



Hochschule
Kaiserslautern
University of
Applied Sciences

Business Administration

Zweibrücken

Practical Study Semester Guidelines

for Students in the
Department of Business Administration

FPO 2013 (Bachelor)

Finanzdienst- leistungen	Information Management	Mittelstands- ökonomie	Technische Betriebswirtschaft
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Last update: 5 October 2016

This English translation serves solely for information purposes.

Please note that only the German version is legally binding.

These degree programs are taught partly in German, partly in English.

*Translation of the degree programs: Finanzdienstleistungen = Financial Services,
Information Management = Information Management, Mittelstandsökonomie, Technische Betriebswirtschaft = Technical Business Administration*

Translation of frequently used abbreviations: FPO = Subject-specific Examination Regulations, ABPO = General Bachelor's Examination Regulations [the latter are also available in English]

The Examination Board for the Bachelor's degree programs (Finanzdienstleistungen, Information Management, Mittelstandsökonomie, and Technische Betriebswirtschaft) of the Department of Business Administration of the Kaiserslautern University of Applied Sciences in its session on 15 January 2014 (amended in accordance with the resolution on 13 January 2016) has resolved to adopt the following guidelines for the performance of the Practical Study Semester on the basis of sec 9 (2) sentence 3 FPO 2013.

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1. Objectives of the Practical Study Semester

At the Kaiserslautern University of Applied Sciences, a Practical Study Semester is an *obligatory part of all Bachelor's degree programs* in the Department of Business Administration and is hence mandatory for all students.

In the practical study phase, the students shall demonstrate that they are capable of working on a subject-specific problem of limited content and duration under guidance (cf. sec 10 ABPO).

Scientific insights and learning about academic work methods should characterize the practical work performed during this time.

This is applied science in the best possible sense, which is what our degree programs are aimed at.

A practical problem in a company ("project") shall not be worked on "blindly", but rather using scientific methods and knowledge and shall then be "documented" in a (final) project report. Professional skills (regarding the existing scientific knowledge about the subject) and methodological skills (from the areas of project management and academic writing / work techniques) shall be applied in this project.

The benefits of the Practical Study Semester for the students are practical experience in the sense mentioned above and an increase in their competence as a result of working on concrete business-related projects and tasks.

The students perform their Practical Study Semester during the 5th semester of their degree program. The advantage for the companies offering internships is that the students already have solid professional and methodological competence and can apply this directly "on the job".

It may be possible for the collaboration between companies and students to continue even after the completion of the Practical Study Semester. Projects may be further elaborated in the context of Bachelor's theses, for example, or current issues faced

by the company may be worked on. It is not rare for future employment to result from the contacts made during the Practical Study Semester.

For the University, the Practical Study Semester is an instrument for knowledge and technology transfer. The project is determined and worked on in a dialog among the students, representatives of the companies, and supervisors at the University. The Practical Study Semester thus constitutes a major bridge between application-oriented research and teaching as well as operational practice.

Pursuant to sec 9 (4) FPO, the Practical Study Semester may be replaced by time spent studying at a university abroad. (More about this below, (11)).

Information about and forms for the Practical Study Semester are available for download on the homepage of the Department at

<https://www.hs-kl.de/betriebswirtschaft/studierende/praxissemester/>

2. Duration and Timing of the Practical Study Semester

The Practical Study Semester comprises the **practical phase** lasting at least 17 weeks and accompanying lectures over the course of 3 weeks (= **block seminar**); cf. (4).

In the practical phase at the company, which shall last for **17 weeks**, the students must be able to complete work on an appropriately defined project topic. Doing so reasonably is only possible during a **continuous** period covering at least these 17 weeks. The 17-week practical phase (minimum duration) is extended by the number of vacation days possibly taken by the student.

Students and companies are free to agree on a longer contract (maximum of 26 weeks incl. block seminar = 1 semester).

The block seminar may be taken either in October or in January.

For more information about the block seminar, cf. (4).

3. Admission Requirements

Registration for the Practical Study Semester is done at the Dean's Office of the Department of Business Administration.

3.1. Formal admission requirements

Pursuant to sec 9 of the 2013 Subject-specific Examination Regulations (FPO 2013), only those students can be admitted to the Practical Study Semester who...

- have earned a **minimum** of 90 ECTS credits

and

- have demonstrated sufficient language skills in **English** in accordance with sec 6 (3) FPO 2013 by having successfully passed the first two academic achievements in English.

Evidence shall be provided by presenting a Transcript of Records from the Department of Student Affairs / Examination Office, either at the time the agreement for the Practical Study Semester is submitted or at the time of registration for the block seminar.

The granting of admission may be subject to the condition that the 90 ECTS shall still be obtained prior to the start of the practical semester or the registration deadline for the block seminar respectively. After publication of the examination results, the Dean's Office shall check the ECTS ex officio.

Already approved Practical Study Semester agreements shall become invalid if the

student fails to fulfill the admission requirements on time.

Experience has shown that students need to apply for suitable internships as early as possible, even if the admission requirements might not yet be fulfilled completely.

Pursuant to sec 6 (4) sentence 2 of the 2013 Subject-Specific Examination Regulations, Practical Study Semester and Electives Part I and Part II shall not be taken within the same semester. If Electives Part I or Part II have been chosen for the semester in which the Practical Study Semester is intended, those students can not be admitted to the Practical Study Semester.

3.2. Admission application

3.2.1. Agreement on the Performance of the Practical Study Semester

Two weeks prior to the start (in justified exceptions, no later than two weeks after the start) of the Practical Study Semester, the student must completely fill out the

“Agreement on the Performance of the Practical Study Semester”

and present it to the chairperson of the Examination Board of the Department of Business Administration in four copies (1 original, 3 copies) for approval.

For this purpose, the Department offers a model agreement for download: “Vereinbarung Praxissemester” – only available in German.

<https://www.hs-kl.de/betriebswirtschaft/studierende/praxissemester/>

3.2.2. Exception: Supplemental Agreement

The “Agreement on the Performance of the Practical Study Semester” described in (3.2.1.) is the normal case.

Occasionally, companies where the practical phase is performed will provide their own agreements.

In such cases, the student shall submit the agreement completed by the company as well as a

Supplemental Agreement

to be completed by the student – available in English: “Supplemental Agreement”.

<https://www.hs-kl.de/betriebswirtschaft/studierende/praxissemester/>

The company’s agreement **and** the supplemental agreement shall be submitted in **four copies** each to the Dean’s Office.

3.2.3. Topic of the practical project

As a matter of principle, the project to be worked on at the company should be named in as concrete terms as possible already during the pre-phase of the Practical Study Semester.

The topic shall be named and briefly described in the Agreement on the Performance of the Practical Study Semester or in the Supplemental Agreement respectively.

If it is not possible to establish a concrete topic in advance, the topic may, as an exception, be reported to the Dean’s Office no later than 2 weeks after the start of the practical phase.

4. Block Seminar

The block seminar is matched to the specific character of the Practical Study Semester in terms of content and supports the students’ concrete practical activities.

The practical study phase and the block seminar form one unit and shall be taken within the same semester.

If the practical study phase is done in the summer semester, the block seminar can be taken either in the preceding January or in the succeeding October. This ensures that the practical study phase and the block seminar are linked.

The block seminar cannot be selected at any other time as this would mean that NO link exists between the practical study phase and the block seminar.

4.1. Organization

The block seminar can be taken either in October or in January.

Splitting up the lectures accompanying the Practical Study Semester (“block seminar”) between these two months is only possible in well-justified exceptional cases and usually only in the case of study-related stays abroad. Cf. also (4.3).

In the event of doubt, the final decision shall be made by the chairperson of the Examination Board.

The block seminar is divided into three topic areas:

- “Vernetztes Denken [*Interdisciplinary Thinking*]” (mandatory attendance with presentation)
- “Projektmanagement [*Project Management*]” (written examination about “Arbeitsmethodik [*Work Methodology*]”; immediately following the block seminar)
- “Arbeitstechniken [*Work Techniques*]” (written examination about “Arbeitsmethodik [*Work Methodology*]”; following the block seminar)

Depending on the number of participants, the individual sessions take place in several groups.

The exact schedule and the group assignments are published about 2 weeks before the start of the block seminar on the Campusboard.

Participation in all sessions offered in the context of the block seminar is *mandatory* for the students.

4.2. Registration for the block seminar and written examination

The binding registration for the block seminar as well as for the written examination on “Arbeitsmethodik [*Work Methodology*]” is done at the Dean’s Office. Registration via the Internet is not possible.

The respective registration deadline for each block seminar shall be announced by the Dean's Office.

Registration is performed by

- submitting the agreements for the Practical Study Semester (cf. (3.2.))
- or
- submitting the form "Registration for the Block Seminar and the Written Examination on Arbeitsmethodik [*Work Methodology*]"

In both cases, a **Transcript of Records** shall be presented as evidence of the fulfillment of the admission requirements.

During the first week, the students shall receive a "tracking sheet" from the lecturers on which they can get their attendance confirmed.

The completed tracking sheet serves as a receipt for the students

- ... to document regular attendance
- ... regarding submission of the project report
- ... in the sense of the 17-week confirmation

4.3. Block seminar in cases of a study-related stay abroad

Students who spend their Practical Study Semester abroad and are unable to participate in the block seminar accompanying the Practical Study Semester during the intended time will only receive their proof of academic achievement after they have properly participated in the corresponding block seminar of the following practical semester or when credit has been awarded for their academic achievements respectively.

In these cases, the Dean's Office of the Department of Business Administration shall be informed of the date of the desired block seminar prior to the start of the Practical Study Semester or the registration form "Block Seminar / Written Examination Arbeitsmethodik [*Work Methodology*]" shall be completed at that time respectively.

5. Eligibility of Cooperation Partners and Fields of Activity

5.1. Eligible cooperation partners

As a matter of principle, all organizations both in Germany and abroad from the areas of industry, commerce, services, liberal professions, as well as the public sector are eligible as cooperation partners for the internship.

5.2. Field of activity and project topic

The students must have the opportunity to work on an *appropriate project topic* in the area of business administration. A connection with the respective degree program or focus should be clearly visible.

The cooperation partner shall determine the field of activity and the project tasks in consultation with the student. The problem for the project report shall be specified in a dialog involving the collaboration partner, the student, and the responsible supervisor at the University.

5.3. Supervisor at the company

The respective organization must name a person **with a higher education degree** to act as the student's professional supervisor.

Due to the objectives of the Practical Study Semester described under (1), this is generally indispensable.

The Examination Board shall make a decision regarding group-specific exceptions.

6. Supervision at the University

Depending on the intended project task, the **supervisor** shall be selected by the student.

All professors of the University are eligible to act as supervisors on behalf of the University.

Teaching staff for special duties and lecturers may act as supervisors if they are employed by the University during the semester in which the focus of the project phase is completed.

In cases of doubt, the Examination Board shall make a decision.

The supervisor shall be the student's general contact person during the practical phase.

The latest date to name the supervisor at the University and state the modalities regarding the company where the Practical Study Semester is to be performed is the date of submission of the Agreement on the Performance of the Practical Study Semester (or the Supplemental Agreement respectively) at the Dean's Office of the Department of Business Administration.

7. Project Report about the Practical Study Semester

7.1. Content requirements

Cf. sec 9 (3) of the FPO 2013:

"The students shall write a project thesis about the Practical Study Semester as an examination achievement, which shall be assessed by the supervisor as stipulated in Sec 13 ABPO. The project thesis shall be submitted to the Dean's Office no later than four weeks after the start of lectures of the semester following the Practical Study Semester. The Practical Study Semester shall be considered completed successfully if the grading of the project thesis is at least "ausreichend [sufficient]" and if there is verification of academic achievement for lectures accompanying the practical phase."

On a scientific basis, the project report shall reflect the problem, the steps taken to solve the problem, and the results of / solutions to the problem from the concrete perspective of the respective organization where the Practical Study Semester was performed.

The project report shall be written as an academic paper. The conventions and standards of academic writing shall apply accordingly.

The specific requirements shall be coordinated with the supervisor.

The project report shall generally comprise 30 (up to a maximum of 40) DIN A 4 pages.

Sec. 11 (7) sentence 2 ABPO shall also apply by analogy (declaration in lieu of an oath).

“When submitting the thesis, the student shall affirm in writing that he/she is the sole author of the thesis – in case of a group thesis, the sole author of the respectively marked portion of the thesis - and did not use any sources and auxiliary materials other than those stated.”

The project report shall be submitted to a plagiarism check in accordance with the Examination Regulations.

7.2. Submission of the project report

Two bound copies of the project report about the Practical Study Semester as well a computer file (MS Word or compatible or PDF; not write-protected respectively) shall be submitted to the Dean’s Office of the Department of Business Administration **no later than 4 weeks after the start of lectures** of the semester following the Practical Study Semester. The latest possible submission date shall be entered into the Agreement on the Performance of the Practical Study Semester by the Dean’s Office.

The Dean’s Office shall ensure that a copy is forwarded to the supervisor and that the grade is recorded.

At the same time a final confirmation by the collaboration partner shall be provided pursuant to Sec 9.1. No. 1 (“17-week confirmation”).

The project report shall be subjected to a plagiarism check.

8. Retaking of the Practical Study Semester

Pursuant to sec 9 (5) of the 2013 Subject-Specific Examination Regulations:

“If the Practical Study Semester was not passed successfully, it can be repeated once. If the project thesis was not graded at least with “ausreichend [sufficient]”, the supervisor shall decide whether the practical phase must also be repeated in addition to the project thesis. If only the project thesis must be repeated, it must be submitted to the Dean’s Office within four weeks after the failure notification. If both the project thesis and the practical phase must be repeated, this must be done in the semester following the failure notification at the latest.”

9. Proof of Academic Achievement for the Practical Study Semester

9.1. Practical phase

The practical phase is considered completed successfully if, **after the completion** of the practical phase, the student

1. submits to the Dean’s Office a signed and stamped **final confirmation** by the collaboration partner about the duration and successful completion of the Practical Study Semester (submission of “17-week confirmation”) **and**
2. if the project report on the Practical Study Semester was graded at least with “ausreichend [sufficient]”.

9.2. Block seminar

The block seminar (cf. (4)) shall be considered completed successfully if the academic achievements for “Arbeitsmethodik [Work Methodology]” and “Vernetztes Denken [Interdisciplinary Thinking]” are passed.

10. Practical Study Semester Abroad

(outside Higher Education)

For the performance of the Practical Study Semester abroad, the same regulations regarding admission and registration apply as for the Practical Study Semester done in Germany.

Regarding the block seminar in the case of a study-related stay abroad, cf. (4.3).

11. Study Semester at a Higher Education Institution Abroad

The Practical Study Semester abroad may be substituted by an equivalent study semester at a higher education institution abroad; sec 9 (4) FPO.

If a student wants to make use of this opportunity, advice should be sought on time from the Department's International Advisor and/or the International Office.

As a minimum, the Supplemental Agreement (cf. above, (3.2.2.)) for the Practical Study Semester with the documents listed therein must be submitted to the Dean's Office in time prior to the start of the Practical Study Semester.

11.1. Foreign higher education institution inside the ECTS

If, in the context of the Practical Study Semester, the student intends to study at a foreign higher education institution where credits are awarded according to the ECTS (European Credit Transfer System), there are two options in accordance with sec 9 (4) FPO:

- 12 ECTS variant
- 30 ECTS variant

11.1.1. Studies plus project report

- Proof of 12 ECTS and
- Project report graded at least with “ausreichend [*sufficient*]” and
- Successfully completed block seminar

Regarding the requirements on the project report, (7) (cf. above) applies accordingly. In terms of content, the report shall be based on the study contents successfully passed abroad (instead of on a project).

11.1.2. Proof of 30 ECTS

Instead of fulfilling the requirements according to (11.1.1.), the Practical Study Semester shall also be considered completed successfully if the student provides proof of 30 ECTS awarded by the foreign higher education institution (cf. sec 9 (3) sentence 3 FPO).

If proof of 30 ECTS is provided from the study-related stay abroad, the project report and the block seminar are not required.

11.2. Registration phase at the Dean’s Office

Dates: 15 February (SS) or 15 August (WS) respectively

Submission:

- Learning Agreement (1 copy)
- Supplemental Agreement (3 copies)
- Transcript of Records
- Name of “supervisor”

11.3. Learning Agreement

The form “Learning Agreement” can be found on the website of the International Office.

The form must be filled out completely.

Regarding the sections “Table A” and “Table B”, the following instructions must be taken into account.

Table A: Study Programme Abroad

- Here, the modules studied abroad must be listed.

Pos	Component code (if any)	Component title (as indicated in the course catalogue) at the receiving institution	Semester [autumn / spring] [or term]	Number of ECTS credits to be awarded by the receiving institution upon successful completion of the component
1		Business Statistics	2014/15	6
2		Budgeting	2014/15	6
3		Intercultural Relations	2014/15	6
4		International Finance	2014/15	6
5		Italian course II level	2014/15	5
6				
7				
8				
9				
10				
Total				
Web Link to the course catalogue at the receiving institution:				
http://www.econ.univpm.it/en/content/Page/study_programme				
If successfully completed, the educational components of the study programme abroad will be recognised by Hochschule Kaiserslautern in the following way: Table B.				

Table B: Set of Components to be replaced at Sending Institution

- Here, those modules (= *components*; incl. module number) shall be listed for which the credits awarded abroad shall be recognized.

Table B: Set of Components to be Replaced at Hochschule Kaiserslautern

Component code (if any)	Component title (as indicated in the course catalogue) at the sending institution	Semester [autumn / spring] [or term]	Number of ECTS credits to be awarded by the sending institution upon successful completion of the component	Comp. will be replaced by Table A, pos. x or count as	Name of resp. professor	Signature
A.08	Statistik	autumn	5	Pos. 1	Piazolo	<i>Piazolo 22/14</i>
C.11	Praxissemester	autumn	6	Pos. 2	Armburst	<i>Armburst 22/104</i>
C.11	Praxissemester	autumn	6	Pos. 3	Armburst	
	Zusatzmodul		6	Pos. 4	--	
	Zusatzmodul		5	Pos. 5	--	
				-		
				-		
				-		
				-		
				-		
Total						
In case some educational components would not be successfully completed by the student, the following provisions will apply:						
www.hs-kl.de/aaa						

If a module listed in Table A cannot/should not be completed at the foreign higher education institution, a **Change Agreement** shall be made with the International Advisor without delay.

Instructions for Table B:

- It must be stated specifically which credits awarded abroad shall be assigned to which module at HS KL.
At least 12 ECTS must be assigned to the Practical Study Semester. These modules must have a clear reference to the degree program studied at HS KL in terms of their content.
- In the right column, the persons responsible for the recognition (Practical Study Semester: International Advisor otherwise responsible for the module/ Modulverantwortliche) of these credits must sign off on this assign-

ment.

- In the same way, 6 ECTS from equivalent modules of the foreign higher education institution (i.e., modules eligible for credit in terms of the contents of the block seminar) can be credited to the block seminar, which is then considered completed.
- If more than 12 ECTS are earned in the 12 ECTS variant, these can be assigned to other modules at HS KL. This shall be confirmed by the signature of the person responsible for awarding credit for this module.

11.4. Proof of credits

If confirmed by the signature of the responsible person, Table B contains confirmation of the recognition of the credits earned at the foreign higher education institution for the respective module listed in the table.

In all cases, a recognition procedure has to be performed after the student returns from abroad.

Following the completion of the semester abroad, the student shall submit a “Transcript of Records” and a request for recognition of study achievements abroad “Antrag auf Anrechnung von im Ausland erworbenen Prüfungs- und Studienleistungen“ and provide proof of at least 12 ECTS (or 30 ECTS in the case of sec 9 (4) sentence 3 FPO respectively).

Additional academic achievements can be used in the manner described above for the student’s further academic success.

Unless credit has been awarded for these, the block seminar must be taken and the project report (cf. (7)) must be written.

11.5. Special requirements for the 30 ECTS variant

The information stated above also applies accordingly to the 30 ECTS variant. The 30 ECTS credits earned in such cases shall be credited fully to the Practical Study Semester. No credit can be assigned to other modules.

If (in rare cases) more than 30 ECTS are earned, assignment of these credits to modules other than the Practical Study Semester is possible.

The block seminar and the project report are not required in the 30 ECTS variant if proof of these 30 ECTS is presented.

11.6. Foreign higher education institution outside the ECTS

Especially non-European higher education institutions that do not participate in the European Credit Transfer System (ECTS) usually have their own credit systems. The credit points awarded there cannot be converted 1 : 1 into ECTS.

Proving that the required 12 ECTS were earned requires conversion of these credits. For this purpose, factors such as duration of the studies (e.g., semester, trimester, quarter), number of lecture weeks, hours per week, length of the lectures (duration in minutes), etc. are taken into account.

Recognition of credits earned outside the ECTS shall be determined by the chairperson of the Examination Board in consultation with the International Advisor.

11.7. Failure to pass if ECTS proof is missing

If no proof is submitted of the academic achievements described in (11.1.1.) or (11.1.2.) respectively (especially the 12 or 30 ECTS respectively) from the study-related stay abroad, the Practical Study Semester shall be considered failed.

If 30 ECTS were not earned at the foreign higher education institution in the 30 ECTS variant, the student may apply to the Examination Board for a switch to the 12 ECTS variant. In such cases, the block seminar and the project report must be made up for.

Apart from that, sec 9 (5) FPO (cf. (8)) applies for retakes.

11.8. Grade in the Bachelor's Transcript of Records / overall grade

11.8.1. 12 ECTS Variant

The project report is graded. 50% of this grade is counted toward the grade for "Practical Study Semester Report" (cf. Appendix 2 FPO).

The other 50% of this grade is calculated from the average (possibly weighted according to ECTS) of the grades of those modules that are credited to the Practical Study Semester.

The grade thus determined shall be reported to the Examination Office by the Dean's Office.

11.8.2. 30 ECTS Variant

The average of the academic achievements completed abroad is counted (weighted by ECTS) toward the grade for "Practical Study Semester Report" (cf. Appendix 2 FPO).

12. Practical Study Semester in Cooperative Degree Programs and KOSMO

12.1. Cooperative studies in the degree program Finanzdienstleistungen

The students shall perform the Practical Study Semester during the fifth semester of their studies.

At the time of registration (cf. 3.2.1), the students shall present a Supplemental Agreement (cf. (3.3.2.)), to which a copy of the training/employment contract shall be added. In the Supplemental Agreement, the project topic and the supervisor at the University shall be named.

The project report (cf. (7)) must be submitted. The block seminar (incl. verification of academic achievement and examinations) must be attended. Apart from that, the Examination Regulations and these Guidelines shall apply.

12.2. Cooperative studies in the degree program Mittelstandsökonomie in cooperation with the Rhineland-Palatinate Chamber of Tax Consultants

On the basis of the Cooperation Agreement between the Kaiserslautern University of Applied Sciences and the tax consultant, the students shall perform the practical phase of the Practical Study Semester scheduled during the fifth semester in conjunction with the course of studies in the sense of Sec 9 (4) Sentence 4 FPO 2013.

The project task scheduled during the practical phase of the Practical Study Semester shall be worked on in conjunction with the course of studies.

No later than at the beginning of the **third semester**, a **Supplemental Agreement** (cf. (3.2.2)) shall be presented in which the project topic shall be described and the supervisor at the University shall be named.

The **block seminar** (“Projektmanagement [*Project Management*]”, “Arbeitsmethodik [*Work Methodology*]”, and “Vernetztes Denken [*Interdisciplinary Thinking*]”, incl. proofs of academic achievement and examinations) shall be taken and the project report of the Practical Study Semester shall be written **in the fifth semester** in accordance with the subject-specific Examination Regulations for the Bachelor’s degree program Mittelstandsökonomie.

Apart from this, students in this cooperation model may attend the lectures of the 7th semester and shall (conditionally) be admitted to Electives Part II. For admission to Electives Part I (6th semester), Sec 6 (4) FPO applies.

12.3. KOSMO

For students studying in the context of the Cooperative Study Model KOSMO, no special requirements apply with regard to the Practical Study Semester.

13. Information for BAföG Recipients

Due to the integration of the Practical Study Semester, the regular duration of the studies that is supported by BAföG is 7 semesters (6 study semesters and 1 practical semester). Separate proof of the Practical Study Semester must be submitted to the Amt für Ausbildungsförderung [*Office for Educational Support*]. The Department can only issue an acceptance of the internship if the Agreement on the Performance of the Practical Study Semester is presented. A copy of this shall then also be submitted immediately to the Amt für Ausbildungsförderung.

For further information, please contact:

Technische Universität Kaiserslautern

Amt für Ausbildungsförderung der Hochschulen in Kaiserslautern

Gottlieb-Daimler-Straße

67663 Kaiserslautern

Phone: 0631 205–3316 or 205-2055 (secretary's office)

14. Legal Issues and Insurance Status during the Practical Study Semester

The Practical Study Semester is an integral part of the university education. This is why, in legal terms, enrolled students remain members of the Zweibrücken campus of the Kaiserslautern University of Applied Sciences with all rights and obligations during the Practical Study Semester. The students are not interns in the sense of the Berufsbildungsgesetz [*Vocational Training Act*] and are neither subject to the Betriebsverfassungsgesetz [*Works Constitution Act*] nor to the Personalvertretung-

sgesetz [*Employee Representation Act*] during the time of the Practical Study Semester.

Income earned during the Practical Study Semester is liable to income tax. The usual tax exemption limits apply.

Students who do their internship during the course of their studies between two theoretical training periods are exempt from paying health and (nursing) care insurance contributions. However, the prerequisite for this is that they remain enrolled at the University.

Internships prescribed by the Examination Regulations that are an integral part of the university education are not considered employment subject to compulsory social security contributions even if remuneration is paid. Therefore, they are exempt from payment of contributions to the statutory pension and unemployment insurance. The Dean's Office can issue an appropriate confirmation for companies.

Interns are generally protected by the statutory accident insurance. The statutory accident insurer responsible is the Berufsgenossenschaft [*liability insurance association*] of the company where the internship is performed since the University has no direct influence on the type and manner nor on the course of the internship. If the Practical Study Semester is performed abroad, no statutory accident insurance protection exists according to German law. It is recommended that students take out additional health or accident insurance respectively.

If students do not have private liability insurance yet, taking out such insurance is generally recommended. Students should check with their own insurance company as well as with the internship company to which extent liability risks are covered during the Practical Study Semester. Students who spend their Practical Study Semester abroad should also check with their health insurance company regarding travel health insurance.