



AKADEMIE MODE & DESIGN
Mode · Medien · Management · Design

Faculty of **Design**
Hochschule Fresenius
University of Applied Sciences

BACHELOR'S STUDY PROGRAMS

VALID FROM 23.07.2019

INTERNSHIP REGULATIONS

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Imprint

AMD Akademie Mode & Design GmbH,
Idstein
Faculty of Design, Hochschule Fresenius, University of Applied
Sciences

Internship Regulations for Bachelor's study programs in the
Faculty of Design at the state-recognized, private Hochschule
Fresenius, dated 23.07.2019

Pursuant to section 20, subsection 1 of the Hessian Higher
Education Act (Hessisches Hochschulgesetz, HHG), version dated
December 14, 2009, (Law and Ordinance Gazette (GVBl) 1 2009),
the Senate of the state-recognized, private Hochschule Fresenius
lays down the following examination regulations in accordance
with the resolution of the committee of the Faculty of Design.

CONTENT

Section 1	Scope of application	4
Section 2	Legal relationship	4
Section 3	Objectives and content	4
Section 4	Professional fields	5
Section 5	Registration, duration, and form of implementation	5
Section 6	Evaluation, retaking the internship, illness	6
Section 7	Ungraded Assessments (<i>applies only to study programs accredited before January 1, 2019</i>)	6
Section 8	Entry into force	6

SECTION 1 SCOPE OF APPLICATION

1. The internship regulations stipulate the objective, content, and structure of the compulsory internship, its preparation, and follow-up. They also serve as guidelines for the internship provider.
2. The regulations detail and supplement the provisions of the general section and special sections of the examination regulations for Bachelor's study programs at the AMD Akademie Mode & Design, Faculty of Design at the state-recognized, private Hochschule Fresenius. Higher-ranking legal provisions are not affected by the internship regulations.
3. The regulations apply to all Bachelor's study programs at the AMD Akademie Mode & Design, Faculty of Design at the state-recognized, private Hochschule Fresenius for which the curriculum stipulates a compulsory internship as part of the course schedule.

SECTION 2 LEGAL RELATIONSHIP

1. During an internship, students remain enrolled at and members of the AMD Akademie Mode & Design, Faculty of Design at the state-recognized, private Hochschule Fresenius.
2. The employment relationship during the internship is defined in an internship contract between the intern and the internship provider. The internship contract is normally issued by the internship provider.
3. The internship contract defines the rights and duties of the intern and the internship provider. The intern is subject to all house rules, codes of practice, and other regulations of the internship provider.
4. Following the completion of the internship, the internship provider will issue the intern with an internship certificate and/or a qualified job reference.
5. AMD Akademie Mode & Design, Faculty of Design at the state-recognized, private Hochschule Fresenius does not entitle students to any vacation during internships. If vacation time is contractually specified by the internship provider, the internship shall be extended by the relevant number of days to ensure that the minimum internship duration is observed in accordance with section 5 (5).

SECTION 3 OBJECTIVES AND CONTENT

1. The internship shall take place in a company that fulfills the relevant professional goal. The aim of the internship is to intensify the exchange between an academic education and professional practice. For students, this exchange has the following goals:
 - 1.1. Students should have the opportunity to learn about their selected professional fields and gain professional experience by taking part in specific work processes.

- 1.2. Working in a professional environment should enable them to apply the knowledge gained during their studies to practical situations and to reflect on this knowledge, to identify areas in which their knowledge is lacking, and to find inspiration for their Bachelor's thesis where applicable.
- 1.3. Students should gain vocational experience, expand their social skills, and acquire further practical knowledge.
2. Interns are either to be involved in the company's ongoing daily business or to be assigned tasks that are both typical of and go beyond the company's daily business as part of one or more projects.

SECTION 4 PROFESSIONAL FIELDS

1. Professional fields are deemed suitable that match the objectives of the relevant study program in accordance with the special sections of the examination regulations (current version).
2. In case of doubt, the dean of studies for the respective study program shall decide whether a particular company is suitable for an internship.

SECTION 5 REGISTRATION, DURATION, AND FORM OF IMPLEMENTATION

1. Students shall strive to secure internships by themselves. Where necessary, they may be supported by the dean of studies for the respective study program.
2. The internship is to be registered via the examinations office for the relevant location. The internship registration must be submitted to the examinations office by the internship start date at the latest.
3. Upon request, the examinations office shall issue an internship certificate confirming the internship to be a compulsory part of the study program.
4. The duration of the internship is stipulated in the relevant study and assessment schedule (appendix to the special section of the examination regulations) with a weekly working time of at least 38.5 hours.
5. The internship may be completed in one block or divided into two units, each of which must comprise at least six weeks of continuous work.
6. Internships can be completed abroad provided that the conditions defined in these internship regulations are fulfilled.
7. The confirmation of internship is to be submitted to the examinations office within four weeks of completion of the internship. A copy of the internship certificate may be submitted as an alternative to the confirmation of internship provided it documents the duration of the internship and the activities performed within it.

SECTION 6 EVALUATION, RETAKING THE INTERNSHIP, ILLNESS

1. Graded and ungraded assessments are to be performed during the internship as stipulated in the relevant study and assessment schedule. The compulsory internship report is to be submitted within four weeks of completion of the internship.
2. If an assessment taken within the framework of the internship is given a grade below that "Fail" (5.0) or if an ungraded assessment is deemed to have been failed, retakes are subject to the provisions of the general section for the Faculty of Design at the state-recognized, private Hochschule Fresenius.
3. In the event of illness, a medical certificate must be submitted to the examinations office immediately. A certificate of incapacity will not be accepted. The internship period can be reduced by the duration of the illness up to a maximum of four weeks in accordance with section 21 (5) of the general section of the examination regulations for the Faculty of Design at the state-recognized, private Hochschule Fresenius. If this maximum is exceeded, the remaining internship time must be completed in accordance with section 5 (5). This must take place within one year, at the latest by the point of application to undertake final assessment.

SECTION 7 UNGRADED ASSESSMENTS (APPLIES ONLY TO STUDY PROGRAMS ACCREDITED BEFORE JANUARY 1, 2019)

The provisions of these regulations apply to ungraded assessments accordingly.

SECTION 8 ENTRY INTO FORCE

These regulations enter into force with the resolution of the Faculty of Design Council on July 23, 2019.

Idstein, July 23, 2019



Prof. Dipl.-Des. (FH) Claudia Ebert-Hesse

Dean of the Faculty of Design