

Antrag auf Zulassung zur Practical Experience/

Application for Admission to the Practical Experience

M.A. International Management & Information Systems (IMIS) This form must be submitted at the IMIS Office at least 2 weeks after the start of the practical project. Please check the requirements on the next page.

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Student (Step 1)	Studenteninformation / Student Information	
	Family Name:	Current Sem.:
	First Name:	Matr. No.:
	Will your practical experience take place outside of Germany?	
		Germany
	Yes No	
	The practical project is to take place from	to
	at the company:	
	in city, country:	
	Assigned task:	
	Last Name, First Name (Student)	Date & Signature (Student)
	Last Name, First Name (University Supervisor)	Date & Signature (University Supervisor)
	Last Name, First Name (Company Supervisor)	Date & Signature (Company Supervisor)
	Kontrollvermerk durch das Studierenden-Servicehi	iiro / Approval by the Student Service Office
Student Service Office (Step 2)	Kontrollvermerk durch das Studierenden-Servicebüro / Approval by the Student Service Office The student has fulfilled the admission requirements for the practical project.	
	The student has <u>not</u> fulfilled the admission requirements for the practical project.	
	Comment:	
		Date & Signature (Student Service Office)
	The application has been accepted.	Date & Signature (Examination Board)
		Date & Signature (Examination Doard)

Antrag auf Zulassung zur Practical Experience/ Application for Admission to the Practical Experience M.A. International Management & Information Systems (IMIS)

Beurteilung durch den Supervisor / Evaluation by the Supervisor

The report on the practical experience has been awarded the grade:

Comment:

University Supervisor

(Step 3)

Date & Signature (University Supervisor)

Additional Information about the Practical Project

This is an integral part of the IMIS degree course according to Section 16 of the **Examination Regulations**:

§ 16 Practical project (English translation)

- (1) Students of the Master's study course International Management & Information Systems can complete a practical project (module "Practical Experience", see Enclosure 2) as a compulsory elective course in the scope of 12 credits. The practice-based project is aimed at introducing the students directly to occupational activities through practical work in companies or other institutions. The practical project is directed by the university and is integrated into the studies. It usually lasts nine weeks as full-time arrangement and 12 weeks based on a part-time arrangement.
- (2) An application has to be submitted for the admission to the practical project. Admission to the practical project requires that at least 24 credits have been obtained in the Master's study course International Management & Information Systems. The application must comprise the timeframe, company or institution, the topic, and the supervising professor of the Faculty of Electrical Engineering at South Westphalia University of Applied Sciences. The application form must be submitted to the Faculty of Electrical Engineering not later than two weeks after the start of the practical project. The Examination Board decides on admission to the practical project. This application can only be withdrawn by written notice to the Examination Board with cogent reasons, as long as the practical project has not yet begun.
- (3) The practical project will be approved on the basis of the final report, if
 - a) the company or institution issues a certification letter about the participation of the student which indicates the scope and description of his/ her activities.
 - b) the practical activities of the student meet the purpose of the practical project and the student has satisfactorily completed the work assigned to him or her; the assessment of the company or institution is to be considered; and if
 - c) a final report on the tasks, execution and results of the practical project has been submitted and accepted not later than six weeks after the end of the same. In general, the final report shall comprise 20 pages.
- (4) For the successful completion of the practical project 12 credits are awarded to the student.
- (5) Students, whose practical projects have not been accepted, may repeat this only once.