

Verkündungsblatt der Technischen Hochschule Ostwestfalen-Lippe

49. Jahrgang – 6. Juli 2021 – Nr. 24

Internship semester regulations
for the Master's program in
Sustainable Landscape Design and Development
at the OWL University of Applied Sciences and Arts

of 2. July 2021

**Internship semester regulations
for the Master's program in Sustainable Landscape Design and Development
at the OWL University of Applied Sciences and Arts**

of 2. July 2021

Based on § 4 of the Higher Education Act governing the Universities of the Federal State of North Rhine- Westphalia (Higher Education Act HG) dated September 16th, 2014 (GV NRW. p. 574), last modified through Article 2 of the law of March 25th, 2021 (GV.NRW. 2021 p. 331), the OWL University of Applied Sciences and Arts has issued the following internship semester regulations:

Overview of Contents

- § 1 Scope
- § 2 Content and objectives
- § 3 Time and duration
- § 4 Admission requirements
- § 5 Internship semester spaces
- § 6 Advising
- § 7 Completion
- § 8 Recognition
- § 9 Internship semester agreement
- § 10 Entry into force and publication

§1

Scope

The internship semester regulations regulate the content, duration, completion and advising of the internship semester in accordance with § 19 of the MPO Sustainable Landscape Design and Development at the OWL University of Applied Sciences and Arts in its current valid version.

§2

Content and objectives

- (1) The purpose of the internship semester is to introduce students to professional work related to the area of sustainable design and development of outdoor spaces and landscapes, through concrete tasks and practical collaboration in landscape architecture offices and/or professional institutions. In particular, the purpose of the semester is to apply knowledge and skills attained in the student's previous studies, and to allow them to reflect on and assess the experience gained through their practical work.
- (2) The internship semester should be used to instruct students on organizing and carrying out tasks related to sustainable design and development of landscapes and outdoor spaces. The spectrum of tasks includes experience in planning, area-specific investigations, calculations and organization, as well as acquisition, communication and personnel management.

§3

Time and duration

According to the study schedule, the internship semester should be completed during the 3rd semester of the program. The internship semester shall last at least 19 weeks, and may only be divided over a maximum of two internship semester positions in legitimate, exceptional cases and following consultation with the advising professor. This division of the internship semester must be approved by the examination committee.

§4

Admission requirements

The student must have passed at least 8 modules from the first two semesters in order to be admitted to the internship semester.

§5

Internship semester spaces

- (1) The student is primarily responsible for finding an appropriate internship semester space. The selected intern space shall be agreed upon with the student's advisor. Current available spaces both in Germany and abroad are listed and available on the internship office's homepage. The internship office provides a database of suitable internship semester spaces to students on the intranet.
- (2) The internship semester may be completed abroad, and this is supported by the internship office to the extent of its capabilities. Information on this option is available during the internship office's office hours, or on the office's homepage. Students may complete either their internship semester or Master's thesis abroad, but not both.
- (3) The legal composition of the internship at an office or institution shall be regulated by an internship semester agreement / internship contract between the student and internship semester space.

§6

Advising

- (1) The internship office provides general advising during the internship semester. It provides both professional and organizational advising to students.
- (2) During their internship semester, students are also advised by a professor from the department at the University of Applied Sciences, who may visit them personally at their internship semester space if necessary. The type of advising provided shall be determined by the advisor, in coordination with the advisee. Since the advisor should also serve to mediate any difficulties between the student and the internship semester space, they must be available to be contacted by the student through reasonable means.
- (3) A two-day accompanying seminar is held for interns and instructors to ensure the exchange of information.

§7

Implementation

- (1) The student must prepare an internship semester report on their internship semester and the work they have completed in the internship; this must, in particular, reflect on the personal objectives and development prospects they formulated in their motivational letter when they applied to the degree program, and must describe the practical work, and projects completed, and include reflections on the experience they have gained. The report must be at least 20 and not more than 30 pages of text, as well as any accompanying necessary drawings or photographs. The report must be submitted to the advising professor at the latest two weeks after the start of the semester following the internship semester, in both printed format and digitally on an electronic data storage media. The internship semester report must be prepared in English.
- (2) The internship semester report should help future students choose their internship semester space. For this purpose, with the agreement of the intern and internship semester space, the internship semester report may also be published on the intranet. The intern grants their agreement through signing the release form, and the authorized representative of the internship semester space stamps the form.

§8

Recognition of the internship semester

- (1) Successful participation in the internship semester is confirmed by the supporting professor, once the professor has determined based on verifications from the training entity and a report to be completed by the student themselves that the student has satisfactorily completed the work assigned to them during their internship semester and was employed appropriately.
- (2) The examination committee decides whether to recognize successful completion of the internship semester after the formal requirements are reviewed by the internship office.
- (3) The following verifications must be submitted to the internship office:
 - a) confirmation of the advising professor that the student has successfully completed the internship semester,
 - b) internship certificate from the internship semester space,

- c) internship semester report in analog and digital formats,
 - d) if applicable, the release form signed by the student and internship semester space for the internship semester reports.
- (4) Successful completion of the internship semester is listed on the Master's examination certificate.
- (5) Students shall receive 30 credits for successfully completing their internship semester with internship report.

§9

Internship semester agreement

The student and internship semester space shall conclude an agreement governing the completion of the internship semester based on the agreement template created by the internship office. This agreement template is available on the internship office's homepage in two languages (German, English) in PDF format. Before the final agreement is signed, the student must obtain written confirmation from their advisor.

§ 10

Entry into force and publication

- (1) These internship semester regulations come into force following their announcement, and apply initially to all registrations to this degree program for the 2021/2022 winter semester.
- (2) They are published in the Gazette of the OWL University of Applied Sciences and Arts. These internship semester regulations have been issued following a review by the steering committee of the OWL University of Applied Sciences and Arts and based on a resolution of the advisory board of the department of Landscape Architecture and Environmental Planning of June 28st, 2021

Lemgo, den 2. July 2021

The President
of the OWL University of Applied Sciences and Arts

Prof. Dr. Jürgen Krahl

Note:

Violations of procedural or formal regulations of the Higher Education Act or administrative or other rights of the university may only be asserted one year after disclosure of these regulations, in accordance with the requirements of § 12 paragraph 5 no. 1 to no. 4 of the NRW Higher Education Act. Otherwise, such objections shall be excluded.