

## Official Notices

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Contents:

**Placement Regulations  
for the  
Bachelor's Degree of  
Business Informatics  
and  
for the  
Master's Degrees of  
Business Informatics  
and  
Human-Computer Interaction (HCI)  
at the  
University of Siegen**

As of 10 July 2014

Editor: Rectorate of the University of Siegen

Editorial office: Department 3, Herrengarten 3, 57068 Siegen, tel. 0271/740-4813

**Placement Regulations**  
**for the**  
**Bachelor's Degree of**  
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**and**  
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Due to Section 2(4) and to Section 64(1) of the Law on Higher Education Institutions of the State of North Rhine-Westphalia (*Hochschulgesetz – HG*, Higher Education Act) of 31 October 2006 (Gazette of Laws and Ordinances for North Rhine-Westphalia, p. 474) last revised by the law of 03 December 2013 (Gazette of Laws and Ordinances for North Rhine-Westphalia, p. 723), the University of Siegen has issued the following examination regulations:

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## **Article 1**

### **General**

(1) These placement regulations complete the examination regulations for the Bachelor's degree of Business Informatics of 08 May 2008 (ON 27/2008), in the version of 10 July 2014 (ON 64/2014), for the Master's degree of Business Informatics of 08 May 2008 (ON 28/2008), in the version of 10 July 2014 (ON 66/2014) and for the Master's degree of Human-Computer Interaction of 02 November 2011, in the version of 10 July 2014 (ON 65/2014).

(2) These examination regulations state the minimum requirements for the selection, duration, completion and recognition of the placement in the Bachelor's degree of Business Informatics and in the Master's degrees of Business Informatics and Human-Computer Interaction.

(3) The relevant examination board of the degree is responsible for the proper implementation of these placement regulations, and the placement must be completed.

## **Article 2**

### **Purpose and Type of Placement**

(1) Subject-specific knowledge and experiences from business or scientific work experience help better understand the teaching range, promote motivation to study and facilitate the transition to working life. The placement is therefore an important requisite for successful studies with regard to later professional activity.

(2) During the placement, the student should familiarise themselves with customary work processes and range of tasks of business or scientific work practice by collaborating on projects. The practical activity during the placement should be directly related to the contents taught during the studies. Furthermore, the student should also familiarise themselves with the social aspect of the work process.

## **Article 3**

### **Duration and Location of the Placement**

(1) The placement should be at least 6 weeks long and carried out without interruption. Several short placements are not recognised as a single unit.

(2) The placement for the Bachelor's degree of Business Informatics must take place outside the university at a business/company or research institute.

(3) The placement for the Master's degrees of Business Informatics and Human-Computer Interaction must take place outside the university at a business/company or foreign research institute.

#### **Article 4**

##### **Completion of the Placement**

(1) The student is responsible for the observation of the placement regulations. It is in the interest of each student to strive to do more than the prescribed minimum for their own education.

(2) The degree convenors of the study programme and the module convenors for the placement do not give students placement positions.

(3) Before the start of the placement, the student must designate a teacher (placement supervisor) of the degree where the placement will be completed. The placement supervisor determines the professional suitability of the placement in a suitability consultation, supervises the student with regard to specialist knowledge and content during the placement and conducts a feedback meeting with the student after the completion of the placement.

#### **Article 5**

##### **Recognition of Professional Activities**

In justified cases, a professional activity in the respective field can be recognised as a placement. Upon an informal written request, the relevant examination board of the degree in which the placement should be recognised decides on the recognition. Corresponding evidence of the professional activity (job reference) must be enclosed with the request.

#### **Article 6**

##### **Registration of the Placement**

(1) Before the start of the placement, the student informs the module convenor about the placement supervisor, the placement position with address of placement, the agreed activities of the placement, the agreed placement period and a contact partner at the placement location.

(2) The module convenor promptly sends the contact partner at the placement location information about the degree, the placement regulations and a confirmation that the placement is a correct part of the student's studies.

#### **Article 7**

##### **Certificate of Placement**

The placement is certified by the company, business or research institute where the placement has been carried out (trainee certificate). The trainee certificate should include the type and duration of the activities performed. The placement certificate should also contain statements on the success of the activity.

## **Article 8**

### **Placement Report**

(1) A report must be written on the placement (placement report). The placement report must describe and reflect on the experiences of the placement. The placement report should normally be 3 to 5 pages long; in particular, it should include:

- a. information on the trainee (name, address, phone number, degree, semester of study, matriculation number),
- b. information on the placement supervisor (name, degree),
- c. Information on the placement position (name, address, contact details, supervisor),
- d. a brief characterisation of the company/business or research institute where the placement was carried out,
- e. a description of the activities performed including information on guidance and supervision,
- f. comments on the activities (relevance with regard to possible professional activities in the future), on the relation to the studies and on the organisation of the placement.

## **Article 9**

### **Placement Feedback Meeting**

(1) The placement report must be submitted to the placement supervisor, who conducts a final consultation with the student based on the report (feedback meeting).

(2) In the feedback meeting, the activities performed during the placement are discussed with the placement supervisor with regard to the contents taught during the studies and to the student's further professional qualification.

(3) The placement supervisor takes the minutes of the feedback meeting.

(4) After the feedback meeting takes place, the template of the correct placement report and participation in the suitability consultation and feedback meeting is certified by the placement supervisor.

## **Article 10**

### **Recognition**

(1) For the recognition of the placement, the placement certificate, the placement report, the certification of the correct placement report and of the participation in the suitability consultation and feedback meeting must be handed in to the module convenor. The latter checks the documentation and decides on its recognition.

(2) The placement is compulsory and is credited 6 credit points as an ungraded assignment for the Bachelor's degree of Business Informatics and for the Master's degrees of Business Informatics and Human-Computer Interaction.

## **Article 11**

### **Disadvantage Compensation for Disabled and Chronically Ill Students**

If a student can prove with a medical certificate that they, due to chronic illness or disability according to Section 2(1) of the *SGB IX* [German Social Code, Book IX], are not able to take on a placement in its entirety or in part in the stipulated form or within the deadlines of these regulations, the examination board can allow to take on equivalent placements in another form or to take on another position suited to the chronic illness or the disability.

## **Article 12**

### **Scope of Application**

These placement regulations apply to all students who are enrolled for the first time starting from the winter semester 2014/15 at the University of Siegen for the Bachelor's degree of Business Informatics and for the Master's degrees of Business informatics and Human-Computer Interaction.

## **Article 13**

### **Entry into Force**

- (1) These placement regulations enter into force with effect from 01 October 2014.
- (2) These placement regulations are published in the gazette „Official Notices of the University of Siegen“.

Issued based on the decision of the faculty board of Economics, Business Informatics and Economic Law of 04 June 2014.

Siegen, 10 July 2014

The Rector

sgd.

(University professor Dr. Holger Burckhart)