

Regulations for Recognition of a Preparatory Internship

1. The mandatory period of a preparatory internship is eight weeks. The internship should be completed externally within a company, a governmental body or a (non) - profit organization. It can be completed either in Germany or abroad.
2. The preparatory internship should generally be completed before initial enrolment at Rhine-Waal University of Applied Sciences. However, students may submit a certificate of completion of the preparatory internship until the beginning of their fourth semester (see Section 4 of the General Examination Regulations for the Bachelor courses of study at Rhine-Waal University of Applied Sciences).
3. The preparatory internship can only be recognized, if a student provides sufficient documentation of the internship placement. Besides the internship certificate, this should include a detailed report from the internship supervisor describing the nature and quality of the performed work.
4. Students must prove that the preparatory internship was conducted on a full-time basis for a period of no less than eight weeks. Several internships (max. two) relevant to the course of study, which lasted less than eight weeks each and/or were completed on a part-time basis, can be recognized as well.
5. Students must prove that the chosen preparatory internship is relevant to the course of study. Possible thematic areas for the preparatory internship are as follows: Gender equality, promotion of women, anti - violence training; Equal treatment of lesbian, gay, bisexual, transgender and intersexual people (LGBTI) related work; Integration of immigrants, work with ethnic minorities, anti-racism activities and institutions; Disability and social Inclusion, work with people with disabilities; Child and adult education; HR / Diversity management; HR development.
6. The preparatory internship can be completed, for instance, in the following organizations:
 - Equal opportunities offices in public administrations at all levels as well as in educational institutions,
 - NGOs and development agencies,
 - Consulting agencies, PR organizations and community services,
 - Labor unions,
 - Other public and private organizations,
 - Voluntary Social Year.
7. The preparatory internship may only be recognized, if performed on a voluntary basis. Military or civilian service cannot be recognized.
8. Even if the requirements listed above are fulfilled, Rhine-Waal University of Applied Sciences reserves the right to deny recognition of work experience if the employer certifies that the student was unable to meet the expected requirements or did not take them seriously.
9. Completed apprenticeships or training in the above-mentioned fields may be recognized as a preparatory internship.
10. The following students are exempt from the preparatory internship:
 - Exchange students from foreign universities who will only study for a limited period of time based on existing partnership agreements with Rhine-Waal University of Applied Sciences.
 - Part-time working students provided the working activity is relevant to the course of study.