

Internship Guidelines for the B.A. Cultural and Social Studies at the Faculty of Social and Cultural Sciences

What is an internship in the context of the programme?

An internship is mandatory as part of Module 8 of the BA Cultural and Social Studies. The [Study and Examination Regulations](#) in conjunction with the [General Regulations for Study Programmes and Examinations for Bachelor's and Master's Curricula \(ASPO\)](#) of the Viadrina govern the recognition of internships in the program.

The Viadrina Career Center is responsible for the recognition procedure and provides the [form](#), where students fill in their internship details. The official recognition is done by the examination board (*Prüfungsausschuss*).

Students organize their internship/s by themselves. The Career Center offers advice and support on all questions regarding student internships and their recognition.

Requirements for the recognition of internships as an achievement in the programme

Date and duration of the internship, awarding of ECTS credits

Students complete their internships as part of their studies, usually between terms. The duration of the compulsory internship is 4 weeks in full-time (35-40 hours per week, overtime is not taken into account). Part-time internships are possible and have to be completed in a correspondingly longer period, when actual working hours are recognized. Longer internships can be recognized in Module 8, but no more than the maximum ECTS in this module can be acquired (see Table 1).

Table 1: Duration of internships and awarded credits

Duration of the internship	ECTS credits
Compulsory: At least 4 weeks full-time Optional: Up to 3 months full-time (divisible)	4-7 weeks (140 – 279 hours): 6 ECTS 8-11 weeks (280 – 419 hours): 12 ECTS 12 weeks (420 hours) or more: 18 ECTS
Sample calculation for part-time internships: 7 weeks x 25 hours per week = 175 hours = 5 weeks full-time (175:35)	

Illness during the internship

Students must complete at least 80% of their internship in order for it to be recognized. If a student falls ill for more than 20% of the internship, the internship must be extended accordingly in order to achieve ECTS.

Internships before entering the program

Since the purpose of the internship is to apply knowledge acquired in the program, students must complete the internship during the course of their studies. Internships completed before the entering the program can usually not be recognized.¹

¹ Exceptions to this require the approval of the examination board. Professional activity prior to the start of studies can be recognized after handing in an application to the examination board. The above-mentioned conditions have to be fulfilled and the employment or internship must have ended maximally 1 year prior to the start of studies.

Requirements for the recognition of internships

1. The compulsory internship must be related to the student's field of study. The BA Cultural and Social Studies includes a wide range of academic fields and disciplines. Consequently, students have access to a broad range of professions, e.g. in the cultural sector, media, youth and adult education, politics and administration, communication and event agencies, or business enterprises.
2. The internship must correspond to the content of the BA CuSo and to professional fields related to it. Students must apply their specialist knowledge, thus expanding it through the practical professional experience.²
3. Employment as a working student ("*Werkstudententätigkeit*") or in similar positions may be recognized if the criteria mentioned in points 1-2 are met and the minimum duration is fulfilled.
4. Internships within the European University Viadrina are not recognized.
5. Active and long-term participation in student associations may be recognized after approval by the examination board³, under the condition that the student provides a written confirmation from the association's board stating the duration of participation and the committed hours on the association's official letterhead as well as a confirmation from a credible non-member⁴ (case-by-case examination).
6. Participation in student and university committees is not recognized as an internship. However, university committee work (faculty council, university senate or appointment committees) can be recognized in Module 8 "Practical Skills" with a maximum of 6 ECTS. The application for this must be submitted to the examination board.

International internships in the BA Cultural and Social Studies

The BA Cultural and Social Studies comprises a compulsory stay abroad that can be realized as an internship abroad. Please note the following details:

- If the internship has been chosen as the compulsory stay abroad, it must last at least 3 months.⁵
- If an internship of at least 3 months has been completed abroad, it is not necessary to complete an additional 4-week domestic internship or another internship (the internship abroad counts as the compulsory internship and the compulsory stay abroad).
- In general, the internship abroad must be completed in one country with one internship provider.
- Students who obtained their university entrance certificate (HZB) in Germany cannot complete the internship in German-speaking countries.⁶

² Telephone service, cashiering, serving, copying, manual work, etc. must not be the main tasks.

³ The approval of the examination board is part of the application for recognition. Please obtain the written approval of the examination board before submitting the internship report. The signature of the examination board on the internship report is sufficient.

⁴ E.g. contact person/supervisor from university, client, related organization, cooperation partner.

⁵ Students can receive ECTS in Module 8 for shorter internships abroad as well, but this is not an equivalent for the compulsory stay abroad (minimum of three months).

⁶ In justified exceptional cases (e.g. care for children or other family members), the examination board may approve a stay abroad in a German-speaking country for students studying according to § 7 of the SPO.

- Students who did not obtain their university entrance certificate (HZB) in Germany (HZB) can realize the stay abroad in the country of their HZB or in German-speaking countries. A change of location is necessary.⁷

Procedure for the recognition of compulsory internships

In order for an internship to be recognized as a study achievement, students must request recognition using the [online form](#) provided on the Career Center's website. In addition to the form, students must submit a report, which has to contain all the necessary information about the employer as well as the time and duration of the internship. The report should include:

- brief introduction of the employer/internship provider
- explanation of the personal expectations of the internship
- brief description of the most important activities/tasks
- connection between internship and your studies
- evaluation of the internship

The student confirms the content of their report by signing the document and submitting a copy of the internship certificate. The certificate must meet the following criteria:

- It must be signed and issued on an official letterhead of the internship provider. The letterhead (or a stamp) must contain the internship provider's contact details.
- It must include the duration of the internship, ideally the number of hours per week.
- It should specify the end date of the internship. If no end date is specified, the date of issue is considered the end date.
- It must mention the intern's main tasks.

The internship report should be submitted within six months after having completed the internship⁸. The acknowledgment of the internship by the Career Center can take up to eight weeks.

Once the internship has been officially recognized by the examination board and the Credits have been entered into viaCampus, no further compulsory internship certificates will be issued.⁹ Once internships have been registered as study achievements in viaCampus the entry in viaCampus cannot be cancelled.

Deception

By signing their internship report, students confirm that they have really carried out the internship. They furthermore confirm that they have written the report themselves and that the details given are truthful.

The Career Center is eligible to check whether the internship has actually been carried out by contacting the internship provider.

⁷ Accordingly, the recognition of an internship in Frankfurt (Oder) or Słubice as a stay abroad is only possible in exceptional cases after approval by the examination board. Please obtain approval of the examination board before submitting the internship report ([application form](#)).

⁸ This is a recommendation, not a cut-off date.

⁹ If the maximum number of ECTS in Module 8 has been reached, no further internships will be recognized either.

If an internship report contains untrue information or falsified details (such as signature of the internship provider, company letterheads and/or stamp, copy of a fellow student's report), this constitutes an attempt of deception according to §21 ASPO. In serious cases, students can forfeit the right to take the final BA examination (and thus to obtain the degree).

These guidelines were established on 5 December 2023 by the examination board in collaboration with the Career Center.