Internship Guidelines

University of Passau

for Bachelor's and Master's Programmes

Faculty of Humanities and Cultural Studies

As of: Summer semester 2026

GENERAL CHARACTERISTICS OF AN INTERNSHIP

Objectives of the internship:

An internship provides students with the opportunity to gain professional experiences in an interesting field of activity before they complete their studies. This provides them with the opportunity to explore whether they are well qualified for the desired career path, to further put the qualifications acquired during their studies into practice and to present themselves to a potential future employer, all by collecting their own experiences.

Content of the internship:

The internship ought to be a job- or project-related occupation, usually completed outside the university environment, in which the students work as dependent employees. It is to be completed with a private or public employer and should have a significant relation to the chosen subjects and specialisations of the degree programme or the intended professional activity. Holiday jobs and activities for the sole purpose of earning a living without any further training and learning character are not suitable as internships. The same applies to activities which do not differ from the scope of duties of a student assistant. In case of doubt, please contact the responsible internship supervisor (usually your programme coordinator) in advance.

Duration of the internship:

The duration of the internship is regulated by the study and examination regulations; a duration of **three months** is to be understood **as twelve weeks, two months as eight weeks** and **one month as four weeks**. The dates on the internship certificate (*Praktikumszeugnis*) are relevant for the recognition process. The duration of the internship is to be understood as **full-time employment**; in case of part-time employment, the duration needs to be extended accordingly. Sick days, public holidays or holidays approved by the employer do not have to be reworked separately. The internship is usually completed in one coherent period.

It is possible to **split** the total period into several internships. However, each individual internship should not be shorter than four weeks, particularly if they are carried out with different employers.

Internship abroad:

The examination regulations determine whether the internship is to be completed in Germany or abroad. If the examination regulations explicitly require an internship abroad, it must be completed at a business location outside Germany. Foreign students may also complete the internship abroad within Germany. For internships abroad, the University of Passau offers various scholarships and support programmes. You can find more information on the Homepage of the Centre for Careers and Competencies.

Timing of the internship:

The internship is usually carried out outside lecture periods. When scheduling the internship, it is important to avoid collisions with courses. It is recommended that bachelor students complete their internship between the third and sixth semester. A semester of leave of absence (*Urlaubssemester*) can be applied for if the internship covers more than six weeks falling within the lecture period.

You can find more information on how to apply for a **semester of leave of absence** on the website of the Student Registration Office.

An internship completed before commencing your studies in Passau, but after obtaining the higher education entrance qualification, may be recognised if it fulfils the other conditions. However, there is no entitlement to recognition. It is also possible to complete the mandatory internship as final part of the degree programme, i.e. after submitting the final thesis. The last semester may be a semester of leave of absence, provided that you do not wish to take exams for the first time in that semester, which also includes grade improvements, or do not wish to register or hand in the bachelor's thesis (exception: resitting failed exams is also possible during a semester of leave of absence).

Recognition of comparable achievements as internships:
Even in the case of services that deviate from internships in the narrower sense, the overarching teaching-learning character based on the definition of the German Rectors' Conference must be maintained in order to guarantee the achievement of the overarching qualification goal of the degree programme.[1] The general goal of internships for students is to practise temporary (scientific) work at independent learning locations (ideally) outside of the university and to make them adaptable in order to prepare them for the targeted labour market and its professional reality.

A successfully completed vocational training before commencing studies in Passau can be recognised as an internship if the other conditions, in particular the relevance for the study programme, are met. However, there is no entitlement to recognition. In this case, an internship report must also be submitted in accordance with the programme-specific guidelines listed below. The following occupations can usually not be recognised as internships: au-pair stays, military service, civilian service, etc. In any case of doubt, please contact the responsible internship supervisor in advance.

"Service Learning:
Another way to complete your internship is through "service learning". Service learning is about learning through social engagement. Here, "service" stands for taking on voluntary tasks and social responsibility within or outside the university context. You may have already been active in civil society or socially engaged in the course of your studies at home or abroad and can now reflect on these experiences, or you may have an opportunity to become active in your final months of study. In your involvement, you have acquired important competences relevant to civil society, e.g. by getting to know approaches to successful communication, organising events, testing problem-solving strategies, comprehending value attitudes, implementing projects and thereby increasing your (self-)reflection skills and advocating for socially relevant issues. Here, too, a reference to the chosen degree programme must be recognisable, and if the curriculum requires a compulsory internship abroad, the service learning must also have taken place abroad.

Procedure and application:
In order to be able to recognise one of the options outlined above as an internship, the duration should be at least the same as the classic internship, i.e. approx. 150 hours for

[1] Cf. https://www.hrk-nexus.de/glossar-der-studienreform/begriff/praktika/4625/.

a one-month internship, approx. 300 hours for a two-month internship, approx. 450 hours for a three-month internship. The duration of the vocational training is to be proven by a confirmation of the employer or a work or training certificate. The duration of the service learning is to be proven by a confirmation of the university group, organisation or institution.

In any case, a report of the same length as the regular internship report must be submitted in which you reflect on your findings and experiences according to common scientific standards.

If you would like to have the internship or service learning recognised, please contact the internship supervisor responsible for you in advance to discuss recognition possibilities and implementation.

Search for an internship:

In principle, the students themselves are responsible for finding an internship position, agreeing on the activities during the internship and clarifying the course of the internship with the employer. The university supports them (within the scope of its possibilities) by providing advice, information and, if necessary, letters of recommendation through the Centre for Careers and Competencies or the respective internship supervisor. With CareersUP, the University of Passau also provides you with a job database.

Confirmation of mandatory internships and model contracts:

Confirmations of mandatory internships as well as model internship contracts in various languages can be found on the pages of the Centre for Careers and Competencies in the section "All about the internship". If the employer requires a signature of the university on an internship contract, please contact the ZKK and ideally use the templates of the model internship contracts.

Recognition of the internship:

After completing the internship, the student must apply for recognition as a proper part of your curriculum. The following documents must be submitted in the following order:

1. **Completed and signed application form for the recognition of an internship**
2. **Internship certificate** from the employer stating the exact duration of the internship including a signature (it is sufficient to submit a copy, however the student must be able to present the original certificate upon request)
3. **Written internship report**
4. For internships abroad, the **form for recording stays abroad** on the basis of the legal requirements of the Higher German Education Statistics Act

The documents should be merged into **one PDF document** and handed in for recognition **via e-mail** to the programme coordination (praktikum@geku.uni-passau.de). Only students of the Master's programme "Pastoral Work", please send the merged PDF document to manuel.stinglhammer@uni-passau.de.

Please name the file as follows:

Last name, first name_study programme_date.pdf
(example: Doe, Jane_BA_ICBS_01.01.2020.pdf)

Files that do not meet these specifications will not be processed.

It is recommended to write the report soon after the end of the internship and to submit all documents as soon as possible. However, there is no deadline for the submission of the documents or the recognition of the internship. It is strongly recommended to submit the report approximately one month before the recognition is due; a shorter processing period cannot be guaranteed.

Once examined and recognised, the documents are directly forwarded to the examination office responsible where the successful recognition is indicated by an entry in the Campusportal transcript of records. It is not necessary to register for the internship in the Campusportal.[2] There will be no separate notification by e-mail about the recognition from your internship supervisor.

Internship report:
The internship report must provide information on the following points, which define the structure of the report. Remember that the report should not only serve as part of the recognition process of the internship by the internship supervisor, but should also provide information about the employer and the place of work for your fellow students, who might want to view your (anonymised) report later. If the internship is split into two different internships, one report that proportionally covers both internships is submitted.

- Brief introduction of the employer
- Path to the internship (How did you get the internship? What was the application and selection process like?)
- Own activities and tasks during the internship
- Reflection on the relation to the study focus/subjects or the relevance for the intended professional field
- Personal experiences (finding accommodation, leisure activities, (intercultural) challenges)
- Would you recommend the internship to others?

The report must be written according to the standards applicable to academic papers. Reports that contain serious linguistic or formal deficiencies are rejected and must be reworked.

Formal requirements:
DIN A4 format, black font (e.g. Arial; no font with fixed increments such as Courier), font size max. 12 pt., line spacing 1.5, full justification, hyphenation, page margins 2.5 cm on the left, right and top and 2 cm on the bottom.

[2] Note: If you complete your internship as part of a combined module, e.g. consisting of internship and study abroad period, the corresponding ECTS credits will only appear on your transcript of records when both parts have been recognised and registered in the Campusportal.

Internship reports may contain illustrations, i.e. images including captions (the latter explaining the content and source of the image). A single illustration may have a maximum size of one third of a DIN A4 page. One page of illustrations is allowed per ten pages of the internship report. For reports with a different page minimum, this specification applies proportionally.

Quotations, e.g. from company brochures, must be marked. Disproportionately long quotations will not be counted towards the required page count. The minimum number of pages specified in each case is understood to be continuous text only, i.e. cover page, table of contents, appendices etc. are not taken into account in the page count.

Language requirements:
In principle, the report is to be written in German. If the business language is English, the report may also be written in English.

Further recommendations:
Further advice and recommendations (internship recommendations, model internship contracts in German and other languages) are provided on the website of the Centre of Careers and Competencies and by the internship supervisors, usually the members of the Programme Coordination.

Contact person:
You can find the contact details of the programme coordination (*Studiengangskoordination*) and the Centre for Careers and Competencies at the University of Passau at:
www.uni-passau.de/zkk
https://www.geku.uni-passau.de/fakultaetsorganisation/studiengangskoordination
https://www.ktf.uni-passau.de/studienmoeglichkeiten/master-pastorale-arbeit/studienberatung

Summary of the recognition process:

Please submit the following documents:

- Application form for recognition of an internship
- Internship certificate
- Internship report according to the above-mentioned requirements
- if necessary, form for recording stays abroad

merged into one PDF document titled "Last name, first name_study programme_date of submission.pdf" to praktikum@geku.uni-passau.de for recognition. Only students in the Master's programme "Pastoral Work" send the document to manuel.stinglhammer@uni-passau.de.

The length of the internship report depends on the demanded length of the internship:

- One-month internship: five-page report in German or English
- Six-week, two- or three-month internship: ten-page report in German or English
- Exception: M.A. "Pastoral Work" (twenty-page report in German)

REGULATIONS FOR THE INDIVIDUAL DEGREE PROGRAMMES

B.A. "International Cultural and Business Studies":

Students under the study and examination regulations as of 2014 or 2020 will either complete

a) an **internship abroad** of at least **three months** with an internship report in German or English of at least ten pages.

or

b) an **internship abroad** of at least **two months** with an internship report in German or English of at least ten pages. Furthermore, **an additional excursion or a study project** in the chosen cultural area of at least **eight days** must be completed in accordance with the Excursion/Study Project Guidelines.

or

c) **a study period abroad of at least one semester** or a corresponding period of study lasting at least three months at a foreign university. **In addition,** an **internship of at least one month in Germany or abroad** must be completed (report of at least five pages in German or English); as well as **an additional excursion or a study project** in the chosen cultural area of at least **eight days** in accordance with the Excursion/Study Project Guidelines.

In the **study and examination regulations version as of 2020** an additional course worth five ECTS credits needs to be recognised in order to have your study stay abroad recognised as a compulsory part of your curriculum in module area E.

B.A. “European Studies”:

Students under the study and examination regulations as of 2014 or 2019 versions will either complete

a) a **three-months internship abroad** with an internship report in German or English of at least ten pages

or

b) a **two-months internship in Germany or abroad** with an internship report in German or English of at least ten pages. In addition to the two-month internship in Germany or abroad, students must complete a **study period abroad of at least one semester** or a corresponding period of study lasting at least three months at a foreign university.In the **study and examination regulations version as of 2019** an additional course worth five ECTS credits needs to be recognised in order to have your study abroad stay recognised as a compulsory part of your curriculum.

B.A. “European Studies Major”:

Students under the study and examination regulations versions as of either 2014 or 2019 complete an **internship abroad** of at least **three months** in addition to their academic year abroad with an internship report in German or English of at least ten pages.
ort in German or English of at least ten pages.

B.A. “Media and Communication Studies”:

Students complete an **internship** of at least **eight weeks in Germany or abroad** with an internship report in German or English of at least ten pages.

B.A. “Language and Text Studies”:

Students under the study and examination regulations as of 2010 or 2018 complete an **internship** of at least **three months in Germany or abroad** with an internship report in German or English of at least ten pages.

B.A. “Historical Cultural Studies/Historical Sciences”:

Students under the study and examination regulation version as of 2015 complete an

internship of at least **three months in Germany or abroad,** students studying under the study and examination regulations version as of 2018 complete an **internship** of at least **two months in Germany or abroad**. An internship report in German or English of at least ten pages must be submitted.

M.A. “International Cultural and Business Studies”:

Students will complete an **internship** of at least **three weeks** (study and examination regulations 2014) or of at least **four weeks** (study and examination regulations 2020) **in Germany or abroad** in order to fulfil the project work demanded in module area A as an alternative to an individually conducted research project. In case you decide to complete an internship, you have to submit a report of at least ten pages in German or English. The Guide to the Project Work and the recognition form can be found on the pages of the Programme Coordination.

M.A. “History and Society”:

Option A:

Within the framework of Module Area B "History and Profession" (FStuPO 2023), students complete an internship of **at least two months in Germany or abroad** as part of the module "PT Applied Historical Research". The internship can also be completed on a part-time basis; in this case, the total duration is extended accordingly. If the total period is split into two separate internships, they should ideally be of **approximately equal length**. From a pedagogical standpoint, splitting the period between two different activities is highly recommended in order to gain insight into two professional fields relevant to future employment. To receive credit for the internship phase(s), a ten-page report in German must be submitted in accordance with the standard specifications of these guidelines.

Option B:

If the two-month internship is to be completed as a **research internship** at an academic institution of the University of Passau or at another academic institution in Germany or abroad, slightly different regulations apply to the accreditation process in addition to the requirements for Variant A: The research internship should focus on a narrowly defined research project under the regular supervision of a member of the hosting institution. For accreditation, in addition to the proof of employment and instead of the internship report required in Variant A, students must submit a one-page internship report (reflection) and a self-authored academic publication (print or digital) of approximately 10 to 20 pages.

Options A and B can also be **combined** by integrating a research internship of approximately four weeks into the overall period. In this case, the length of the internship report for Option A is reduced from ten to five pages, and the documents required for accreditation are supplemented by the one-page internship report and the academic publication from Option B.

Please note for **all combinations**: Regardless of the chosen combination, all required

documents must only be submitted to the **Programme Coordination of the Faculty of Humanities and Cultural Studies (GeKuF)** after the entire internship period of at least two months has been fully completed.

M.A. “Historical Sciences”:

Students can choose to complete a **one-month or a two-month internship in Germany or abroad**. For the recognition of a one-month internship a report of at least five pages must be submitted, for the recognition of the two-months internship a report of at least ten pages in German or English is required.

M.A. “Pastoral Work”:

Students studying according to the study and examination regulations 2025 must complete an internship **in Germany or abroad** for a period of **three months (twelve weeks)** and submit an internship report in German of twenty pages for recognition. The internship must be completed in **at least two fields of work** in parish pastoral care, categorical pastoral care or related areas. To reflect on their practical experience, all students take part in the **course accompanying the internship**. The entire 20 ECTS credits of the module can only be credited after the internship and accompanying course have been passed.