

Appendix 3 of the *Fachstudienordnung* (Subject-Specific Study Regulations) for the Master's Degree Course 'Landscape Architecture and Greenspace Management'

Please note: English translations of *Ordnungen für das Praktikumssemester* (Internship Regulations) are intended solely as a convenience to non-German-reading students/members of the university. Only the German text published on the university's website on 19/11/2018 is legally binding. In the event of any conflict between the English and German text, its structure, meaning or interpretation, the German text, its structure, meaning or interpretation shall prevail.

***Ordnung für das Praktikumssemester* (hereinafter Internship Regulations) for
the Master's Degree Course
'Landscape Architecture and Greenspace Management'
at Hochschule Neubrandenburg: University of Applied Sciences**

Table of Contents

- § 1 Scope of Application
- § 2 Objectives and Contents of the Internship Semester
- § 3 Semester Designated for the Internship Semester
- § 4 Supervision of the Student during the Internship Semester
- § 5 Applying for the Internship Semester
- § 6 Internship Semester Contract
- § 7 Internship Semester Report, Recognition and Evaluation of the Internship Semester
- § 8 Internship Semester for Foreign Students
- § 9 Insurance During the Internship Semester
- § 10 Entry into Force

Appendix 3.1: Internship Semester Contract

**§ 1
Scope of Application**

The following provisions regulate the structure of the internship semester, which is an integral part of the master's degree course 'Landscape Architecture and Greenspace Management' (Path B) at Hochschule Neubrandenburg: University of Applied Sciences (hereinafter UAS Neubrandenburg).

**§ 2
Objectives and Contents of the Internship Semester**

- (1) The internship semester of the master's degree course 'Landscape Architecture

and Greenspace Management' is a semester which is part of the conversion degree course and the content of which is complemented by the university. It must be completed as a full-time internship in a landscape architecture office, a district planning department, a gardening or landscape gardening company or other suited institution and must last at least 20 weeks. It allows students to apply the theoretical knowledge they have gained during the conversion degree course and to adapt it for practical use; and familiarises students with the requirements and possible future fields of profession.

(2) The student remains a student of UAS Neubrandenburg for the whole length of the internship - with all corresponding rights and obligations. The student must re-register in accordance with the provisions stipulated in the *Immatrikulationsordnung* (Enrolment Regulations).

(3) The tasks performed at a company or institution are subject to the employment regulations of that entity.

(4) Holiday or other days of leave may only be taken after approval from the Internship Officer for the master's degree course 'Landscape Architecture and Greenspace Management'.

§ 3

Semester Designated for the Internship Semester

(1) The internship semester is an integral part of the degree course that must usually be completed in the third semester (Path B).

(2) The 20-week training period of the internship semester can be split into two, meaning that it can take place at two companies or institutions.

§ 4

Supervision of the Student during the Internship Semester

UAS Neubrandenburg shall provide the required consultations and expert supervision through the member of staff responsible for the internship module.

§ 5

Applying for the Internship Semester

(1) The student shall apply independently for an internship placement. The tasks that are expected of the intern must correspond with the level of the master's degree the student is studying for.

(2) Prior to commencing the internship, the student must consult the member of staff responsible for the internship semester regarding the recognition of the internship placement. By confirming his/her supervision, the member of staff responsible for the internship semester approves the expected suitability of the placement for the internship semester.

§ 6

Internship Semester Contract

(1) The employment relationship is based on a contract for the internship semester, drawn up between the company or institution and the student. This shall stipulate:

- Duration and types of tasks,
- Obligations and rights of the company or institution,
- Obligations and rights of the student during the internship semester,
- Leaves of absence or interruption of the internship semester,
- Insurances,
- Payment (if planned),
- Consultations at the university.

(2) Three copies of the contract must be submitted to and confirmed by the member of staff responsible for the internship semester prior to the start of employment.

§ 7

Internship Semester Report, Recognition and Evaluation of the Internship Semester

(1) The student must write a comprehensive report on the internship semester and hold a presentation about the tasks s/he performed during the internship to students studying the same degree course. The report about the internship semester must be countersigned by the member of supervising staff at the company/institution or the management of the company/institution. The internship semester report must be submitted to the Internship Officer within two weeks after the end of the 20-week internship.

(2) Missing certificates, an incomplete or carelessly written report and any kind of absence during the internship can lead to non or only partial recognition of the internship semester. This decision will be made by the Internship Officer.

(3) The assessment of the internship semester is based on both the written report and the presentation about the internship semester that is to be held to students studying for the same degree course.

(4) The internship semester counts as passed if the company or institution has confirmed that it was completed successfully, the internship semester report has been submitted to the Faculty of Landscape Sciences and Geomatics' Office on time and has been assessed with a mark of at least 'passed' and the presentation has been held successfully with a mark of at least 'passed'. It will be assessed by the member of staff responsible for the internship module.

§ 8

Internship Semester for International Students

The provisions of these regulations for the internship semester apply mutatis mutandis

to international students. The Internship Officer can make special stipulations upon request. Special attention should be given to the varying conditions of work permits held by foreign students.

§ 9

Insurance During the Internship Semester

(1) During the internship semester (in the terms of these regulations), the student is covered by statutory accident insurance in accordance with § 2(1)(8c) of the SGB VII (Social Code Book). The company's or institution's respective *Berufsgenossenschaft* (employers' liability insurance association) is responsible for the insurance. If there is an insurance claim, the company or institution must submit a copy of the accident notice to the university.

(2) During examinations that are being held within the university's area of responsibility, students are covered by accident insurance in accordance with § 2(1)(8c) SGB VII by the *Unfallkasse Mecklenburg-Vorpommern*, the official provider of accident insurance for the federal state of Mecklenburg-Vorpommern. The same applies to classes provided by the university to accompany the internship semester.

(3) If parts of the internship are being completed abroad, the regulations of the respective country shall apply. The student is solely responsible for adhering to the statutory legal conditions (e.g. health insurance/pension contributions). It is recommended that students take out liability insurance for covering damages whilst working in a company or institution, and, if applicable, international health insurance.

Appendix 3.1 of the Subject-Specific Study Regulations for the Master's Degree Course 'Landscape Architecture and Greenspace Management' - Internship Semester Contract

1. The following agreement is being concluded between the student:

born on: _____ in: _____

residential address: _____:
_____ country: _____,

Studying the master's degree course (M. Eng.) Landscape Architecture and Greenspace Management

and the company/institution:

Name: _____

Address: _____

Tel.: _____

email: _____

The internship will start on the _____ and end on the _____.

The following supervisor will oversee the internship at the company/institution (optional):

Name: _____

Tel.: _____

Address: _____

2. The student is subject to the company's/institution's work regulations for the duration of the internship.

3. The signatories of this agreement commit to inform each other about general issues that arise during the realisation and evaluation of the internship project modules. The tasks and goals of the internship must be recorded at the beginning of the practice phase.

4. At the end of the internship, the supervisor at the company or institution shall produce a certificate that contains detailed information about the internship.

5. Further agreements:

Town: _____

Town: _____

Town: _____

Date: _____

Date: _____

Date: _____

Signature
Student

Signature, Stamp
Company/Institution UAS Neubrandenburg

Signature, Stamp

University address:

Hochschule Neubrandenburg; Fachbereich Landschaftswissenschaften und Geomatik

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