

The Internship is regulated university-wide in §3 of the General Examination Conditions (“Rahmenprüfungsordnung”, RPO).

Since individual regulations for faculties and courses of studies are permitted, they will be stated in these Internship Regulations. Course of studies specific additions and concretions, e.g. concerning the duration of the internship, are furthermore printed below the study properly and examination regulations (SPO-Table) of the respective course of studies.

Internship Regulations of the School of Information, Media, and Design

The practical phase of study (the internship) starts—depending on the course of study—in the 3rd, 4th, 5th, or 6th semester. All Bachelor's degree programs require a successful completion of all examinations of the 1st and 2nd semester for the admission to the practical phase of the study. Exceptions have to be justified to the head of the academic section.

The practical phase of the study is usually done in a company or a private or public institution at home or abroad.

§1 Purpose of the internship

During the internship, the students shall acquire practical and job-related knowledge and skills in as many fields as possible which are relevant to their course of studies.

The practical phase is an integral part of the study program. The main objectives are the professional orientation, the introduction of the student to course-specific sectors or companies, and a successful entry into the working life.

In certain cases, a scientific examination of the contents of the internship may be required, for example, in form of a written elaboration, in order to link the practical phase with the scientific requirements of the study.

§ 2 Status of the students in the practical phase

The internship is part of the study. During this time, the student is matriculated as an official student at the SRH University Heidelberg.

Practical activities prior to the start of studies or throughout a holiday semester cannot be recognized as an internship.

§ 3 Internship duration

The practical phase of study spans between 10 weeks and 100 work days; the exact span is regulated by the course-specific regulations of the study and examination regulations (“Studien- und Prüfungsordnung”, SPO). The practical phase of study should be completed in a contiguous period. An extension of the internship duration is possible in consultation with the respective head of studies.

§ 4 Internship

The internship must be performed in a suitable business enterprise or a business-related private or public institution locally or abroad. In doing so, it should be noted that the goals defined under §1 can be achieved in the respective corporation. This especially refers to the requirement of an appropriate internal support and a reasonable organizational assignment. A supervisor within a company who functions as the main contact person for technical and organizational concerns has to be assigned.

The students themselves are responsible for finding an approvable internship and for suggesting it to the University.

§ 5 Support during the practical phase

The students are supervised by a professor or an academic employee of the SRH University Heidelberg. They are in contact with the students during the practical part of the studies and coach them if needed.

Together with the supervisor, the students apply for the internship, by addressing the individual internship along with its corresponding tasks. The head of the study program examines and approves the application based on the specifications in §4. The Internship Office ("Praktikantenamt") manages the applications and controls the procedures together with the Examination Office.

§ 6 Internship Contract

The student signs a contract with the respective business enterprise or institution. A copy has to be handed to the Internship Office of the faculty.

§ 7 Internship report

The students have to write a report about their practical phase.

The internship report must contain detailed descriptions of the specific tasks, activities and work areas, in which the student's own activities are described in detail unless the regulations of the Study and Examination Regulations (SPO-Table) states otherwise. The report should cover approximately 20 pages of text, excluding illustrations, tables, and other attachments.

The student has to sign the internship report and submit it to the supervisor for examination. The internship report will then be signed by the faculty's supervisor, who will examine the requirements and achievements. Finally, the signed internship report is passed on to the Internship Office, which reports the success to the Examination Office.

§ 8 Proof of the practical phase

The success of the practical phase is verified by

1. the internship contract,
2. the certificate of the internship,
3. the internship report, signed by the supervisor of the faculty,
4. an approximately 15-minute presentation or a poster presentation about the completed internship at the faculty.