

## **“Letter of Intent“ (LOI)**

**of**

**[Company or name of the institution]  
(entitled as “partner” in the following)**

### **Preamble**

Students studying the “Bachelor of Science in Business Informatics“ at University of Applied Sciences in Muenster have to complete two course-related internships at adequate companies or institutions. Both internships comprise so called practical course achievements.

The objective of this LOI is to make sure that partners adhere to certain basic conditions if students want to complete course-related internships at the respective company or institution.

### **§ 1 Internships and practical course achievements**

- (1) Students work full time at the partner’s company or institution for the duration of the internship. Also, students have to accomplish practical course achievements during the internships.
- (2) The first compulsory internship will generally take place between the 4<sup>th</sup> and the 5<sup>th</sup> semester, i.e. from July to September (at least 9 weeks). It comprises 6 credit points.
- (3) The second compulsory internship will generally take place during the 6<sup>th</sup> semester, i.e. from March to August (at least 24 weeks). It comprises 12 credit points.
- (4) During the second internship, students will usually also have to complete their Bachelor Thesis, which comprises 12 credit points.
- (5) The partner singularly agrees to:
  - a. enable students to comprise practical course achievements by completing an internship at their company respectively institution, and
  - b. adhere to the basic conditions for the completion of internships that will be formalized in §2.

### **§ 2 Basic conditions**

The partner assures that the following basic conditions are adhered to during internships.

Students are supervised in a qualitative and professional way. A qualitative and professional supervision includes:

- (1) The partner has to provide an internship supervisor that attends to the student. The supervisor should have an academic degree comparable to the one aspired by the student. Also, the supervisor should have three years of pertinent work experience.

- (2) Students receive an adequate task that has to be assessable as a practical course achievement. The practical course achievement needs to be independently generated by the student. The given task might be part of a greater job, such as a project.
- (3) The partner assures that students have enough time to prepare the practical course achievements respectively their Bachelor Thesis. It is suggested to allocate 30 hours of workload per credit point.
- (4) The partner provides all necessary work equipment.
- (5) We suggest paying students a salary. The salary should enable students to pay for work-related transportation costs, accommodation, meals etc.

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Date and location, signature of the partner

<p>Contact details of the partner:</p>  <p>Name:</p> <p>Position:</p> <p>Division:</p> <p>Department:</p> <p>Phone number:</p> <p>Mobile number:</p> <p>E-Mail:</p>	<p>Contact details of the internship supervisor:</p>  <p>Name:</p> <p>Position:</p> <p>Division:</p> <p>Department:</p> <p>Phone number:</p> <p>Mobile number:</p> <p>E-Mail:</p>
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