

## 1 Case 1: Communication and Knowledge Media at University of Applied Sciences Upper Austria

The University of Applied Sciences Upper Austria is the largest Austrian university of applied sciences (UAS) and offers an internationally-oriented, well-established, practice-oriented education at university level at four locations in the central region of Upper Austria in the North Eastern part of Austria. Link: <http://www.fh-ooe.at>

There are four different schools with several different locations in Upper Austria`s UAS: 1. Informatics, Communications and Media – Hagenberg Campus; 2. Medical Engineering and Applied Social Sciences – Linz Campus; 3. Management – Steyr Campus; 4. Engineering – Wels Campus.

Within these four fields 31 bachelor`s and 37 master`s degree programmes (Study year 2019/2020) are open to students to choose from. All of them include practice-oriented content and job prospects that are more than promising – 99 percent of the graduates currently have a job.

The UAS`s mission is to help students to gain advanced knowledge and at the same time to become able to transfer this knowledge to practical application. Within the past decade, the UAS has been rated as best university of applied sciences in Austria by more than 600 executives at the Industrie magazine`s ranking of the universities of applied sciences.

### 1.1 General information about the Internship

The programs at universities of applied sciences (UAS) offered in Austria are practice-oriented, which is demonstrated by the fact that a significant number of lectures, seminars and exercises are held by professionals (part-time lecturers) from the practice. In addition, students gain professional practice during their studies. This is made possible by the professional internship as a compulsory part of every UAS degree programme.

The internship within the scope of an FH curriculum lasts one semester, during which no other courses have to be attended. Instead, this first professional experience in the chosen subject area is accompanied and evaluated by the UAS degree programme. Students who study part-time can also have their work accredited towards the internship - provided that the job is in the same industry for which the chosen FH degree program provides the necessary skills. Whether this is the case is first checked by the UAS. The final decision is usually made by the head of the degree programme.

For students, the great opportunity is to gain professional experience, which allows to develop professional competences and can be integrated in their CV. With gained professional experience, they have an advantage with every subsequent application. The internship has to be chosen with as much care and consideration as the studies themselves. After all, it's not a matter of ticking off a necessity - but of making the best possible start and establishing contacts for the time after graduation.

All Bachelor's degree programmes include a professional internship (special regulations for part-time degree programmes), which is completed in a company/organisation outside the UAS Upper Austria. Suitable internships are organised by the degree programme in cooperation with the students. Student initiatives in the form of personal contacts and suggestions are highly welcome. During the internship, the student is jointly supervised by a teacher and a representative of the company.

### **Internship abroad**

The professional internship can be completed at home or abroad. Internships abroad are explicitly welcomed if the essential technical, organizational and language requirements are met. It is the student's responsibility to establish the appropriate contacts, to clarify the respective employment regulations (work permit) and entry requirements (visa) and to obtain the necessary documents.

The completion of a professional internship in a foreign company is highly desirable, and a number of financial support options are available. An "International Office" at each faculty supports students with regard to necessary official confirmations or applications. Travel and accommodation costs are generally to be paid by the students themselves or (by arrangement) by the provider of the internship position. (Source: <https://www.fh-ooe.at/studieren/studienablauf/berufspraktikum/>)

## 1.2 Specific Information about the Internship

The Upper Austria University of Applied Sciences aims to prepare its students for a professional career that requires the application of formal skills and advanced methods.

The department of Communication and Knowledge Media at the Upper Austria University of Applied Sciences in Hagenberg offers a six-semester Bachelor degree programme, which consists of five semesters of intense training and a required one-semester internship leading to the bachelor-examinations. The national law for Universities of Applied Sciences (FHSTG) serves as the legal foundation of the curriculum.

The main purpose of the internship is – in addition to enhancing skills and expertise – to expose students to the economic, legal, cultural and social aspects of practical business in a real and professional environment. Practical training is very important in the degree programme. Knowledge and experience from professional practice are not only conveyed in courses. Students also gain valuable insights into the world of work during their professional internship. This is an integral part of the bachelor's programme and must be completed in the 5th semester. In connection with the programme is the preparation of the internship report.

## General Information

- Time of the internship: 5th semester
- Duration of the internship: at least 60 full-time working days (in full employment; 35 to 40 hours/week)
- Start: Summer months (July/August)
- End: end of January at the latest (before start of semester 6)
- Application for recognition: at the latest 4 weeks after completion of the internship and at the latest by the end of February
- Peer Learning and Presentation of the internship (15 min duration): at the start of the summer semester.

The search for relevant internship positions is the responsibility of the students. Students can be supported by full-time lecturers in the search for internships, in the selection and in the application process. This support is primarily aimed at providing contact details for high-quality internship positions, forwarding internship advertisements and offers, and presenting and agreeing on a specific project for the internship.

The position or the related field of activity must be approved by the degree programme. A decision shall be made as to whether the defined area of responsibility or the field of activity in the CPD corresponds to the study contents, the occupational field and the qualification profile of the degree programme. Students will be notified in writing of the approval or rejection of the internship application. Once the internship application has been approved, the student and the internship provider conclude the training agreement for the internship, which is confirmed by signatures (student and contact person or supervisor of the internship provider).

During the internship semester period, students are required to participate in accompanying seminar classes held at the Upper Austria UAS. The purpose of these seminars is to report about ongoing internship projects, present partial results and to foster communication between students and advisors. These seminars are scheduled in a flexible manner in particular for those students affiliated with international host companies to minimize travel efforts.

For at least twelve weeks the interns work on concrete tasks and projects in companies. They put the knowledge they have acquired during their studies into practice, expand on it, gain experience in a professional environment and establish professional contacts and networks. The integration into the work of a company and project team, as well as the personal experience gained in the process, are important elements of the internship. In addition, the students should develop personal

interests and a profound assessment of the professional field in order to be able to deepen their aptitudes in the 6th semester afterwards.

### **Obligations of the company**

The host company providing the internship position declares its ability in the realm of its possibilities and will sign an Internship Agreement (IA) with the student and agree on remuneration. The mentoring is done by an appropriate employee of the company to serve as advisor (supervisor) for the project to be completed. The project task shall be agreed upon with the student and specified in writing at the start of the internship. At the end of the internship, the host company prepares a written statement verifying the student's completion of the internship and an evaluation of the student's project work. Furthermore, the company obliges itself to cooperate in all matters relating to the student internship with the relevant UAS department and to inform the head of the degree programme about any irregularities (e.g., if the student fails to appear for the internship or is absent without justification).

(Source: <https://www.fh-ooe.at/campus-hagenberg/studiengaenge/bachelor/kommunikation-wissen-medien/alle-infos-zum-studium/berufspraktikum/>)

Summary:

Discipline: **Information and Communication (ICT)**

Qualification level: **Bachelor, 180 ECTS**

Programme promoted by: **University of Applied Sciences Upper Austria School of Informatics, Communications and Media**, <https://www.fh-ooe.at/campus-hagenberg/>

Curriculum designed by: UAS, <http://www.fh-ooe.at>

Access to the programme with: General university entrance qualification, preparatory course for university acceptance or study preparatory program at the University of Applied Sciences Upper Austria. Sound knowledge of German, plus interest in web technology, social sciences, interdisciplinary thinking, ability to abstract and team spirit.

Size of the enterprise(s) involved: SMEs and Large Corporations

Mentoring style: Practical Training Semester in Semester 5

Mentoring training used? Yes (From company Side)