III. Duration of the work placement

The duration of the work placement is governed by the Study and Examination Regulations for the Master's programme 'Digital Studies – Technology, Media, Society' in conjunction with the General Study Regulations (ASPO) of the European University Viadrina. The duration specified always refers to a full-time work placement (40 hours per week; overtime is not taken into account). Part-time work placements must be completed over a correspondingly longer period.

IV. Overview of the allocation of ECTS credits for placements

4 to 7 weeks: 6 ECTS credits

or

at least 8 weeks: 12 ECTS credits

V. Substantive and formal requirements for the recognition of placements

1. The work placement must be relevant in terms of content and subject matter to the Master of Digital Studies programme.
2. The focus of the work must correspond to the level of the Master's programme and the associated professional fields. Specialist knowledge must therefore be applied and expanded to include practical professional skills. Answering the telephone, handling the till, tidying up, serving, photocopying, manual labour, etc. must not therefore constitute the main task.
3. A working student position or similar employment may be recognised as an internship if the criteria set out in points 1 and 2 are met and the minimum duration is observed.
4. Work undertaken before the start of studies, e.g. between a Bachelor's and Master's degree programme, may be recognised if the above conditions are met and the employment relationship ended no more than one year before the start of the degree programme.

5. Work as a student or research assistant at a department or institution of the European University Viadrina may be recognised, provided the above-mentioned criteria are met, if the role involves an active personal contribution, requires independent work and has a clear practical focus.
6. For work placements, workshops organised by the EUV Start-up Centre may be credited, with 30 hours' work corresponding to one ECTS credit.

The programme director and the Career Centre are available to provide advice on any questions regarding student placements and their recognition. The decision on whether a placement counts towards the degree is made by the Examination Board.

Procedure for the recognition of compulsory work placements

Recognition of an internship or work placement as an academic achievement in accordance with Section V.5 is applied for by submitting an application to the Examination Board in Module E2. The form for the recognition of academic achievements and examination results is made available to students on the ENS website or upon request from the ENS Student Advisory Service, and must be signed by the student upon submission. The application must be accompanied by an internship certificate, which must be drawn up and signed by the internship provider on official letterhead (company logo, company stamp where applicable). Furthermore, the internship certificate must provide the following details:

- Duration of the placement
- Weekly working hours (full-time/part-time)
- Description of duties
- Contact details of the placement 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. Once the compulsory placement requirement has been met and the maximum number of ECTS credits has been awarded, no further placements will be recognised and no further placement certificates will be issued. Internships that have been entered into viaCampus and are therefore recognised as academic credit will not be removed from viaCampus for the duration of the student's degree programme.

Attempts at deception

By signing the application for recognition of the work placement, students confirm that they have in fact completed the work placement in person. Should an application for recognition of a work placement contain false information or be forged (e.g. the signature of the placement provider, work placement certificate), this constitutes an offence under Section 21 of the ASPO.