

Information about the Internship

1) The German meaning of an internship:

According to KoBy (Coordination office for internships at Bavarian Universities) an internship during a student's studies helps the student to gain valuable experience and apply the theoretical part of the studies. As a result, this should provide the student with additional information where to place main emphasis on the remaining studies.

2) Criteria for an internship in the Bachelor's degree International Business Administration:

- An internship is an integrated, regulated, content-determined and supervised semester during the course of study offered by the university
- The purpose is to apply and deepen knowledge and skills acquired previously.
- Interns must complete their internship over a period of at least 21 weeks without interruption. The duration of the internship must not exceed 26 weeks due to social security reasons.
- Tasks of the internship should take place in one of the following fields of activity:
 - Human Resources and Social Affairs
 - Marketing and Sales
 - Accounting
 - Finance
 - Production Planning and Control
 - Organization
 - Data Processing
 - Procurement/ Purchasing and Materials Management/ Logistics
 - Controlling
 - Mergers and Acquisitions (M&A)

3) Regulations

- The internship position must be offered by a commercial enterprise, a non-profit organization or a public institution (e.g. administration, scientific institution)
- The internship must not take place in a German-speaking country
- Annual turnover must be > € 250,000.00 (or equivalent in local currency)



- The internship position must be offered by an organization with at least five full-time employees
- The internship position must be offered by an organization with at least three full-time employees in the intern's immediate working environment
- The workplace must be located in a closed office complex, i.e. is not part of a flat
- The internship position must have an immediate training manager or technical supervisor
- The internship must not be completed in the parental or own company

→ The above requirements must be substantiated by appropriate evidence