

Practical Semester Regulations

for the study course "Controlling, Management and Information" (CMI)

The practical semester is done, as a rule, in the 6th semester of the study course Controlling, Management and Information. The admission to stage II studies (*Hauptstudium*) is a prerequisite for beginning the practical semester.

A practical training abroad is recommended.

(1) Objectives of Training

The practical semester is to provide the student with practical knowledge with regard to the study course Controlling, Management and Information, in as many relevant fields of a business company or an institution related to industry as possible. The main focus lies on the acquaintance of knowledge concerning the economic and organizational connections of the company.

Learning should be done by observation, active collaboration, as well as by bibliographical studies. The field of tasks should be closely related to the student's business studies. The training is to support the academic part of the studies, making it easier for the business school graduate to start his professional career.

The training should comprise three levels:

1. Introduction to the company's operational structures and processes
2. Collaboration in different departments of the company (to be named, if possible)
3. Takeover of responsibility for project tasks (as far as possible)

(2) Status of the Trainee

During the practical semester the trainee is a regular student of the *Fachhochschule Ludwigshafen am Rhein*, Business School.

(3) Duration of Training

The period of the practical semester, including accompanying courses, consists of 20 continuous weeks. There is no legal claim as to holidays. A maximum of 5 days release from work might be granted for reasons concerning the training.

(4) Training Placement

The practical semester is to be done in a suitable company. Training companies can be big enterprises and small- and medium-sized companies with their own controlling or finance department, as they appear in industry, commerce and in the service sector, as well as any institution of a complex society, with its public or private sub-institutions or organizations.

Approval of training placements by the head of the Trainee Office of the study course Controlling, Management and Information is indispensable.

The training placement might include the commitment to maintain secrecy of certain internal data of the company.

(5) Training Contract

The company and the trainee conclude a contract which outlines the contents and objectives of the practical and name a company counsellor who, as a rule, should have a university/*Fachhochschule* degree.

(6) Training Schedule

The practical study semester is accompanied, by the *Fachhochschule*, with block courses which serve, at the beginning and at the end of a practical study semester, as introduction to the tasks of the practical semester and assessment of the experience made during the training. The block courses aim at promoting the student's academic, methodical and social competence.

After returning from the practical, the student is to write and present a seminar paper on the contents of her / his practical study semester the title of which is chosen, together with the head of the Trainee Office (duration: 15 minutes).

Attendance of the block courses before and after the practical is compulsory. For the attendance as well as for the seminar paper to be recognized the student will get a credit certificate (*Schein*).

The training during the practical should be as follows:

1. Introduction of the company with all its departments
2. Providing and deepening of knowledge by practical collaboration in the controlling and/or financial department
3. Realization of projects, under instruction and with takeover of responsibility
4. Studies of relevant technical literature.

The practical training should be in at least two of the following five fields of work:

- controlling conceptions
- balance management
- cost management
- information management
- communication

The training is to provide the student with the opportunity to understand the work processes in the company, from planning to implementation up to assessment and result control.

(7) Insurance

Health Insurance: The student needs to have – also during the practical study semester – health insurance cover, giving proof of it to the *Fachhochschule*.

Social Pension and Unemployment Insurance: According to current adjudication, unemployment insurance is compulsory for students, but not social pension insurance.

Accident Insurance: By virtue of the law students are included, during their practical study semester, into accident insurance, via the social insurance for occupational accidents (*Berufsgenossenschaft*), provided the practical is done in the Federal Republic of Germany. In case of a practical placement abroad the student should inquire and, if necessary, take care of insurance cover.

(8) Proof of Practical Study Semester

The practical study semester is recorded by

- presentation of credit certificate (*Schein*) of block courses, and
- proof of practical training.

The practical training is recorded by

1. training contract
2. "work certificate" of the training institution with regard to kind and duration of training, including information on absence and / or release from work.
3. training report

The documents mentioned under 2. and 3. are to be presented to the *Fachhochschule* at the beginning of the study semester following the practical semester. The student will get information as to the exact place and date.

(9) Work Certificate (Training Report)

The student is to write, during the practical semester, a report on her / his practical (training report).

It points out the contents and time structure of the training. Each training section is to be presented in its context, clearly showing the training objective. The student report should comprise, at least, 15 DIN-A-4 pages, plus diagrams and amendmends. The student is to present the report to the Trainee Office for signing. The training report should include detailed descriptions of the training sections and work fields, with special consideration of own activities at the training placement to be recorded by diagrams and amendmends.

(10) Trainee Counselling

The trainee herself / himself makes sure that she / he finds a practical to be approved. The institution might support her / him in the search.

The trainee will be counselled by a professor or lecturer. Advising and counselling during the practical semester is provided by the head of the respective Trainee Office of the study course.

Information on Office Hours and Appointments:

phone 181
email: dekanatfb1@fh-ludwigshafen.de
address: Praktikantenamt des Studiengangs „Controlling, Management und Information“
Prof. Dr. J. Baus
Fachhochschule Ludwigshafen am Rhein, Hochschule für Wirtschaft
Ernst-Boehe-Straße 4
67059 Ludwigshafen

Training Contract for the Practical Semester

Between

enterprise – company – office – institution

represented by _____

address - phone

in the following to be called company

and

Mr./Ms. _____
names

born on _____ in _____

living in _____

student at *the Fachhochschule Ludwigshafen am Rhein – Fachhochschule* for Economic Sciences

in the Department of _____

in the study course _____

registration number _____

in the following to be called trainee,

the following training contract is concluded:

§ 1 Training Objective

- (1) The practical is to provide the student with practical knowledge with regard to the study course, in as many relevant fields as possible.
- (2) The training should comprise, if possible, 3 levels:
 - Introduction to the company's operational structures and processes
 - Collaboration in at least 2 work fields, according to § 2 (1)
 - Takeover of independent tasks, within project works

§ 2 Contents and Course of Training

- (1) The company provides the student with activities in at least 2 different work fields, dealing with the following central tasks of the study course:

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-
-
-

- (2) The company appoints Ms. / Mr. (phone-extension.....) as counsellor and contact person for the trainee.
- (3) During his / her practical the trainee works in the company. He / she is to fulfill the tasks, in accordance with the counsellor's exact demands and instructions. In this context, the company's guidelines with regard to time schedule are to be considered.

§ 3 Duration of Training

- (1) The training starts on und ends on (duration, as a rule: min. 20 weeks). The student has the possibility to be released from work, for a maximum of 5 days, for activities concerning the training (e. g. talks with the counsellor at the FH, literature research) in the *Fachhochschule*.
- (2) The time needed for working in remoted sections of the company and / or foreign branches will be taken into account.

§ 4 Status of the Trainee

- (1) During the practical semester the trainee maintains his / her status as registered student of the *Fachhochschule Ludwigshafen am Rhein*.
- (2) The training contract does not imply the company's liability to contribute to social insurance; the trainee maintains his / her student insurance. In case of accidents on the way to or from work, on the company site or in the offices, the legal accident insurance cover applies, according to § 2 of the Social Security Code VII.

§ 5 Record

- (1) After successful termination of the practical study semester, the company provides the trainee a certificate confirming kind and duration of his / her employment and the work fields he / she has passed through (see § 2).

§ 6 Confidence

- (1) The trainee commits himself / herself to maintain secrecy with regard to any information received while working for the company, especially business secrets.
- (2) The trainee has been informed with regard to the special protection of personal data of the employees, according to § 5 of the Law on Protection against the Misuse of Personal Data.

§ 7 Miscellaneous

- (1) *Optional:* Remuneration to the amount of is agreed upon.
- (2) In case any regulation of this contract cannot be observed or loses its legal effect, the validity of the remaining regulations in this contract shall not be affected. The same is valid in case a loophole is found in the contract regulations. Any ineffective or impracticable and/or missing regulation shall be replaced by a suitable rule coming as closely as possible to what the contracting parties had originally intended with regard to the meaning and objective of the contract.

.....
Place, date

.....
Place, date

.....
Company

.....
Trainee

Ludwigshafen,.....

.....
FH Trainee Counsellor

To the Dean
of the Department of BW I
Prof. Dr. Stefan Kronenberger
Ernst-Boehe-Str. 4

67059 Ludwigshafen

Request for Approval of a Practical Study Semester

(to be handed in at the latest 4 weeks before the beginning of this lecture term)

Study course/focus of studies: _____

Family Name: _____

First name: _____

Address: _____

Phone/e-mail address: _____

Registration number: _____

Beginning of practical: _____ End of practical: _____

Practical in Germany abroad

Practical description: (may also be attached separately to this form)

The work contract is to be attached to this form. **Students receiving Bafög loan are to immediately hand in copy of contract to the Bafög office.**

The student assures, by signing, to have passed the *Diplom* Intermediate Examination (*Diplomvorprüfung*) on..... (§ 4 Abs. 4 S. 3 PO).

Date/student signature Date/counsellor signature Date/Dean signature

Original: Examination Board, Copy to Office of Registrar's Office (and Bafög office)

I confirm, with regard to the application handed in to the Examination Board, that the practical study semester has successfully been passed, with all requirements fulfilled (report, seminar attendance, etc.).

Date/counsellor signature*

*to be confirmed upon submission of practical semester report at the beginning of lecture period