

Instructions for the instructor of the internship

Internship as part of the bachelor's and master's degrees of the School of Business

School of Business offers its students the possibility to include a 6-credit or a 3-credit internship into both the bachelor's and master's degree. The same internship cannot be counted towards both the bachelor's and master's degree.

To be awarded credits for the internship, the internship must fill the following criteria:

1. the student must have a designated internship instructor in the company they are working for
2. the student must hand in an employment certificate confirming the internship period
3. the student must write an internship report
4. internships can be approved only for a single, continuous period of employment:
 - 6 ECTS
 - 12 weeks of working full time
 - 24 weeks of working part-time (min. 20 h/week)
 - 48 weeks of working part time (min 10 h/week)
 - 3 ECTS
 - 6 weeks of working full time
 - 12 weeks of working part-time (min. 20 h/week)
 - 24 weeks of working part-time (min. 10 h/week)

TO BE FILLED IN BY INTERN UPON COMPLETION OF INTERNSHIP

PERSONAL DETAILS

Name: _____ Student number: _____
Email: _____ Phone: _____

TO BE FILLED IN BY INSTRUCTOR UPON COMPLETION OF INTERNSHIP

INTERNSHIP

Place of internship: _____
Contact person: _____
Intern title: _____
Internship period: _(dd)_.(mm)_.(yyyy) _ - _(dd)_._(mm)_._(yyyy)____
Full-time Duration in weeks _____
Part-time _____ h/week Duration in weeks _____

DESCRIPTION OF DUTIES AS INTERN:

Place and date

Signature of instructor

Printed name and job title