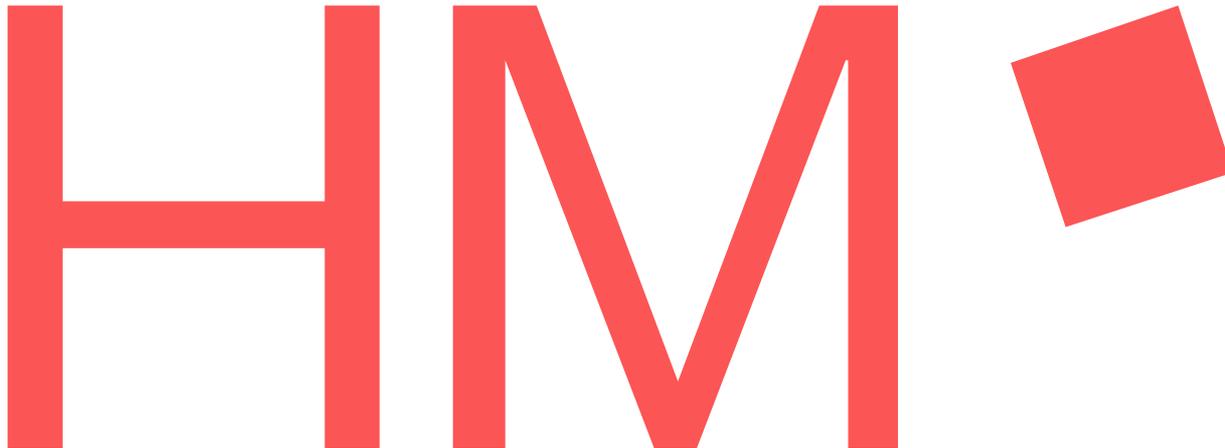


Hochschule  
München  
University of  
Applied Sciences

Faculty for Business Administration

# Information for Masterstudents Obtaining the missing 30 ECTS credits

Masteroffice April 2024



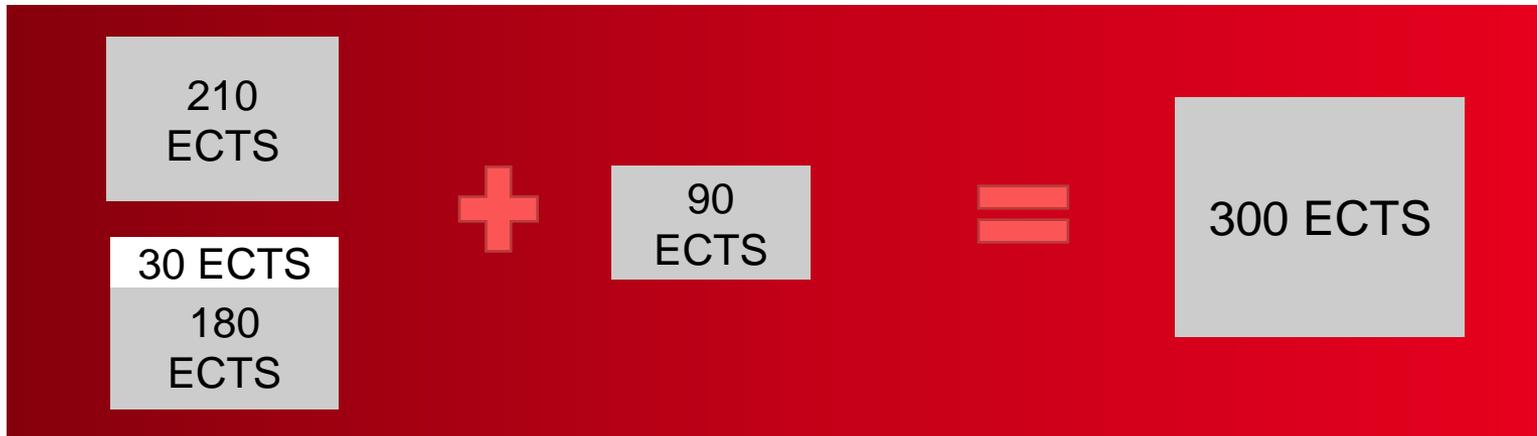
# Table of Contents

- 1. Study Regulations: Who has to do an internship and why?
- 2. Process – What do I have to do when?
- 3. How do I find an Internship?
- 4. Internship Contract =Praktikumsvertrag
- 5. Internship Report = Praktikumsbericht
- 6. FAQs

# 1 Who has to do an internship and why?

- If you have less than 210 credit points but at least 180 credit points, the missing 30 credit points must be successfully made up/proven within 12 months of starting the master's program!
- Even if you have studied more than 3 years abroad, uni-assist might convert your credits to only 180 ECTS.
- The department „Prüfung und Praktikum“ will notify all students in the first semester, who will have to obtain the additional 30 ECTS credits.
- The master degree can only be awarded to students who have gained a total of 300 ECTS credits.
- As our master program has 90 ECTS, we have to make sure that all students have obtained 210 credits before.

# 1 Why 30 ECTS extra?



## 2 Process – What do I have to do when?

- First of all read this presentation carefully
- **Attend the info-session**, the next one is on **10.04.2024** in Pasing „live“ Audimax
- **If you have done a voluntary internship before your masters, or are now working in a company, there is a chance that you can get some ECTS for this. Please contact Prof. Susanne Wigger-Spintig**, Head of the Examinationboard Master program. Otherwise:
- Find a company for your internship
- Get a contract from your company and get it signed by Prof. Dr. Kleine (book an appointment via NINE)
- Do your 20 weeks internship
- Sign up for the internship report in PRIMUSS
- Write an internship report and hand it in on time via Mahara
- If you need an intership confirmation (Pflichtpraktikum=compulsory internship) please contact Claudia Henn, Prüfungsamt

### 3. Minimum Requirements Internship Company

- 1 Content of the internship according to Module 300 Studyplan Bachelor
- 2 **At least 3 fulltime employees**, who are directly working in the department with the intern
- 3 The premises of the company **are not part of a private flat**
- 4 The company has an employee who is responsible for the intern
- 5 Transaction volume > **250.000 €**

### 3. Search for internships

- Start to search for an internship as soon as possible
- Use the database of the Hochschule München on website <http://jobs.hm.edu/>
- Faculty showcases on the first floor at the internship team (LO115-LO119)
- MUT / MUT2goCurrent job offers (internships etc.) [www.mut2go.de/jobwall](http://www.mut2go.de/jobwall)
- Individual counseling from the Munich Employment Agency (Agentur für Arbeit) on the topic of career and job application
- Internships abroad: [international-bw@hm.edu](mailto:international-bw@hm.edu) or [www.aiesec.org](http://www.aiesec.org)
- Application support: make use of the Career Center [www.hm.edu/career](http://www.hm.edu/career)
- Look on the company websites

# Companies offering Internships

## Banking, Finance, Insurance

- Allianz SE
- Allianz Capital Partners GmbH
- Bayerische Börse AG
- Bayerische Landesbank (AdöR.)
- Blackrock, Inc.
- Commerzbank AG
- Deutsche Bank AG
- Deutsche Börse AG
- Die Bayerische
- DJE Kapital AG
- DKB AG
- DZ Bank AG
- Franklin Templeton Investments Inc.
- Generali Versicherungs-AG
- Hiscox SA
- Interhyp AG
- MEAG MUNICH ERGO AssetManagement GmbH
- Mercedes-Benz-Bank AG
- Münchener Rückversicherungs-Gesellschaft AG
- Sparkassen (AdöR.)
- Sparkassenakademie in Landshut
- Swiss Re Europe S.A.
- UniCredit Bank AG
- Versicherungskammer Bayern (V.-AdöR.)
- Volks- und Raiffeisenbanken (e.G.)
- WKK Lebensversicherung a.G.

## Automotive

- Audi AG
- Beissbarth GmbH
- BMW AG
- Continental AG
- Knorr – Bremse AG
- MAN Truck & Bus SE
- Mercedes-Benz.AG
- Pirelli Deutschland GmbH
- Scuderia AlphaTauri S.p.A
- Volvo Group Trucks Central Europe GmbH
- Webasto SE

## Telecommunication, IT

- Aconso AG
- Amazon Inc.
- Apple
- Celonis SE
- Deutsche Telekom AG
- Google Inc.
- Sportnex GmbH
- Telefonica Deutschland Holding AG
- Unsere Grüne Glasfaser (UGG)
- Vodafone GmbH
- Westwing

# Companies offering Internships

## Media + Entertainment

- Axel Springer SE
- Bavaria Film GmbH
- Bayerischer Rundfunk (AdöR.)
- Condé Nast Germany GmbH
- Constantin Film AG
- Hubert Burda Media Holding KG
- ProSiebenSat.1 Media SE
- Studio 100 Media N.V.
- Süddeutscher Verlag GmbH
- SWMH GmbH
- Sky Deutschland Fernsehen GmbH & Co. KG
- The Walt Disney Company (Germany) GmbH

## Consultancy, Taxes, Auditing

- Accenture GmbH
- Baker Tilly Holding GmbH
- BDO AG Wirtschaftsprüfungsgesellschaft
- Cap Gemini SE
- Deloitte GmbH Wirtschaftsprüfungsgesellschaft
- KPMG AG Wirtschaftsprüfungsgesellschaft
- WTS Group Aktiengesellschaft Steuerberatungs.

## Transportation, Logistics

- Airbus S.A.S.
- DB Regio AG / Deutsche Bahn AG
- Lufthansa CityLine GmbH / Deutsche Lufthansa AG
- FlixBus GmbH
- Fraport AG
- GKN Aerospace Deutschland GmbH
- MTU Aero Engines AG
- Sixt AG

## Beauty, Pharmaceuticals, Chemistry

- Clarins GmbH
- Estée Lauder Companies
- Linde plc
- Protina Pharmazeutische GmbH
- Roche Diagnostics GmbH
- Wacker Chemie AG

## Electronics, Energy

- Bosch Sicherheitssysteme GmbH
- BSH Hausgeräte GmbH
- Dynamic Components GmbH
- E.ON SE
- ESG Elektroniksystem- und Logistik-GmbH
- Infineon Technologies AG
- OSRAM Licht AG
- Quantum-Systems GmbH
- PANELY GmbH
- Rohde & Schwarz GmbH & Co. KG.
- Siemens AG

### 3. Duration of the Internship and Contract

- The internship has a duration of 20 weeks, without days off or sick leave. So it is better if you receive a contract for 22 weeks, which is including days off.
- There is a German contract on the Bachelor website, but usually the companies prefer to use their own contracts.
  - Link to the contract: [Contract](#)
- **Earliest start of the internship:** one day after the „Notenbekanntgabe“  
**31.07.2024**

## 4. Praktikumsvertrag = Internship Contract

- Contract has to be signed by **Prof. Dr. Jens Kleine (LO 115)** during his office hour in order to allow questions regarding the tasks during the internship, duration, vacation etc. (use NINE to book an appointment)
- **Dead-line for approval: 31.07.2024**
- Please send via email before your appointment: internship contract and contact information sheet (: [https://bw.hm.edu/s/b/ba\\_bwl/praktikum.de.html](https://bw.hm.edu/s/b/ba_bwl/praktikum.de.html))
- Please have the following documents ready at the appointment:
  - signed original contract
  - 1 copy of the contract (will be kept at the Hochschule)
  - form with contact information (Kontaktdaten-Formular, contact details of student + responsible person in the company, the form is under: [www.bwl.hm.edu](http://www.bwl.hm.edu) \*Bachelorstudiengänge \*Praktikum)
- Contracts which are handed in later can only be approved with a just cause and prior notice
- Confirmation about the Internship via Primuss: Bereich „Services“/ „Anträge und Nachrichten“ / „Nachricht schreiben“

## 4. Praktikumsvertrag is signed, what to do next

- Contract has to be signed by **the student and the company**
- Contract has to be uploaded on PRIMUSS within a week by the student
- How do I upload the contract:
  - Go to „Services, Anträge und Nachrichten“
  - Choose „Antrag/Formular“
  - Choose „Praktikum“
  - „Abgabe Praktikumsvertrag“
  - Upload Contract

# International Internships

- Internships in the EU (as well as Norway, Iceland, Macedonia and Turkey, but not Switzerland) can be supported by monthly ERASMUS+ and other funds with up to 750 Euro per month
- Find more information on our homepage: [Internship](#)
- Please contact the **International Office, Lothstr. 34, [international-office@hm.edu](mailto:international-office@hm.edu)** or Tel. 1265-1117) ; see their time table for [info-sessions](#)
- For information about Visa, experiences from other students: please see [www.aiesec.org](http://www.aiesec.org)

## Social Insurance

- With regard to social insurance, interns are in general exempt from health insurance as employees under Section 6 (1) No. 3 SGB V and from unemployment insurance under Section 27 (4) No. 2 SGB III.
- If there is no family insurance in the statutory health insurance (§ 10 SGB V), there may be a health insurance obligation as an intern or as a student (§ 5 Abs. 1 Nr. 9 und 10 SGB V).
- Further information on this can be obtained from the respective social insurance agency; [https://www.hm.edu/studium\\_1/im\\_studium/mein\\_studium/verlauf/praxis.de.html](https://www.hm.edu/studium_1/im_studium/mein_studium/verlauf/praxis.de.html). You can also find orientation at <https://www.tk.de/resource/blob/2033352/b2c512d83863ab5cb271f2e4033f6174/beratungsblatt-beschaeftigung-von-studenten-data.pdf>.

# Certificate for the Internship = Praktikumszeugnis

- Companies hand out a Certificate for the duration of the internship
- The certificate is not part of the „Praktikumsbericht“ (= Internship Report)
- Please upload the „Zeugnis“ in Primus
- How to upload in Primuss:
  - Go to „**Anträge und Nachrichten.**“
  - Choose from the list „ **Abgabe Praktikantenzeugnis**“
  - Step 2: Klick on the Button „**Antrag herunterladen**“
  - Step 3 is not necessary.
  - Step 4: please upload your certificate
- You will be able to see the 30 ECTS in Primuss in your „Notenblatt“, but only when you have finished the semester.

## 5. Structure of Internship Report

- Specification of the subject
- Table of contents
- Brief description of the company and the department (approx. 1 page)
- Presentation and analysis of the topic(s) and problem(s) in the context of the field of work (2 - 4 pages)
- Critical examination of the problem(s) (3 pages), e.g. special difficulties in processing, in coordination with other departments
- Possible suggestions for solving the problem and summary (1 - 2 pages)
- It would be ideal if you could describe a more complex topic in detail, for which you have developed your own solution proposals.
- Please do not only write a pure activity report.
- Questions regarding the internship report are best clarified with your HM internship supervisor

## 5. Form of the Internship Report: Requirements

- Usually 7 to 10 pages (without table of content, bibliography, cover page..)
- Font, font size, line spacing, margins are not regulated
- Often used are Arial or Times New Roman in Font size 10 – 11, line spacing 1,5
- In German or English
- The report does not have to be signed by your supervisor in the company.

## 5. Handing in the Internship Report

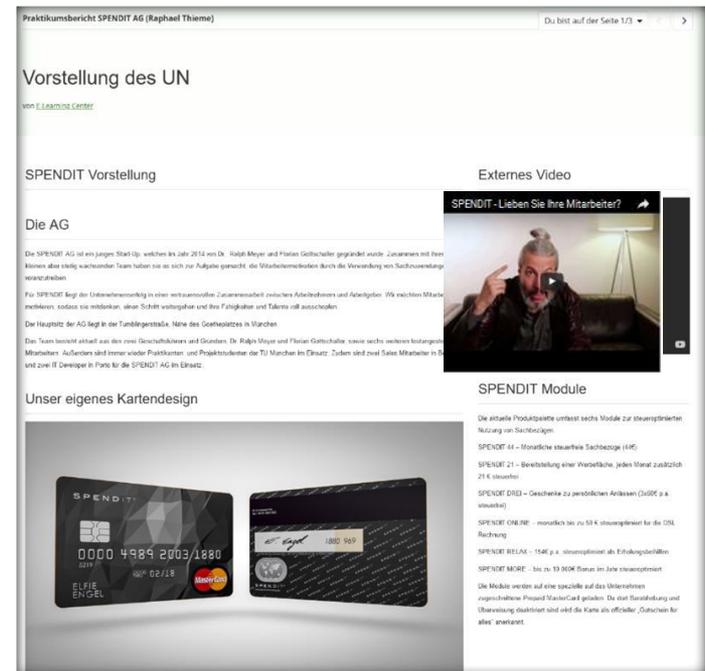
- **You have to sign up** for the intership report, as it is treated as an exam in **PRIMUSS**
- **Deadline of the respective semester: 15.1. or 30.6.** (possible changes: see schedule of the faculty) ; regardless of whether your internship is finished or not yet!
- Can be handed in as pdf or E-portfolio in Mahara
  - To: [praktikumsbericht-fk10@hm.edu](mailto:praktikumsbericht-fk10@hm.edu)
  - CC: e-mailadresse of the internship supervisor (PraktikumsbetreuerIn)
  - Topic: „Praktikumsbericht <YourLastNameYourFirstNameCurrentSemesterReport> e.g. MayerJosefWS2324Report.pdf

## 5. Advantages creation of internship report with the software Mahara

- Creation online flexible in time and space
- Resource-saving
- Lively presentation of your own internship through the integration of self-created videos, audio recordings, graphics or images, e.g. as a slide show
- Internship diary can be converted into a blog
- Possibility of activating the e-portfolio for persons outside HM e.g. to a company in the context of an application

## 5. Procedure: How to submit your internship report with Mahara

- Coordinate with your supervisor that you want to create the report using Mahara
- Information to the E-Learning Center (ticket to the helpdesk)
- Report creation and submission with Mahara
- Moodle course "Internship report Mahara FK10" (access key: Mahara)
- → Anleitung, Handbuch, Support-Ticket
- Examples:
  - [Hubert Burda Media](#)
  - [Scuderia Alpha Tauri](#)
  - [Kaufmeinticket B.V.](#)



# Internship Supervisor

- Your supervisor is your contact person during the internship, he or she checks your internship report and might even visit you in your company.
- Your HM internship supervisor will usually contact you within 3-4 weeks after the start of the semester. after the start of the semester.
- Your HM internship supervisor is the contact person for your questions regarding the internship report.
- But: Change of internship is subject to approval ( Prof. Kleine)
- But: Termination of internship is subject to notification ( Prof. Kleine)

# FAQs

**E1. "Until when do I have to complete the compulsory internship in the master's degree if I have a bachelor's degree with only 180 ECTS points (i.e. a bachelor's degree without an internship at the university)?"**

The internship in the Master's program must be completed before entering the third study semester (advancement regulation for the 3rd study semester: 50 ECTS points from the 1st and 2nd study semester plus internship); the SPO does not stipulate any further restriction in this regard. However, you should also consider that the courses are offered only on an annual basis. This could lead to idle time and also consider the maximum permitted duration of study in the Master's program.

**E2. "How do I upload the approved internship contract for master's students in Primuss?"**

It is necessary that the internship contract is uploaded in Primuss without promptly after it has been approved by Prof. Kleine during office hours.

Procedure for this in Primuss:

Go to the Services, Applications and Messages section.

In step 1 select Application/Form

In step 2 click on Internship

in step 3 submit internship contract

Then upload accordingly

## FAQs

**E4. "My internship company generally only issues internship contracts on a monthly basis. Can I therefore structure my compulsory internship in the master's program as follows: 18 weeks of compulsory internship and 6 weeks of voluntary internship?"**

No. The Master's program includes a net of 20 weeks of mandatory internship. You have the following options:

Side letter from the company stating the period for the mandatory internship as 20 to 22 weeks, an addendum to the contract stating the 20-22 weeks of mandatory internship, or 2 contracts, where one contract is issued for the 20-22 week compulsory internship. However, the certificate of compulsory internship is issued only for 20 weeks.

**E5. "What information is valid for me as a masters student for the internship?"**

Based on the legal basis (e.g. examination regulations), the presentation in German on the homepage is updated every semester. Thus, it is the reliable basis regarding compulsory internship at the Business Administration Faculty of HM. Other sources of information may be incorrect, abbreviated or outdated.

## FAQs

### **E6“Is there a deadline for uploading the internship certificate on Primuss? ”**

There is no specific deadline. Please upload your internship certificate to Primuss as soon as you receive it.

### **E7“How do I upload the approved internship certificate for master's students in Primuss?”**

After receiving the internship certificate, it is essential to upload a pdf file of the internship certificate in Primuss without being asked and in a timely manner. (There is no exact deadline for uploading the transcript.) Procedure for doing this in Primuss:

- Go to the Services, Requests and Messages section.
- In step 1, select Request/Form
- In step 2 click on Internship
- In step 3 Submit internship certificate
- Then upload accordingly

## FAQs

### 8 Will I receive a certificate for the upcoming mandatory internship?“

Before completing your internship, you can apply for a certificate for the compulsory internship via Primuss (Applications and Messages).

The certificate from HM provides general conditions for completing the practical semester of study and does not contain specific details such as time period and internship location.

**A certificate other than the one provided by the HM will not be provided!** The

internship period exceeding the certified period is considered as voluntary internship.

Contact person from the subject area Examination and Internship is Ms Claudia Henn

## Where do I find further information?

- In the Master Office and on our Master-Homepage under „Obtaining missing 30 ECTS“
- Internship Contract : Prof. Dr. Jens Kleine  
(FK 10) Mail: *jens.kleine@hm.edu*
- Other questions regarding the internship:  
(Primuss, Confirmation compulsory internship):  
Frau Claudia Henn, Herr Michael Ehrenreich im Prüfungsamt