



## Leaflet “Career-oriented Internship as a Free Elective Subject” (§ 10 para. 3 Laws Governing University Studies)

<b>1. Activities under consideration</b>	<p>a) Temporary Employment, e.g. a part of an internship;  b) Permanent Employment, e.g. within the framework of an employment relationship;  c) Permanent Self-Employment, e.g. as a sole proprietor or as a partner involved in the management of partnerships, provided that the business activity of the enterprise exceeds the scope of a small enterprise as defined by § 6 para. 1 point 27 Value Added Tax Act (UStG) (= sales revenue or remuneration &gt; € 35,000 p.a.).</p>
<b>2. Content Requirements for the Activity</b>	<p>“Career-oriented Practice” basically requires that the activity takes place in areas for which the relevant study program qualifies in a career-preparatory manner. For this purpose, the activities must correspond to a sufficient degree with the contents, skills and competences taught in the respective study program. If the share of these activities is only of minor importance or if the activities could ultimately be carried out without the study in question, approval as “Career-oriented Practice” is ruled out.</p>
<b>3. Study Program for which approval of a career-oriented practice can be made</b>	<p>Approval of career-oriented internship as a free elective subject requires that the study program in question be sustained for the <u>entire period</u> of the requested practice.  It is therefore not possible to anticipate a Master’s Program from a Bachelor’s Program under the title “Career-oriented Practice”!</p>
<b>4. Date of Application</b>	<p>The Request for Approval of a Career-oriented Internship must always be submitted to the Student Services Center at least two weeks <u>prior</u> to the start of the internship.  Only in the case of 1.a), applications submitted after the end of the temporary employment will also be accepted, provided that this is done within one month of the end of the employment. This deadline cannot be extended any further!</p>
<b>5. Documentation Requirements</b>	<p>In cases 1.a) and 1.b), the following information on the part of the employer on company paper (with stamp and signature) must be attached to the Request for Approval of a Career-oriented Internship:</p> <ul style="list-style-type: none"> <li>• Activities that are carried out (keyword list)</li> <li>• Required qualifications as well as required level of education for the performance of the activities.</li> <li>• Indication of whether or not financial compensation is granted for the activity. The amount of any compensation, however, does not need to be stated.</li> </ul> <p>In the case of 1.c), the request must be accompanied by suitable evidence of the self-employment, including the required minimum scope of the entrepreneurial activity. This may include trade licenses, excerpts from the trade register, excerpts from the commercial register, confirmations from the relevant chambers, tax assessment notices and other documents from the financial administration, e.g. excerpts from FinanzOnline.</p>
<b>6. Extent of ECTS granted</b>	<p>According to the statutes, 12 ECTS are due for an activity of 8 weeks in the sense of full employment (= 320 hours). Deviating durations of employment as well as deviating employment dimensions are to be converted on a pro rata basis. The number of ECTS is always rounded up to whole ECTS. If the curriculum provides for fewer ECTS for free electives, the approval of “Career-oriented Practice” is limited to this lower number of ECTS.</p>