

## Formal Guidelines on Compulsory Internship on the Bachelor's Course

The internship report should cover approx. **10 pages** and comply with usual formal specifications and should be submitted to Chair Prof. Weber in a **single copy**. Posting is also possible.

Please allow **approx. 4 weeks** for recognition.

In terms of content, you should introduce the company and/or organization, classify the industrial sector, classify the operating unit in the organizational structure and describe your area of operation and experience gained.

### **Provisions on compulsory internship in the Examination Regulations (in excerpts):**

#### For the BSc course in International Business Administration:

Section 18(2) <sup>1</sup>Each student at the Catholic University of Eichstätt-Ingolstadt must acquire 95 ECTS points in the compulsory elective subject. <sup>2</sup>He or she shall successfully complete the following modules:

[...]

6. a compulsory internship of at least eight weeks in the scope of 10 ECTS points. The student shall get in contact with appropriate private or public institutions where the internship may be completed at his/her own responsibility. Within the compulsory internship a practical report shall be compiled, documenting tasks, progress and experience gained through the compulsory internship. Based on the internship report, the compulsory internship is evaluated as "passed" or "failed"; evaluation of the compulsory internship is not included in calculation of the average grade, pursuant to Section 21(6). The professional internship may be waived, upon application to the examination board, for students at partner universities, who were unable to get an internship place despite verifiably having made serious efforts. The compulsory internship may be replaced by completion of relevant professional training. The compulsory internship cannot be offset against the foundation and orientation exam, pursuant to section 19.

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#### For the BSc course in Business Administration:

Section 3(3) <sup>1</sup>During the Bachelor's course, a supervised compulsory internship of at least eight weeks shall be completed, which is suited to giving the student an insight into professional activity. <sup>2</sup>The student shall get in contact with appropriate private or public institutions where the internship may be completed at his/her own responsibility. <sup>3</sup>10 ECTS points are allocated to the internship. <sup>4</sup>Within the scope of the internship an internship report shall be compiled, documenting tasks, progress and experience gained through the internship. <sup>5</sup> Based on the internship report, the internship is evaluated as "passed" or "failed". <sup>6</sup>Evaluation of the internship is not included in calculation of the average grade, pursuant to Section 18(4). <sup>7</sup>If the student has completed an internship, which satisfies the requirements under clause 1, before starting the course, this internship may be recognized as a compulsory internship upon application from the student. <sup>8</sup>The compulsory internship may be replaced by completion of relevant professional training. <sup>9</sup>The compulsory internship cannot be offset against exam results, pursuant to section 16(2) clause 1.

Section 16 relates to the foundation and orientation exam.