
Official Notice No.

05/2026

21.01.2026

**Internship regulations
for the Bachelor's degree programme
European Business Management
at the Technical University of Applied Sciences Wildau**

Based on Sections 20 (2), 23 (2), 81 (2) No. 1 of the Brandenburg Higher Education Act (BbgHG) of April 9, 2024 (GVBl.I/24, [No. 12]) in conjunction with § 14 (3) of the Basic Regulations of the Technical University of Applied Sciences Wildau of August 21, 2019 (Official Communications of the Technical University of Applied Sciences Wildau No. 45/2019), last amended with effect from August 22, 2022 (Official Communications of the Technical University of Applied Sciences Wildau No. 29/2022) and the provisions of the General Regulations of the Technical University of Applied Sciences Wildau dated July 4, 2019 (Official Communications of the Technical University of Applied Sciences Wildau No. 42/2019), last amended on May 29, 2024 (Official Communications of the Technical University of Applied Sciences Wildau No. 12/2024), the Faculty Board of the Faculty of Economics, Computer Science, Law at the Technical University of Applied Sciences Wildau, by resolution of November 10, 2025, the following internship regulations for the Bachelor's degree programme in European Business Management, approved by the President of the Technical University of Applied Sciences Wildau by letter dated December 15, 2025:

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§ 1

Principles and objectives

- (1) These regulations govern the practical phase for students of the Bachelor's degree programme in European Business Management (full-time on-campus program) at the Technical University of Applied Sciences Wildau on the basis of the applicable Study and Examination Regulations.
- (2) During the practical phase, students retain their status as students at the Technical University of Applied Sciences Wildau with all rights and obligations.
- (3) During the practical phase, students should complete an internship in line with their intended bachelor's degree in which they perform the duties of a graduate of the European Business Management programme and are introduced to various areas of responsibility through specific tasks and practical work. If possible, they should belong to a team with a fixed area of responsibility, work on clearly defined tasks or subtasks, and thus have the opportunity to see and assess the significance of the individual tasks in the context of the overall business operations.
- (4) The training objective of the internship is to deepen the theoretical knowledge acquired during the course of study in a typical working environment and to acquire new knowledge and skills through practical work. Based on the knowledge acquired in the study modules, application-oriented knowledge and practical experience are to be imparted and the processing of specific problems in the desired professional field of activity is to be made possible under supervision.
- (5) Recommendations regarding the content of the internship can be found in the module description.
- (6) Students who have obtained their university entrance qualification in Germany should complete their internship abroad as a company internship. Students who have obtained their university entrance qualification in Germany must complete their internship abroad.
Students who obtained their university entrance qualification abroad may complete their internship in Germany.
- (7) The Dean of the department appoints an internship coordinator for each degree programme, who is responsible for the general coordination and implementation of the practical phase.
The tasks include advising students and making decisions in accordance with these regulations.

§ 2

Start and duration

- (1) The internship may begin after the end of the lecture period of the previous semester in which the internship is scheduled according to the Study and Examination Regulations of the degree programme and type of study.

(2) The internship pursuant to § 8 of the Study and Examination Regulations is a continuous employment of 800 hours (excluding vacation days and days of absence due to illness).

§ 3 Companies, internship agreement, and admission

(1) The internship is carried out in suitable companies and departments in industry, business, public authorities, or social institutions—referred to as companies in the regulations.

(2) Students are responsible for finding a suitable internship position themselves.

(3) A division between several companies is only possible for important reasons and with the prior approval of the internship coordinator.

(4) The student and the company shall conclude a contract for the internship. This contract must contain at least the following information:

- a. the name and address of the company,
- b. the start and end dates of the internship,
- c. the weekly working hours,
- d. the supervisor at the company (name and contact details),
- e. the type and content of the work (job description).

(5) A sample contract is attached to these regulations as Appendix 1. Other contract templates may be accepted provided they contain the minimum information specified in paragraph 4.

(6) Admission to the internship is based on the contract being completed and signed by the student and the company. It must be applied for at least two weeks before the start of the internship with the internship coordinator.

(7) The application for admission to the internship will be reviewed by the internship coordinator with regard to the requirements of these regulations. The student will be informed of the decision. This decision must be recorded in the files.

§ 4 Absences

(1) Students are exempt from practical work in order to take exams in accordance with the Study and Examination Regulations for the degree programme that fall within the internship period. The company must be informed by the student.
This time shall not count as absence from the internship.

(2) If the internship period is not completed, the absences must be made up after consultation with the company and the internship supervisor must be informed. If it is not possible to extend the internship period, the responsible internship supervisor shall decide, at the student's request, whether the internship period completed and the tasks performed were sufficient to achieve the qualification objective of the internship.

§ 5

Internship report, work certificate/ proof of activity and submission deadline

- (1) After completing the internship, the student must prepare an internship report. The internship report should describe in particular the tasks assigned and the work results achieved and reflect on the connections between the student's studies and the practical work. This report must be written in English.
- (2) The company shall issue a job reference detailing the activities performed or a certificate of employment in accordance with Appendix 2.
- (3) The internship report must be submitted together with the job reference or proof of employment to the internship supervisor for evaluation by the examination date.
- (4) The practical phase is assessed in the form of a fixed module examination (FMP) with a different re-examination period. The re-examination period is the second examination period of the following semester.¹

§ 6

Assessment

- (1) The practical phase is assessed by the internship supervisor as "pass" or "fail." For this purpose, the work certificate or proof of activity must be submitted together with the internship report by the deadline.
- (2) The practical phase is considered failed if
 - the internship was not completed to the minimum extent required (§ 2 (2) in conjunction with § 3 (4)),
 - the employment reference or proof of activity has not been submitted,
 - the employment reference or proof of employment does not correspond to the professional field of the degree programme, or
 - the internship report is graded as "fail."
- (3) If the practical phase is not passed, the internship supervisor will determine whether the imposition and fulfilment of conditions is sufficient for the practical phase to be repeated and passed, or whether the practical phase must be repeated in its entirety.
- (4) In the event of failure to pass the practical phase, re-registration for the practical phase takes place in the following semester.
- (5) If the practical phase is not passed after two retakes, successful completion of the respective degree programme at the Technical University of Applied Sciences Wildau is no longer possible.

¹ (Resit) exam period at the end of June/beginning of July (for the summer semester) and (resit) exam period at the end of January (for the winter semester)

§ 7 Withdrawal

Students can deregister from the practical phase or from submitting the internship report for the respective semester in the campus management system. The regulations for deregistering from an FMP apply (see § 20 (1) General Regulations).

§ 8 Recognition

- (1) If the student has performed professional work or vocational training in line with the qualification objectives of the degree programme and § 8 of the Study and Examination Regulations with a scope equivalent to that of the internship in terms of content and level, the time spent must be recognized as an internship. A professional activity or training can only be equivalent to the internship in terms of content and level if it is based on a comparable theoretical foundation as taught in the degree programme and the activity took place no longer than 3 years before the start of the current degree programme.
- (2) The following evidence is required for recognition:
 - a. in the case of professional activity, a job reference or proof of activity, each with an internship report, or
 - b. in the case of completed vocational training, the vocational qualification certificate and an internship report.
- (3) The application for recognition of the practical phase is based on the requirements of the framework regulations, but must be submitted to the responsible Examination Board at least six weeks before the start of the internship. After receiving the opinion of the internship supervisor, the Examination Board will decide on the application.

§ 9 Entry into force

The provisions of the General Regulations remain unaffected by these internship regulations. These internship regulations shall enter into force after approval by the President of the Technical University of Applied Sciences Wildau on the day after their publication in the Official Announcements of the Technical University of Applied Sciences Wildau and shall apply for the first time to the enrolment year starting in the winter semester 2025/2026.

Wildau, January 19, 2026

signed Prof. Dr. rer. nat. Ulrike Tippe
President
of the Technical University of Applied Sciences Wildau

Appendix:

- Appendix 1 Sample internship agreement
- Appendix 2 Sample certificate of employment

Appendix 1

Internship regulations for the Bachelor's degree programme in European Business Management: Sample internship agreement

Internship agreement

Between

the company

_____ (company name)

Address

_____ (Street, house number)

_____ (postal code, city)

represented by Ms./Mr.

_____ (last name, first name)

-hereinafter referred to as **the Company**-

and

the student at the Technical University of Applied Sciences Wildau

Last name, first name

Date and place of birth

Address

_____ (Street, house number)

_____ (Postal code, city)

TH email address

Course

Seminar group

-hereinafter referred to as **intern**-

the following contract is concluded:

§ 1

(1) The company undertakes to provide the intern with from _____ to _____ with a total weekly working time of _____ hours on _____ weekdays in accordance with the contents of the internship and the Study and Examination Regulations of the degree programme at the Technical University of Applied Sciences Wildau, and to provide professional supervision, in particular

- a. assigning her/him tasks in accordance with the objective of the internship,
- b. assigning her/him a professional supervisor,
- c. enabling him/her to take exams at the Technical University of Applied Sciences Wildau
- d. to issue a job reference or certificate of employment at the end of the internship,
- e. enabling the internship supervisor at the Technical University of Applied Sciences Wildau to supervise the intern at the place of work.

(2) The intern undertakes

- a. to comply with the internship period (weeks or months) and duration (working hours) specified in the Study and Examination Regulations for the degree programme,
- b. to observe the rules and regulations applicable to the company, in particular to treat business transactions and information confidentially,
- c. to comply with the instructions given by the company and the person responsible for supervising the intern within the scope of their activities.

(3) The intern will be assigned to the following departments:

Among other things, he/she will be entrusted with the following tasks:

§ 2 Costs

- (1) This contract does not entitle the company to reimbursement of costs incurred in the fulfilment of this contract. The company will support the intern as far as possible in finding accommodation at the location and will provide all necessary work equipment free of charge.
- (2) The intern will receive a voluntary allowance of EUR _____ (gross) from the company for the duration of the agreement.

§ 3 Representatives/Responsibilities

- (1) The company appoints the following person as the representative responsible for supervising the intern:

Last name, first name _____

Email _____

Phone _____

- (2) The internship supervisor has been appointed by the Technical University of Applied Sciences Wildau.

§ 4 Vacation

During the internship, the intern is not entitled to vacation in order to ensure the required scope of the internship. In justified cases, the company may grant a short-term leave of absence, which must be communicated to the internship supervisor of the Technical University of Applied Sciences Wildau.

§ 5 Absence and inability to work

- (1) The intern is obliged to notify the company immediately of any inability to work and its expected duration, and to provide reasons for this.
- (2) In the event of illness, the intern is obliged to submit a medical certificate confirming their incapacity to work and stating the expected duration of the illness by the third working day of their illness at the latest. The internship supervisor for the degree programme must be informed of this.

§ 6 Termination

The internship contract may be terminated at any time by mutual agreement between the company and the intern if the training objective is no longer applicable or has changed. The internship supervisor for the degree programme at the Technical University of Applied Sciences in Wildau must be informed of this by the intern.

The company has the right to terminate the internship contract without notice in writing, stating the reasons, in the event of gross violations of company rules and regulations by the intern.

§ 7 Insurance coverage

- (1) During the internship, the intern is integrated into the company's operations and is insured as an employee under the statutory accident insurance scheme in accordance with § 2 (1) No. 1 SGB VII. In the event of an accident, the professional association or accident insurance fund of which the company is a member is responsible. In the event of an accident, a copy of the accident report must also be sent to the Technical University of Applied Sciences Wildau.
- (2) The liability risk of the intern at the internship location is covered for the duration of the contract.²
 - by the company's general business liability insurance.
 - not covered by the company's general business liability insurance.

§ 8 Miscellaneous

- (1) This contract does not establish an employment relationship.
- (2) Additions and amendments to the contract must be made in writing.
- (3) The contracting parties affirm that there is no first- or second-degree family relationship between the management, the company's internship supervisor, and the intern.
- (4) The intern assures that he/she is not the company's management or owner.

Date

Date

Signature and stamp of the company

Signature of intern

Note

The intern is required to submit a copy of the contract to the internship supervisor of the Technical University of Applied Sciences Wildau in a timely manner. Otherwise, admission to the internship cannot be guaranteed (see internship regulations for the Bachelor's programme in European Business Management).

² Please tick the appropriate box.

Appendix 2

Internship regulations for the bachelor's degree programmes Business Administration and Business Informatics: Sample certificate of employment

Proof of activity

The student at the Technical University of Applied Sciences Wildau

Last name, first name _____

Date and place of birth _____

Address _____

(Street, house number)

(Postal code, city)

Seminar group _____

has, in the period from _____ to _____, with a total weekly working time

of _____ hours on _____ weekdays in

company _____

(company name)

Address _____

(Street, house number)

(postal code, city)

completed their internship.

The intern was assigned to the following department during the internship:

department: _____

Among other things, he/she was entrusted with the following tasks (type and content of the work):

Date

Company signature and stamp