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I. Work Placement Semester

Section 1 Scope of Application

These regulations apply to all students at the Media Design University of Applied Sciences on degree programmes for which a work placement semester is planned according to the Conditions of Study.

Section 2 General

- (1) On the degree programmes of study for which a work placement semester is planned according to the study regulations, a work placement semester is carried out in addition to the theoretical study.
- (2) The work placement semester serves to deepen and expand the course content and to gain practical relevance.
- (3) During the work placement, students have the opportunity to acquire knowledge, experience and skills in professional fields of activity and fields of activity and to apply theoretical knowledge to given practical situations. It should help students to establish contacts in the industry and to facilitate their subsequent career entry.

Section 3 Scope of the Work Placement Semester

- (1) The work placement semester has a scope of 30 ECTS points and consists of a practical part (compulsory work placement), the passing of which is a necessary prerequisite for successfully completing the course.
- (2) The work placement semester can also be carried out on certain undergraduate degree programmes at the Mediadesign Hochschule as a study-related stay abroad at foreign universities (semester abroad).

II. Work Placement

Section 4 Work Placement Admission

- (1) A student is only admitted to the work placement if they have successfully completed the previous modules according to the standard period of study. On application, they can also be admitted if up to 5 module assessments totalling up to 30 ECTS points have not yet been successfully completed from the modules planned according to the standard period of study.
- (2) Should a student not be admitted to the work placement, their studies will be extended accordingly.

Section 5 Work Placement Requirements

- (1) The work placement must be at least 20 weeks with 38.5 hours per week (full-time) and may not exceed six months.

- (2) The department head of the respective degree programme determines the exact period of time for the work placement and the assessments and whether the work placement is relevant to the study.
- (3) The work placement can also be completed abroad for all undergraduate degree programmes. The content-related requirements for training abroad must correspond to the requirements at home.

Section 6 Search and Selection of Work Placements

- (1) The work placement search and the selection of a suitable work placement company are the tasks of the student. The careers service, the department management and, if necessary, specialist lecturers can provide assistance in the search for a suitable work placement, depending on the options available.
- (2) The student's search for a suitable work placement company should begin in good time, i.e. six months before the start of the work placement semester.
- (3) The students negotiate the working conditions independently with the work placement provider and conclude the work placement contract after the work placement has been approved by the department management. The student must hand in a copy of the signed work placement contract to the Office for Student Affairs.

Section 7 Approval of the Work Placement

- (1) Every work placement in a work placement company must be approved by the department head of the respective degree programme.
- (2) The department head of the respective degree programme determines by what time the students have to submit the application for approval and announces this.
- (3) Students must submit the application for approval to the Office for Student Affairs.
- (4) After checking that the necessary requirements for the work placement and the work placement company are met, the department head of the respective degree programme grants the student the approval.
- (5) If the work placement or the work placement company is not approved, the head of the department should generally give feedback within one week of the deadline for submitting the application for approval.

Section 8 Execution of Work Placement

- (1) During the work placement, each student is assigned a permanent professor or lecturer at the Mediadesign Hochschule für Design und Informatik, who is also the examiner for the presentation (colloquium). The student will be informed of the contact person before the work placement begins.
- (2) During the work placement, students write a work placement report, which is included in the assessment of the work placement semester.
- (3) After completing the work placement semester, the student will give a presentation (colloquium). This presentation is open to the university.

- (4) The details of the requirements of the work placement report and the presentation will be determined by the department head of the respective degree programme and announced before the start of the work placement semester.

III. Work Placement Semester Abroad

Section 9 Work Placement Semester Abroad (Semester Abroad)

- (1) The rules of the work placement apply to the semester abroad as long as no special provisions have been made. Further information is stipulated in the Conditions of Study and Assessment of the relevant degree programmes. The department heads of the relevant degree programmes can make additional provisions with regard to the semester abroad.
- (2) In deviation from Section 8, Paragraphs 2-3 of these regulations, the results achieved during the semester abroad at the foreign university are recognised after being examined by the Board of Examiners.

IV. Miscellaneous

Section 10 Recognition of the Work Placement Semester

The work placement semester is recognised as passed if the work placement, the work placement report and the presentation (colloquium) have been successfully completed or the semester abroad has been successfully recognised.

Section 11 Recognition of Work Experience

There is no recognition or crediting of work experience that has already been completed before or during studies, vocational training or a student work placement.

Section 12 Entry into Force

This regulation comes into force once it has been published in the university bulletin.