



**HOCHSCHULE
RHEIN-WAAL**

Rhine-Waal University
of Applied Sciences



Faculty of Communication and Environment

What you need to know about Bachelor Degree Programmes

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Preparatory Internship

As a student at the Faculty of Communication and Environment you must complete a mandatory, eight-week internship early in your studies. The internship must sufficiently relate to your respective field of study and may be completed no later than by the fourth semester enrolment deadline. You may do the internship at a single company or institution, or split it up into multiple internships with different focus areas. Once you have finished your preparatory internship, you need to submit the corresponding proof to the Degree Programme Director. If you cannot provide proof of a completed eight-week internship by the deadline, you will be automatically deregistered from the university.

Exempt from this requirement are exchange students from partner universities who do not intend on graduating or completing their degree at Rhine-Waal University, as well as dual study students.

Credit Transfer

Previous study, work experience and training can be counted towards your degree at the Faculty of Communication and Environment. Please note that credits can only count toward whole modules, not individual courses, and that only a maximum of 105 CP may be transferred from other sources in an undergraduate programme.

Marks can only be transferred if the course contents and grading system used at the foreign institution are comparable to their equivalents at Rhine-Waal University. All transfer requests are handled on a case-by-case basis and the Faculty Examination Board is responsible for approving or rejecting each request.

If you would like to submit a request for credit transfer, you have to do so in the first year of studies. A credit transfer request includes an official form which you can find in Moodle (<http://moodle.hochschule-rhein-waal.de/course/view.php?id=1668>), copies of all necessary certificates, transcripts, etc., and detailed descriptions of the content of the study which is to be transferred. All requests must be submitted to the Faculty Examination Board directly via the postbox on the ground floor in Building 2.

Please note that only complete requests can be processed.

Practical Semester or Study Abroad

An integral part of all B.A. degree programmes at the Faculty of Communication and Environment is a semester-long work placement or, alternatively, a semester abroad at a foreign university. Full-time students usually complete it in the sixth semester, while part-time students complete it in the eighth.

Length

The work placement must cover at least 20 weeks of uninterrupted, full-time work. It must be completed at a single company or institution of your choosing – in Germany or abroad.

A semester abroad at a foreign university is defined as one semester of full-time study which results in at least 15 ECTS points.

Requirements and Registration

Initiative and planning are essential to a successful practical semester or semester abroad. We recommend that you apply for work placements in Germany or for places at foreign universities at least six months in advance, and nine months in advance for work placements abroad.

If you intend to apply to one of our international partner universities, please make sure that you meet the deadlines announced by the International Office in their mass mail to students.

To start the entire process, you have to submit a request for an official registration form to the Student Service Center. The Student Service Center then checks whether you have earned at least 90 CP and will give you a written confirmation if this requirement is met. Next you have to find a mentoring professor to work with. The mentoring professor verifies your choice of work placement or university and submits your completed registration form to the Faculty Examination Board for final approval.



Recognition and Credits

The Faculty Examination Board is ultimately responsible for both confirming your eligibility as well as approving of your choice of work placement or foreign university. When making their decision, the Examination Board primarily looks at how well the proposed field of activity relates to the curriculum contents of your study programme at Rhine-Waal.

After completing the practical semester or study abroad, you must also complete a written assignment, which is then submitted to the mentoring professor for a mark. With this assignment you also need to submit all relevant documents like examination results, a written confirmation of your work placement or semester abroad, or other suitable evidence of your achievements.

If you meet all the requirements, your practical semester or study abroad amounts to a full 30 credit points towards graduation.

If the requirements for passing are not met, the work placement or study abroad must be repeated.

Advise

The International Office staff will be happy to advise you on all study abroad matters. If you are planning to do a work placement, you should contact the university's Career Service for information or application support. They also offer a job and internship or work placement portal where you can find the latest vacancies:

<http://www.hochschule-rhein-waal.de/en/university/services-students/student-helpdesk/career-service>

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