

As of: July 2025

Guidelines for the "**Practical Study Semester**" course in the degree programmes of the Faculty of Management and Sales at the Schwäbisch Hall campus

Classification of the course in the curriculum

In the degree programmes

- Financial Management,
Accounting & Taxation (FAT)
- Management and Human
Resources (MPW)
- Management and Sales (MV)
- Global Digital Marketing
and Sales (GDM)

include a practical semester. The practical semester takes place in the fifth semester.

Exemption from the practical study semester is not possible.

It is possible **to postpone** the practical semester. **No** application is required for this. All consequences resulting from a postponement, in particular with regard to the further organisation of the programme (such as the booking of lectures and participation in seminars), are the sole responsibility of the student.

With regard to the **special regulations** concerning maternity leave and parental leave, reference is made to
Section 4 (1) SPO.

According to § 14 SPO AT, **failed preliminary examinations and examinations** can be repeated during the practical study semester. Any examination and preparation time during working hours requires exemption/leave of absence from the practical training centre, which is decided by the practical training centre. The minimum attendance requirement for seminars in accordance with § 12a SPO AT remains unaffected by this.

According to the examination regulations, **at least 100 days of attendance** (excluding holidays and sick days) must be completed at the practical training site, based on the regular working hours of a full-time employee, in order for the practical study semester to be recognised. The minimum of 100 days of attendance should be completed within one semester (1 August to 28/29 February or 1 March to 31 August). However, the internship may also start earlier. This period will also be counted towards the minimum attendance days. Please note that the practical study semester will only be credited if all requirements are met. This is the responsibility of the students themselves.

Status of students during the practical semester

Interns are enrolled students at HHN and are therefore not employees. They must re-register for the semester (by transferring the administrative fee and student services contribution) as usual.

Your status as a student under health and social insurance law remains unaffected during the practical study semester. As a student, you are covered by accident insurance through the university.

There is no legal entitlement to remuneration or holiday leave. BAföG payments generally continue during the practical study semester. If the internship is remunerated – which is usually the case – the remuneration may be offset against BAföG payments. Internship remuneration is income from non-self-employed work within the meaning of the Income Tax Act (EStG).

Students are obliged to adhere to the company's working time regulations.

Training objectives and training content

During the practical study semester, qualified practical activities are to be carried out in suitable companies (practical training places), and the knowledge acquired to date is to be applied and deepened. During the practical study semester, the independent and responsible action of the students is to be promoted more intensively. The aim is to enable students to apply the knowledge, methodological skills and social skills they have acquired in a goal-oriented professional manner. In addition, practical experience in the areas covered by the degree programme should be gained for the further course of the degree programme and/or for the Bachelor's thesis. The content of the practical semester is to perform qualified work in one or more selected areas of the company.

The choice of practical training location should be made taking into account the course content of the relevant degree programmes. The practical training location should therefore meet the following conditions in particular:

Study programmes (including areas of specialisation)	Types of practical training placements	Areas of activity
Financial management, accounting & taxation	Companies of all sizes and from all industries, management consultancies, tax consultancies, auditing firms	Accounting and finance, controlling, auditing (internal auditing, financial auditing), planning and budget management, tax consulting

Study programmes (including areas of specialisation)		Types of internships	Areas of activity
Management and human resources		Companies of all sizes and in all industries, management consultancies, public sector, especially education	Human resources, personnel-related activities, personnel marketing, recruiting, training and further education, personnel and organisational development, personnel planning
Management and sales	Finance	Companies in the financial services industry, industry-related areas in companies	Sales and sales-related areas such as internal and external sales, marketing, market research, customer management, portfolio management, auditing, financial market supervision, compliance, risk management and controlling, as well as functional management areas in corresponding companies
	Trade	Companies in the trade sector, similar areas within companies	Sales and sales-related areas such as internal and external sales, sales controlling, brand management, marketing and communication, market research, product management, customer management and functional management areas of corresponding companies
	Industry	Companies in the industrial sector, industry-related areas in companies	Sales and sales-related areas such as internal and external sales, sales controlling, marketing, customer management, key account management, product management, market research and functional management areas in relevant companies

Study (including areas of specialisation)	Types of practical placements	Areas of activity
Global Digital Marketing and Sales	Companies of all sizes and from all industries, management consultancies, marketing agencies, start-ups	marketing, sales, e-commerce, PR, public relations, product management

In justified cases, the internship position and/or area of activity may differ from this; the decision will be made by the internship coordinator in consultation with the dean of studies.

Admission requirements

For the degree programmes

- Financial Management, Accounting & Taxation,
- Management and Human Resources,
- Management and Sales,
- Global Digital Marketing and Sales

, a practical semester can only be started if the preliminary examination requirements and examinations for semesters 1 to 3 have been successfully completed, whereby up to **two** preliminary examinations from semester 3 may still be outstanding.

Basic procedure

- Only those who have submitted their **application for admission** to the practical semester **by the deadline** will be admitted to the practical semester. During the practical semester, students will be assigned a professor from the Faculty of Management and Sales (MV) as a supervisor. Students will be notified of their supervisors *at the beginning of the new semester*.
- After completing the practical work, the **application for recognition** of the practical study semester must be submitted to the Internship Office.

Detailed schedule:

- 1) Students are responsible for finding a suitable internship position **on their own**.

**You can find interesting employers and job advertisements at
HHN job board (www.hs-heilbronn.de/de/jobboerse)**

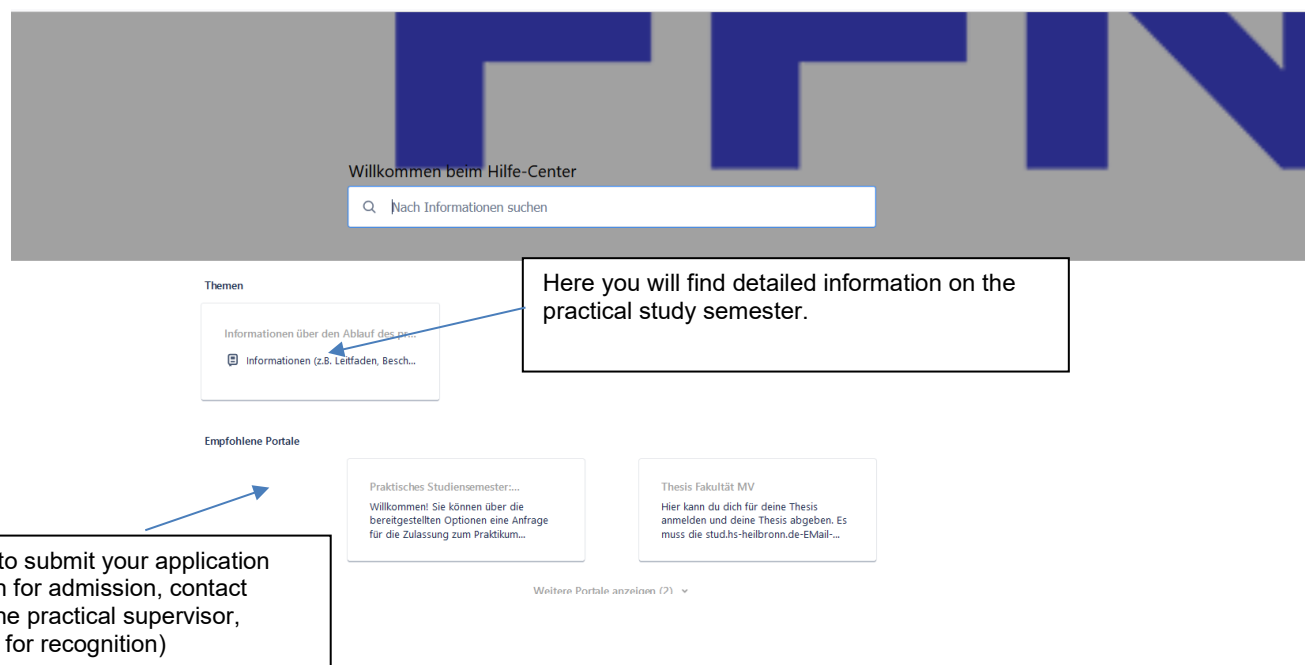
- 2) When first contacting the company, the "*Guidelines for the Practical Study Semester – Information for Companies*" must be provided. (Link to the guidelines: https://ilias.hs-heilbronn.de/goto.php?target=cat_308825&client_id=iliashhn)
Please note that the student is responsible for the internship position: If you have received several offers, please exercise caution when declining offers that you do not intend to accept.

- 3) Admission procedure:

Digital application for admission to the practical study semester from summer semester 2025

<https://hnn.atlassian.net/servicedesk/customer/portals>

This is what your start window will look like after you register:
(Registration is **only** possible via your university email address.)



In order to be admitted to the practical study semester, an application for admission must be submitted **by 15 July (winter semester) or 15 January (summer semester) at the latest**. (Regardless of whether the following requirements are met or not.)

The first step is to register for the planned practical semester.



Requirements:

- Basic studies completed
- Maximum of two outstanding examinations from the third semester
- Internship contract with a company

Procedure

1. Link to the portal:
<https://hhn.atlassian.net/servicedesk/customer/portals>
(Registration is done via your university email address)
2. Tile: Practical study semester: Process flow
3. Application for admission to the practical study semester
4. Enter the data in the appropriate fields

Notes:

- Email: University email address
 - Semester: Semester at the time of application
5. Upload your internship contract, if you already have one.
(If you have not yet found a company for your internship, leave the corresponding fields blank.)
 6. Submit your application by clicking on the "Send" button:
 
 7. You will receive confirmation of receipt of your application by email from the system.

Option a):

All requirements have been met and an internship agreement has been uploaded:

- You will receive an email confirming your admission as soon as your application has been processed. (Please note the processing time and refrain from making any enquiries.)
- Information about support from the university will be provided in good time before the start of the internship.

Within the first two weeks of the internship, the details of the contact person at the company must be entered in the portal, as this is part of the recognition process:

- ⇒ <https://hhn.atlassian.net/servicedesk/customer/portals>
- ⇒ Internship Faculty MV
- ⇒ Contact details of the supervisor at the company

If this information is not entered into the portal and submitted within the first two weeks of the internship, the practical semester will not be recognised.

Option b):

The requirements have not yet been met and/or a practical training contract has not been signed.

- Nevertheless, submit your application for admission! (See steps 1-7). This will notify the Internship Office that you plan to complete the practical semester in the corresponding semester.
- The application will remain in processing mode at the Internship Office until you revise the application you have already sent and confirm by resubmitting the application that the requirements have now been met and an internship contract is in place.

Please note: The application sent for the first time can be edited and sent a second time. It is not possible to send it a third time. If this is necessary, you will need to submit a new application. The old application can be deleted by the Internship Office without any problems.

However, you can also save changes temporarily (see "Save" button) and only send them when all requirements have been met and the internship contract is complete. (See "Send" button).

Abbrechen Speichern **Senden**

- Admission will then be granted and the same steps as described in option a) will be followed. (Please read what needs to be done next.)

If the missing admission requirements are not met, the practical study semester cannot be started.


If the practical study semester is started without admission, recognition for the degree programme is not possible. An internship started in this way must be discontinued.

Information about the internship:

All information on the practical study semester, including guidelines and confirmation of attendance days, can be found here: (start screen)

Themen

Informationen über den Ablauf des pr...

 Informationen (z.B. Leitfaden, Besch...

Viewing your applications/uploads:

Once you are logged in, you will see a circle in the top right-hand corner. Click on this symbol and all your steps will be stored and visible under the "Requests" heading.

4) **Shortly before the end of the practical study semester**, students must prepare an internship report with the following content and formal requirements and have it confirmed by the internship provider:

- 10 pages of text (A4), excluding appendices
- Font size 12 (font type Arial), 1.5 line spacing
- Requirements for academic work (title page, outline, appendix with attachments, etc.)
- Information about the company (introduction)
- Overview of the departments and areas of activity (with the respective duration of stay)
- Learning outcomes: Work processes and interrelationships (job descriptions) and work performed (activity descriptions)
- Which course content (lecture content) could be applied directly or indirectly during the practical semester?

⇒ The report must be marked with the following note and approved by the practical training organisation:

"The content of this report corresponds to the practical work carried out and has been approved in its entirety by the placement organisation."

5) **Immediately after the end of the internship**, students must ensure that they receive the **"Confirmation of Compulsory Internship" document** from the practical training institution (see attachment).

Note

Without this document, the practical semester cannot be recognised. Delays on the part of the practical training institution are at the expense of the students and may result in a delay in the entry of grades in the transcript.

6) **Initiation of recognition:**

Recognition of the practical study semester must be uploaded to the portal by submitting the complete application documents **by the second day of lectures in the new semester at the latest** (see HHN homepage semester schedule):

Procedure:

1. Link to the portal:

<https://hhn.atlassian.net/servicedesk/customer/portals>

(Log in using your university email address)

2. Tile: Internship Faculty MV

3. Application for recognition of the practical study semester

4. The following documents must be submitted:

- Internship report,
- Confirmation of compulsory internship
- Copy of the internship certificate (can also be submitted later)

Note: *No presentation is required for recognition of the practical study semester.*

7) **The practical semester** will be **recognised** by the Internship Office: The head of the Internship Office will arrange for recognition by the Examination Office in Heilbronn. No further action is required on the part of the students.

Confirmation of compulsory internship

Practical study semester

This document confirms that the student _____

a compulsory internship at the company _____

_____ in the field of _____ with the following focus

_____ in the period from _____ to _____ with a duration of _____

days of attendance (excluding holidays and sick days) as part of the preliminary examination requirement

"Practical study semester and intern colloquium".

(date)

(Signature/company stamp)