

Official Notices

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Content:

**Internship Regulations
for the
bachelor's program
in Business Information Systems
and
for the
master's degree programs
in Business Information Systems
and
Human-Computer Interaction (HCI)
of the University of Siegen**

Dating from August 30, 2019

Editor:

Rectorate of the University of Siegen

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**Internship
Regulations for the
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Dating from Friday, August 30, 2019

Based on section 2 (4) and section 64 (1) of the Act on the Higher Education Institutions of the Land of North Rhine-Westphalia (Higher Education Act - HEA) of September 16, 2014 (GV. NRW. p. 547), last amended by the Act of October 17, 2017 (GV. NRW. p. 806), the University of Siegen has adopted the following Internship Regulations:

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Section 1

General

- (1) These Internship Regulations supplement the subject examination regulations (FPO-B) for the subject of Business Information Systems (WI) in the bachelor's program at the University of Siegen (Official Notice 19/2019), the subject examination regulations (FPO-M) for the subject of Business Information Systems (WI) in the master's degree program at the University of Siegen (Official Notice 20/2019) and the subject examination regulations (FPO-M) for the subject of Human-Computer Interaction (HCI) in the master's degree program at the University of Siegen (Official Notice 21/2019) as amended.
- (2) These Internship Regulations specify the minimum requirements for selection, duration, organization, passing and recognition of the internship in the subject examination regulations for the subject of Business Information Systems in the bachelor's program, for the subject of Business Information Systems in the master's degree program and for the subject of Human-Computer Interaction in the master's degree program.
- (3) The respective examining board of the degree program in which the internship is to be completed is responsible for the proper implementation of these Internship Regulations.

Section 2

Purpose and type of internship

- (1) Specialist knowledge and experience gained in operational and/or scientific professional practice contribute to a better understanding of the courses offered, promote motivation for the degree program and facilitate the transition to professional life. Therefore the internship is an important requirement for successful completion of the degree program with regard to later professional activity.
- (2) In the internship, the students are intended to get to know the common workflow and the range of tasks in operational and/or scientific professional practice by contributing to projects. The practical activities carried out during the internship should be directly related to the contents taught in the degree program. In addition, the students are intended to get to know the social aspect of the work process.
- (3) In the bachelor's program in Business Information Systems (module 3WIBA010) and in the master's degree program in Business Information Systems (module 3WIMA010), the internship is compulsory and 6 credit points are awarded in both programs. No grade is awarded for the internship.
- (4) In the master's degree program in Human-Computer Interaction, the internship is optional and can be taken as a compulsory elective module (module 3HCIMA011). In this case, 6 credit points are awarded in the respective compulsory elective section. No grade is awarded for the internship.

Section 3

Duration and place of internship

- (1) The internship shall have a duration of at least 6 weeks without interruption. The recognition of several shorter internships as a unit is not possible.
- (2) In the bachelor's program in Business Information Systems, it is compulsory to take the module "Professional Internship in Business Information Systems" (3WIBA010) outside of the university, in a company, business or research institute.
- (3) In the master's degree program in Business Information Systems, it is compulsory to take the module "Professional Internship or Research Institute" (3WIMA010) outside of the university, in a company, business or research institute.
- (4) In the master's degree program in Human-Computer Interaction, the compulsory elective module "Internship" (3HCIMA011) can be chosen within the scope of the compulsory elective section Current Research in HCI. The internship shall be organized outside of the university, in a company/business or in a research institute.

Section 4

Internship supervisor

Prior to starting the internship, each student must nominate a teacher from the degree program in which the internship is completed (internship supervisor). The internship supervisor will determine the professional suitability of the internship in the context of a suitability interview prior to the start of the internship. In addition, the supervisor will oversee the student with regard to professional and content-related aspects for the duration of the internship and will hold an evaluation session with the student upon completion of the internship.

Section 5

Registration of internship

- (1) Prior to starting internship, the student shall communicate the internship supervisor, the place of internship with internship address, the agreed internship activities, the agreed internship term and a contact at the place of internship to the module coordinator. The student shall also submit the certificate of professional suitability of the internship.
- (2) The module coordinator shall, without delay, send information about the degree program, the Internship Regulations and a confirmation that the internship is a proper part of the degree program to the contact at the place of internship.
- (3) If the internship is not registered or the required documents and certificates are not submitted, recognition of the internship cannot be ensured.

Section 6

Organization of internship

- (1) The degree program coordinators of the degree programs and the module coordinators for the internship do not procure internship places.
- (2) The students are responsible themselves for their compliance with the Internship Regulations. It is in the interest of each student to strive for more than the required minimum for their own training.

Section 7

Certification of internship

The internship must be certified by the company, business or research institute at which the internship was completed (certification of internship). The certification of internship must state the type and the duration of the performed activities. The certification of internship should also include statements regarding the successful completion of the activity.

Section 8

Internship report

A report on the internship shall be compiled (internship report). The internship report shall include a description of and reflection on the experience gained in the internship in standardized form, usually on three to five pages. The internship report provides proof that the students are able to assess their own activities and to present them in a comprehensible way according to academic standards. The internship report shall include in particular:

- a) Information about the intern (name, address, phone number, degree program, semester of study, registration number),
- b) Information about the internship supervisor (name, degree program),
- c) Information about the place of internship (name, address, contact data, supervisor),

- d) A short presentation of the company, business or research institute at which the internship was completed,
- e) A description of the performed activities, including information about instruction and supervision,
- f) Remarks on the activities (relevant with regard to potential later professional activities), on the relevance to the degree program and on the organization of the internship.

Section 9

Internship evaluation session

- (1) The internship report shall be submitted to the internship supervisor, who will conduct a final discussion with the student based on the report (evaluation session).
- (2) In the internship evaluation session, the student and the internship supervisor will discuss the activities performed in the internship with regard to the contents taught in the degree program and the further professional qualification of the student.
- (3) The internship supervisor shall compile minutes of the evaluation session.
- (4) Upon completion of the evaluation session, the student will receive a certificate confirming the submission of the proper internship report as well as the participation in the evaluation session from the internship supervisor (evaluation session certificate).

Section 10

Successful completion of internship

- (1) The successful completion of the internship counts as a course work performance in terms of RPO-B, RPO-M and the respective FPO.
- (2) The module coordinator must be notified of the successful completion of the internship and according documentation must be provided by submitting the internship report as well as the certificates documenting
 - a) the professional suitability of the internship,
 - b) on the internship, and
 - c) on the evaluation session.

The module coordinator shall review the documents. If all requirements according to sentence 1 are met, the credit points allocated to the internship will be awarded.

Section 11

Recognition of professional activities

Professional activity or a previously completed internship in the corresponding field can be recognized as an internship where justified. The respective examining board of the degree program in which recognition of the internship is applied for shall decide on the recognition following an informal application in writing. The application shall be supported by relevant documentation of the professional activity or the internship.

Section 12

Family regulation, protective provision, times of absence and compensation for disabled and chronically ill students

Sections 19 and 20 of the general examination regulations (RPO-B) for the bachelor's program at the University of Siegen dating from August 1, 2018 (Official Notice 35/2018) and of the general examination regulations (RPO-M) for the master's degree program at the University of Siegen dating from February 28, 2019 (Official Notice 5/2019) apply as amended.

Section 13

Area of application

- (1) These Internship Regulations apply to all students who enroll in the bachelor's program in Business Information Systems and the master's degree programs in Business Information Systems and Human-Computer Interaction at the University of Siegen for the first time in winter semester 2019/2020 or thereafter. From April 1, 2022, these Internship Regulations shall apply to all students enrolled in the master's degree programs in Business Information Systems and Human-Computer Interaction (HCI). From October 1, 2023, these Regulations shall apply to all students enrolled in the bachelor's program in Business Information Systems.
- (2) The internship regulations for the bachelor's program in Business Information Systems and for the master's degree program in Business Information Systems and Human-Computer Interaction (HCI) of the University of Siegen dating from July 10, 2014 (Official Notice 67/2014) shall cease to have effect on September 30, 2023.

Section 14

Entry into effect and publication

These Internship Regulations shall enter into effect on the day following their publication. They shall be published in the "Official Notifications of the University of Siegen" promulgating publication.

Issued on the basis of the resolutions of the Faculty Council of Faculty III - Economic Sciences, Information Systems and Business Law of January 9, 2019.

Siegen, August 30, 2019

The Rector

sign.

(University Professor Dr Holger Burckhart)