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## **Regulations for the practical study phase of the International Business degree programme (PO 2021)**

Regulations for the practical study phase of the International Business degree programme for the School of Business at Trier University of Applied Sciences dated xx.xx.2021

At its meeting on 07.10.2020 the Faculty Council of the School of Business at Trier University of Applied Sciences decided the following regulations for the practical study phase:

### **§ 1 - Aims and principles of the practical study phase**

(1) During the practical study phase, students learn to apply and deepen the qualifications acquired during their studies by working on suitable professional projects. The students are familiarised with typical professional working methods in an international environment. They learn which tasks business administrators with an international focus have to fulfil in everyday professional life, how the knowledge acquired during their studies can be used for this purpose and which organisational, economic and social aspects are important in the workplace.

(2) In exceptional cases, the practical study phase may also be replaced by a project offered by the department. The practical study phase must be under the supervision of a professor.

(3) The practical study phase is a compulsory part of the student's education for obtaining the Bachelor's degree.

### **§ 2 - Implementation of the practical study phase**

(1) The practical study phase shall be completed after the end of lectures in the 6th semester. The duration of the practical study phase and thus the operational activity shall be at least 14 weeks after deduction of periods of absence. The activity is to be carried out in full-time employment. The practical study phase can be completed in a foreign company or in a domestic company with an international context.

(2) Students are responsible for finding a suitable place with a company. If necessary, they shall be supported in their search by the professors of the department and by the practical project officers (§ 6).

(3) The students have to apply to a professor of the faculty (supervising professor) for professional supervision. The company shall appoint an employee for supervision (company supervisor). This person is to be contacted directly in all matters concerning the company's activities.

(4) Students shall prepare a report on the practical study phase during the practical study phase.

(5) For recognition of the practical study phase, students shall submit a certificate from the company stating the start, end, weekly working hours, absences as well as the topics covered during the practical study phase.

(6) A change of company during the practical study phase is only permitted in exceptional cases and only with the consent of the supervising professor.

(7) In exceptional cases, students may interrupt their work at short notice in order to take examinations.

### **§ 3 - Admission to the practical study phase**

Students are admitted to the practical study phase if at least 120 ECTS points have been achieved. In justified exceptional cases and cases of doubt, the examination board decides.

### **§ 4 - Courses for the practical study phase**

Preparatory, accompanying and follow-up events for the practical study phase are offered by the supervising professors.

### **§ 5 - Assessment of the practical study phase**

The practical study phase is evaluated by the supervising professor with a grade on the basis of the report on the practical study phase and, if applicable, a presentation, taking into account the comments of the respective supervisor from the company. The assessment should take place no later than one month after completion of the practical study phase (last working day). The practical study phase is considered completed on the date of the assessment.

### **§ 6 - Practice Project Officer or Representative**

The department appoints a professor or an assistant or a qualified member of staff as a practical project officer for the general organisation of the practical study phase. The tasks include selecting companies to carry out the practical study phase, maintaining contact with these companies and supporting students in obtaining places for the practical study phase. The practical project officer takes note of the contract according to § 7 on behalf of the department.

### **§ 7 - Contract practical study phase**

- (1) The students and the company conclude a contract on the practical study phase, which is countersigned by the supervising professor and the practical project officer.
- (2) The contract for the practical study phase shall contain a description of the planned activity.

### **§ 8 - Enrolment of students**

Students must be properly enrolled at the university for the duration of the practical study phase.

### **§ 9 - Entry into force**

This regulation shall enter into force on the day following its announcement.