

## Requirements for acknowledgement of Internships

### International Relations, B.A.

1. The mandatory internship period of eight weeks should be completed externally within a company, governmental body or profit or non-profit organization.
2. The Internship should generally be completed before enrolment at the Rhine-Waal University of Applied science. However, students may submit certification of completion until the beginning of their fourth semester (§ 4 General Examination Regulations).
3. Your internship may only be officially recognized when sufficient certification or documentation of completion is given by your employer. This should include a detailed report from your superior regarding the nature and quality of your work.
4. Students have to prove that the chosen occupation was practiced as a full-time occupation for a period of eight weeks. Recognition is also possible in additional proceedings: Acknowledgment can be given for several internships that lasted shorter than the period of eight weeks and/or have been part time arrangements.
5. Students must prove that the chosen internship position relates sufficiently to the subjects in the curriculum of the course being studied. The following areas are, for example, appropriate for acknowledgement:
  - Political parties/ institutions (e.g. municipal council)
  - Political foundations
  - Public administrations (e.g. municipal administration)
  - NGOs
  - Charitable institutions/non-profit associations
  - Public Relations, Media and Publishing
  - Human Resources and Marketing
  - Commercial banks, tax consultancy, accountancy or law firms
  - Voluntary Social Year
6. The internship may only be recognized if performed on a voluntary basis. Commitments such as community service or army generally cannot be acknowledged.
7. Even if the requirements outlined in points 1 to 6 are fulfilled, the University reserves the right to deny recognition of work experience if the employer certifies that the student did not meet the expected requirements seriously.
8. Completed apprenticeships or training schemes in relevant fields (such as defined above) may be recognized. An internship may also be recognized on the basis of a college diploma.
9. The following students are exempt from the compulsory work experience period:
  - International students from foreign Universities who do not intend on graduating or completing their degrees at the Rhine-Waal University of Applied Sciences.
  - Students on a part-time study course whose profession relates sufficiently to their respective degree program.