

Appendix 3 to the Study Regulations for the Master’s Programme “Landscape Studies and Greenspace Management”

Regulations Governing the Internship Semester of the Master’s Programme “Landscape Studies and Greenspace Management” (“Internship Regulations”) at the Neubrandenburg University of Applied Sciences

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Annex

1. Internship Semester Agreement

Section 1 Scope

These regulations cover the structure of the internship semester, which is an integral part of the Master’s programme “Landscape Studies and Greenspace Management” at the Neubrandenburg University of Applied Sciences in the context of the four-semester programme (Path B).

Section 2 Objectives and content of the internship semester

(1) The internship semester of the Master’s programme “Landscape Studies and Greenspace Management” is integrated into the programme of study and supervised by the University in terms of content. The internship semester can be completed at an office for landscape architecture, the planning department of a municipality, a gardening and landscaping company or another suitable institution and comprises at least 20 weeks of full-time work. The purpose of the internship semester is to give students the opportunity to apply the theoretical knowledge they have acquired during the study programme, transfer this knowledge to real-world scenarios and become familiar with the requirements and applications in future fields of work.

(2) During the internship semester, the student remains a member of the Neubrandenburg University of Applied Sciences with all rights and responsibilities. Students must re-register in accordance with the provisions of the Enrolment Regulations.

(3) The practical work performed at a company or institution is subject to the applicable labour regulations.

(4) During the internship, the student can only take holidays or other days off with the approval of the faculty member responsible for the internship module for the degree programme "Landscape Studies and Greenspace Management" at the Neubrandenburg University of Applied Sciences.

Section 3 Timing of the internship semester

(1) The internship semester is completed as an integral part of the study programme, generally in the third semester (Path B).

(2) The 20-week training phase of the internship semester can be divided into two internships and accordingly completed at two different companies or institutions.

Section 4 Student guidance during the internship semester

The Neubrandenburg University of Applied Sciences provides the required consultations and professional supervision through the faculty member responsible for the internship module.

Section 5 Application for the internship semester

(1) For the internship semester, the student applies independently for an internship position. The quality and level of work to be carried out must be appropriate for a student of the Master's degree programme.

(2) Prior to beginning their internship work, students must consult with the faculty member responsible for the internship module in order to confirm that the site can be recognised as an internship site for the internship semester. A confirmation of academic supervision from the faculty member responsible for the internship module serves as a verification of the expected professional suitability of the site for the internship semester.

Section 6 Agreement on the internship semester

(1) The employment relationship is based on an agreement on the internship semester concluded between the company or institution and the student. This agreement must

include the following information: - length and type of activities, - responsibilities and rights of the company or institution, - responsibilities and rights of the student in the internship semester, - leave of absence during or interruption of the internship semester, - insurance, - remuneration (if planned), - consultations at the University.

(2) Three copies of the agreement must be submitted to and approved by the faculty member responsible for the internship module prior to the start of the employment relationship.

Section 7

Reporting, recognition and assessment of the internship semester

(1) Students must prepare a detailed report on their internship semester and give a presentation reporting on the work they performed during their internship semester. The presentation is open to all students and faculty members of the degree programme. The internship semester report must be countersigned by the responsible individual (mentor) from the company/institution or by the head of the company/institution. The internship semester report must be sent to the faculty member responsible for the internship module by no later than two weeks after the end of the 20-week training phase.

(2) The following documents are the basis for the recognition of the internship semester in the internship module (LGM.20.008):

- certification of an internship (20 weeks) at a recognised internship site
- internship certificate
- proof of participation in the seminar; attendance

(3) If any certificates are missing, if the report is incomplete or poorly written or if there have been any kind of absences on the part of the student, the internship semester may not be recognised or may only be partially recognised. The decision is made by the faculty member responsible for the internship module.

(4) The written report and the presentation about the internship semester for all students and faculty members of the degree programme are the basis for the assessment of the internship semester.

(5) The internship semester is awarded a passing mark if it is confirmed as successful by the company or the institution, if the internship semester report is submitted by the deadline to the secretary's office of the Faculty of Landscape Sciences and Geomatics and awarded at least a passing mark and if the presentation is held and awarded at least a passing mark. It is assessed by the faculty member responsible for the internship module.

Section 8

Internship semester for international students

For international students, the provisions of these regulations apply correspondingly to the internship semester. The faculty member responsible for the internship module

may, upon request, make special determinations. Reference is made to the specific limitations of the work permit for international students.

Annex 1 to the Internship Regulations for the Master's Programme "Landscape Studies and Greenspace Management" - Internship Semester Agreement

1. Between the student: _____

Date of birth: _____ Place of birth: _____

City of residence: _____ Country: _____

In the Master's programme (M. Eng.) Landscape Studies and Greenspace Management
and the company/institution

Name: _____

Address: _____

Telephone: _____

Email: _____

the following is agreed:

The internship begins on _____ and ends on _____

Mentor in the company/institution (optional):

Name: _____

Telephone: _____

Address: _____

2. During the internship, the student is subject to the company's work rules.

3. The signatories of this agreement commit themselves to sharing information about fundamental questions which may occur over the course of the internship and its evaluation. At the beginning of the internship, the activities to be performed during the internship must be specified, along with the aims. These specifications must be recorded in writing.

4. At the end of the internship, the mentor from the company or institution must produce a certificate verifying the completion of the internship.

5. Further agreements:

Place: _____

Place: _____

Place: _____

Date: _____

Date: _____

Date: _____

Signature
Student

Signature, Stamp
Company/Institution

Signature, Stamp
HS-Neubrandenburg

Address of the University:

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