

INTERNSHIP REGULATIONS

for the Master course

Landscape Architecture

as of 10 February 2009

**Anhalt University of Applied Sciences
Department of the Agriculture, Ecotrophology and Landscaping**

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§ 1 Scope

(1) These Internship Regulations apply to all students of the Master course in Landscape Architecture which, upon successful completion, will be awarded the degree of a

Master of Arts (M.A.) in Landscape Architecture

of Anhalt University of Applied Sciences, and to all lecturers of the Department of Agriculture, Ecotrophology and Landscaping of Anhalt University of Applied Sciences.

(2) These regulations are based on the Examination Regulations and Study Regulations of the Master course in Landscape Architecture, as amended.

§ 2 Internship objectives and accomplishment

(1) It is the objective of the internship to familiarise students with future fields of activity, to gain practical experience supplementing theoretical knowledge obtained during the course, to acquire practical skills for applying theoretical knowledge in practice, and further motivation and orientation towards the subsequent semesters.

(2) The internship shall be evidenced for a period of 20 weeks. It shall be carried out in private landscape architectural offices, multi-disciplinary design and planning offices or regarding public or private institutions, hereinafter referred to as "companies". 25 credits are awarded for an acknowledged internship period of 20 weeks.

(3) The internship shall complement the study course by performing an activity similar to the future occupation. The knowledge, skills and abilities acquired in the study course shall be applied in practice.

(4) The companies chosen by the students to accomplish their internship shall be deemed suitable by the academic mentor for achieving the course objectives.

(5) The internship is a supervised internship. Each student will be assigned a lecturer (mentor) of Anhalt University of Applied Sciences. The student is given the opportunity to select a mentor. Prior to the start of the internship, the academic mentor will acknowledge by signature that

- 1) he/she will act as the mentor,
- 2) the designated company is deemed suitable for the internship,
- 3) the student will be given an internship task in written form,
- 4) the student will principally be obliged to submit an intermediate draft of the internship report.

(6) According to the study regulations of the Master course in Landscape Architecture, the internship is to be carried out in the third semester of the standard period of study.

(7) The internship may be split once. However, it has to be considered that one of these two parts must cover a period of at least eight successive weeks.

(8) Compulsory weeks are net time. Leave of absence due illness, private or company holidays, social obligations, etc is to be redressed.

(9) As a rule, an internship week has five working days with eight working hours each. This is regulated by the work regulations of the company chosen for the internship.

(10) Internships carried out in companies owned by the intern's parents or by himself/herself are accepted for a period of ten weeks only. In this case, at least ten weeks shall be completed in another company. Paragraphs 1 - 9 apply accordingly if internships are carried out in companies owned by the intern's parents or by himself/herself.

§ 3

Applying for an internship

(1) Students are to apply for an internship on their own initiative. The university will support them by making suggestions.

(2) It is the company's decision whether or not an intern will be chosen.

(3) The completion of an internship in foreign Anglophone companies abroad is allowed and desired as long as it complies with the goals mentioned in § 2. In this case, students are to bear financial, legal and insurance consequences themselves.

§ 4

Internship agreement

The internship is constituted by a conclusion of an internship agreement between the company or agency and the intern. These conditions include (see Appendix 1):

- Description and duration of the activities,
- Obligations and rights of the company or agency,
- Obligations and rights of the intern,
- Stipulation of a mentor of a company or agency,
- Stipulation of a university mentor,
- Leave of absence during or interruption of the internship,
- Insurances,
- Salary (if provided),
- Consultations at the Anhalt University of Applied Science (if necessary).

§ 5

Terms of affiliation during the internship

(1) During their internship, students have all rights and obligations of matriculated students.

(2) Students are invariably subject to the company's work regulations, during their internship. Interns are responsible for seeing that the agreed training is provided by the company. If required the university mentor renders assistance for the intern.

§ 6

Counselling of the intern

(1) The counselling of interns within the company or agency is generally provided by a mentor. The mentor makes sure that the student is given an appropriate practical training, according to the company's training facilities and in consideration of the internship regulations.

(2) The possibility of consulting an academic mentor is ensured by the Anhalt University Applied Sciences.

§ 7

Reporting on activities

(1) The intern has to prepare an internship report of the activities and experiences gained, during each part/period of the internship. The internship report is divided into two parts and is signed by the mentor or director of the company or agency. The report is to be presented to the academic mentor for acceptance or rejection.

(2) The report will contain:

- An overview of the completed internship stating the activities of the intern, the company or the institution where the internship / training was completed, as well as the department and the internship period / period of training (report on the chronology of activities),
- a description of the company's organisation and a report about experiences made as well as activities carried out during each phase of the internship / training (report on the contents of activities)

(3) If the company wishes that internal processes shall not be made public, specific regulations can be agreed upon. These regulations are to be added to the internship agreement. However, this will not discharge the students from their obligation to write a report and submit it to their academic mentor.

§ 8

Acknowledgement of the internship

(1) After the training, the intern will receive a written statement from the company listing the duration of the internship and the number of days absent (e.g. due to illness, times of leave and working visits to Anhalt University of Applied Sciences). This statement, which shall take the form given in Appendix 2, shall be submitted to the university mentor along with the report composed as required in § 7.

(2) The report according to § 7 will be accepted or rejected by the academic mentor. The acceptance or rejection will be recorded by the examination office according to Appendix 3.

(3) If the report is rejected, the student shall resubmit it.

(4) Missing statements, an incomplete or negligently written report as well as days absent due to illness or leave or due to other practical activities, can lead to the internship being acknowledged only partly. This decision will be made by the Examination Board after hearing the university mentor.

§ 9

Remuneration

(1) Remuneration for the internship is subject to BAföG¹ § 2, clause 4 and § 14.

(2) Regulations concerning a remuneration for the work carried out during the internship can be part of the internship agreement according to § 4 of these internship regulations.

§ 10

Internships of foreign students

These internship regulations apply to foreign students accordingly. If requested, the Examination Board may define particular specifications.

§ 11

Insurance during the internship

(1) There is no compulsory health, pension and unemployment insurance for enrolled students during the internship, regardless of the internship period, weekly working hours and the payment achieved. The insurance coverage is guaranteed by the statutory student insurance or family members that are obliged to maintenance. As for the rest, the particular regulations of insurance law apply.

(2) The intern is obliged to have a statutory accident insurance, the insurance contributions being defrayed by the respective company if necessary.

(3) Third-party insurances for the coverage of damages from working within the company are recommended. An insurance for company keys is recommended if necessary.

¹ Bundesausbildungsförderungsgesetz – Federal Education and Trainings Assistance Act

§ 12
Further regulations

(1) The participation in an internship does not release the student from the duty of re-registration for the following semester.

(2) The intern has an active and passive right to vote for the self-administrating bodies of Anhalt University of Applied Sciences. Consequent releases will be charged to the period of the internship.

§ 13
Unfavourable decisions and submission of an appeal

(1) An unfavourable decision according to these internship regulations must be justified in written form, shall include information on legal remedies and be announced.

(2) The student can submit an appeal at the Board of Examiners within one month after receiving the notification.

(3) The decision on the appeal shall be usually taken within one month and must be issued in written form.

§ 14
Effective date

These internship regulations come into effect simultaneously to the examination regulations of the Master of Landscape Architecture course as of 10 February 2009.

Issued on the basis of the decision of the Department Council of the Department of Agriculture, Ecotrophology and Landscaping as of 10 February 2009

Bernburg, 10 February 2009
Dean of the Department of the Agriculture, Ecotrophology and Landscaping

Appendix 1

Internship Agreement*

1. Between the Intern: _____
born on: _____ in: _____
resident in: _____ country: _____

Course of study: _____

and the company / institution

Name: _____

Address:

the following is agreed:

The internship starts on: _____

and ends on: _____

Nominated mentor in the company:

Name: _____ **Phone number:** _____

Address: _____

2. The intern is subject to the company's work rules during the internship.

The university mentor sets an internship task as follows:

The following tasks will be set the intern by the company:

* Note: The internship agreement is just a guideline. If the company is proposing something different, make sure that the regulations proposed herein are included.

3. The signatories of this agreement commit themselves to mutual information about fundamental questions which may occur in the course of the internship and its evaluation. At the outset of the internship, the activities to be performed during the internship must be specified. These specifications must be recorded in writing.
4. At the end of the internship, the mentor or manager of the company or institution completes the certificate (see Appendix 2) and reviews the internship report, approving it by his/her signature.
5. Further agreements (e.g. absence from work, health and safety regulations, data protection or confidentiality rules):

Company / Institution
(Place, date, address)

Intern
(Place, date, address)

(Signature, stamp)

(Signature)

University mentor
(Place, date, signature, stamp)

Address of the department:

Anhalt University of Applied Sciences
Department of Agriculture, Ecotrophology and Landscaping
Strenzfelder Allee 28
D - 06406 Bernburg
Phone: +49 34 71 / 3 55 11 00
Fax: +48 34 71 / 3 55 11 99
E-mail: loel@hs-anhalt.de

Appendix 2

Internship Certificate issued by the company / institution

The student

born on: _____ in: _____

Matriculation number: _____

Address:

Street No._____
Post code and city_____
Country

has worked as a student intern at our company / institution as follows:

Type of activity _____
(brief description)

Duration from _____ to _____**Number of days absent during internship:** _____**Reason for absence:** _____

An internship report written by the student has been acknowledged by the mentor or the managing director of the company / institution.

Place, date, signature of the company mentor or the managing director of the company / institution

Company / institution: _____

Address (official stamp): _____

*Note: This document shall be submitted to the university mentor along with the internship report.

Appendix 3

Certificate of Internship by the Board of Examiners

Name, first name: _____

Matriculation number: _____

Course of study: _____

1. The internship report according to § 7 of the Internship Regulations submitted by the student mentioned above has been accepted.

It is recommended to acknowledge.....weeks of internship.

Bernburg,..... date) _____
Signature, Academic Mentor

2. The Board of Examiners acknowledgesweeks of internship as internship period.

The student is awardedcredits for the internship.

Bernburg, (date) _____
Signature, Chairperson of the Board of Examiners

Appendix 4

Confirmation of the Academic Mentor by the Board of Examiners

1. The undersigned member of Anhalt University of Applied Sciences agrees to act as academic mentor during the 18-week compulsory internship for the following student:

Name, first name: _____

Matriculation number: _____

Course of study: _____

Personal address during the internship: _____

Bernburg, (date) _____
Signature, Academic Mentor

2. The Board of Examiners approves the aforementioned member of Anhalt University of Applied Sciences as academic mentor for the student mentioned above.

Bernburg, (date) _____
Signature, Board of Examiners

Issued by: Anhalt University of Applied Sciences
Department of Agriculture, Ecotrophology and Landscaping
The Dean
Strenzfelder Allee 28
06406 Bernburg
Germany
Phone: +49 34 71 / 3 55 11 00
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