

# Official Notice

17th of December, 2024

**Internship/Practical Project Regulations as a  
Requirement for Admission to the Program  
Master Theater and Digitality (MA THEAD) at  
the Faculty of Design of Fachhochschule  
Dortmund – University of Applied Sciences  
and Arts**

**Disclaimer:**

The English version of this document only serves information purposes.  
Solely the German version of this document is the official and legally binding one

---

**Internship/Practical Project Regulations  
as a Requirement for Admission  
to the Master's program in Theater and  
Digitality at the Faculty of Design  
of Fachhochschule Dortmund - University  
of Applied Sciences and Arts**

**Issued on 12<sup>th</sup> of December, 2024**

Based

- on Section § 2 (4) sentence 1 and Section § 64 (1) in conjunction with Section § 22 (1) number 3 of the North Rhine-Westphalia Higher Education Act (HG NRW) from 16 September 2014 - Law and Ordinance Gazette GV.NRW p. 547), as last amended by the act of 30 June 2022 (Law and Ordinance Gazette GV. NRW. p. 780) and
- according to Section § 4 (2) of the Study Program Examination Regulations (StgPO) for the Master's program Theater and Digitality at the Faculty of Design of Fachhochschule Dortmund, dated xx Month 2024 (Official Notices – Official Gazette – of Fachhochschule Dortmund, 45 Year No. 72 from Dec 17,2024), as amended, Fachhochschule Dortmund has issued the following regulations:

**Table of Contents**

Section § 1 Scope of Application.....	3
Section § 2 Objective and Content of the Internship/Practical Project.....	3
Section § 3 Legal Status of the Student.....	3
Section § 4 Duration of the Internship/Practical Project .....	3
Section § 5 Internships or Practical Placements.....	3
Section § 6 Agreement with the Practical Provider.....	4
Section § 7 Implementation of the Internship/Practical Project.....	4
Section § 8 Faculty Representative .....	4
Section § 9 Recognition of the Internship/Practical Project.....	5
<a href="#">Appendix</a> Agreement on the Completion of an Internship/Practical Project .....	6

### **Section § 1 Scope of Application**

- (1) Admission to the program Master Theater and Digitality (MA THEAD) requires, in accordance with Section § 4 (1) of the Study Program Examination Regulations (StgPO) for the program Master Theater and Digitality (MA THEAD) in its current version, the completion of a study program with at least 210 credit points according to the European Credit Transfer and Accumulation System (ECTS).
- (2) If the study program under subsection 1 comprises only 180 ECTS credit points (for degrees not using the ECTS system, equivalent conversion is required), the missing 30 credit points may be earned through an internship or practical project in accordance with the provisions of this regulation.

### **Section § 2 Objective and Content of the Internship/Practical Project**

- (1) Students with a primarily design/artistic background (BA) should gain experience in the technological field by completing the internship/practical project, while students with a primarily technological background (BA) should gain experience in the design/artistic field. Especially, specific responsibilities within companies or other institutions of the profession must be addressed methodically, systematically and in a design and/or technological manner.
- (2) The student should carry out these tasks independently, either alone or within a project team, under appropriate professional guidance after an initial introduction. Possible fields include: project planning, concept development, design, implementation, and project management.

### **Section § 3 Legal Status of the Student**

The student is admitted to the program in accordance with Section § 49 (6) sentence 4 of the Higher Education Act (HG) and is thereby a member of Fachhochschule Dortmund. According to Section § 19 (2) c) of the Study Program Examination Regulations (StgPO), the internship/practical project must be successfully completed before admission to the regular module examinations of the program.

### **Section § 4 Duration of the Internship/Practical Project**

The internship/practical project covers a continuous period of at least 20 weeks or can be divided into several internships or practical projects, provided that a total of 800 working hours are completed, with the hours spread across multiple periods that are not necessarily consecutive.

### **Section § 5 Internships or Practical Placements**

- (1) The internship/practical project can take place in, e.g.:
    - design studios and museums, institutes and laboratories in the field of digital technology, scenography agencies, event agencies, theater, film production, especially stage construction.
    - companies and start-ups in the fields of creative technologies, robotics, digital scenography (e.g. game design, immersive arts, mapping, mixed realities...), machine learning, data mining, motion capturing, sensors and actuators, applied computer science, mechanical engineering
  - (2) Fachhochschule Dortmund maintains a directory of suitable companies or internship/practical project placements. Students can, in agreement with the faculty representative (Section § 8), also propose a placement themselves. The student applies for the practical placement; the faculty representative for the internship/practical project may provide support in exceptional cases.
-

**Section § 6 Agreement with the Practical Provider**

- (1) Before the start of the internship/practical project, the student and the placement provider will make a written agreement that particularly covers the following conditions:
  - type and duration,
  - obligations of the placement provider towards the student,
  - obligations of the student towards the placement provider,
  - student's insurance coverage,
  - conditions for early termination of the agreement,
  - any potential remuneration: however, there is no legal entitlement to compensation.
- (2) The student must submit a copy of the agreement to the faculty representative for review and recognition prior to the contract commencement. A template for the agreement is attached to these regulations. If the internship/practical project will take place in institutes or research facilities of Fachhochschule Dortmund, an appropriate agreement will be concluded.

**Section § 7 Implementation of the Internship/Practical Project**

- (3) The professional supervision is provided by a mentor from the group of professors of the Faculty of Design at Fachhochschule Dortmund that are involved in the program Master Theater and Digitality (MA THEAD), along with a co-supervisor designated by the executing placement provider. The mentor is appointed by the faculty representative, with the student having the right to propose a mentor themselves.
- (4) During the internship/practical project, the student must prepare a report about their internship/project activities. The report should specifically focus on the methodological structuring and solution of the internship/project responsibilities. The report must be submitted to the supervising mentor and the co-supervisor from the placement provider.

**Section § 8 Faculty Representative**

- (1) The faculty council appoints a professor from the faculty as the responsible person for the overall organization of the internship/practical project. Their responsibilities include:
    - appointing mentors in accordance with Section § 7 (1),
    - reviewing and recognizing the written agreement according to Section § 6 regarding the type and duration of the student's activities.
  - (2) The faculty representative is supported in their responsibilities by the faculty office.
-

### Section § 9 Recognition of the Internship/Practical Project

- (1) The internship/practical project will be recognized as "successfully completed" or "not successfully completed".
- (2) The assessment according to subsection 1 is made based on:
  - the project report submitted by the student, and
  - a certificate from the placement provider regarding the content, duration, and success of the student's practical work.

The recognition of the internship/practical project will be certified by the mentor. This also results in the acquisition of 30 credit points in accordance with the European Credit Transfer and Accumulation System (ECTS).

- (3) If, for compelling reasons which the student is not responsible for, parts of the internship/practical project (up to a quarter of the total duration) cannot be completed or cannot be carried out in a manner corresponding to the purpose of the internship/practical project, the examination board may exempt the student from this part of the internship/practical project.
- (4) In justified exceptional cases, internships/practical projects that did not have a prior agreement according to Section § 6 or did not have supervision as outlined in Section § 7 (1), may also be recognized. For the recognition of such internships/practical projects, the student must submit a report according to Section § 7 (2) and a certificate from the placement provider about the nature and duration of the activity to a mentor appointed by the Faculty of Design.
- (5) Professional activities after the completion of the first degree required for admission, which show a substantive connection to the missing study experiences (artistic and creative or technological field), can be credited towards the internship upon request.

The internship coordinator will decide on this.

- (6) As a practical project, the successful completion of bridge/preparatory modules from the preparatory phase (Angleichphase), in accordance with Section § 4 (7) of the Study Program Examination Regulations (StgPO) for Master Theater and Digitality (MA THEAD), can also be recognized.

### § 10 Entry into Force

These Internship/Practical Project Regulations come into effect upon publication.

Issued based on the decisions of the Faculty Council of the Faculty of Design from 24.4.2024 as well as the Rectorate of Fachhochschule Dortmund from 11.12.2024.

Dortmund, December 12<sup>th</sup>, 2024

The Rector  
of Fachhochschule Dortmund - University of Applied Sciences and Arts

Prof. Dr. Tamara Appel

---

**Appendix**

**Agreement on the Completion of an Internship/Practical Project**

Between

\_\_\_\_\_  
Company/Authority

Address

\_\_\_\_\_ Tel: (\_\_\_\_\_) \_\_\_\_\_

- hereinafter referred to as the Internship Provider -  
and Ms./Mr.

born on: \_\_\_\_\_ in

\_\_\_\_\_  
address

\_\_\_\_\_ Tel: (\_\_\_\_\_) \_\_\_\_\_

- hereinafter referred to as the Student –

conclude the following agreement for the completion of an internship/practical project, which, in the case of Section § 4 of the Study Program Examination Regulations (StgPO) for Master Theater and Digitality (MA THEAD), serves as an admission requirement for studying at

The Faculty of Design at  
Fachhochschule Dortmund  
Max-Ophüls-Platz 2, 44137 Dortmund

in the Master’s program Theater and Digitality.

**§ 1 Nature and Duration of the Activity**

1. The practical activity will take place with the above-mentioned Internship Provider and will last for 20 weeks. The first 4 weeks are considered a probationary period.
2. The agreement is concluded for the period from \_\_\_\_\_ to \_\_\_\_\_ .
3. The Student’s responsibilities are as follows: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## **§ 2 Duties of the Internship Provider**

The Internship Provider commits to

1. introduce the Student to their responsibilities,
2. appoint a qualified supervisor for the Student,
3. allowing the visit of the mentor, who will be appointed by Fachhochschule Dortmund,
4. inform Fachhochschule Dortmund, if necessary, of any early termination of the agreement or the Student's failure to commence the practical activity,
5. issue a certificate for the Student upon completion of the internship/practical project, detailing the content, duration, and success of the practical activity.

## **Section § 3 Duties of the Student**

The Student commits to

1. carry out the assigned responsibilities diligently,
2. observe the workplace regulations and safety guidelines, and handle company resources and materials with care,
3. protect the interests of the Internship Provider and main confidentiality about company operations in front of outsiders,
4. Notify the Internship Provider immediately in case of absence; in case of illness, providing a doctor's certificate by the third day at the latest,
5. write a practical report and regularly submit it to the supervisor at the Internship Provider.

## **Section § 4 Termination of the Agreement**

1. The agreement requires approval from Fachhochschule Dortmund. It becomes invalid if the prerequisites for admission to the internship/practical project, as outlined in the examination regulations, are not met by the agreed-upon start date of the activity.
  2. During the probationary period, either party may terminate the agreement at any time.
  3. After the probationary period, the agreement can be terminated:
    - for a compelling reason, without prior notice,
    - by the Student with a four-week notice period if they wish to leave the position at the Internship Provider for personal reasons.
  4. Termination of the agreement must be submitted in writing, including the reasons for termination and coordinated with Fachhochschule Dortmund.
-

**Section § 5 Insurance Coverage**

1. During the internship/practical project, the Student is to be insured by the Internship Provider against accidents through the relevant professional association. In the event of an accident, the Internship Provider will also send a copy of the accident report to Fachhochschule Dortmund.
2. The Internship Provider is responsible for handling matters related to pension and unemployment insurance.
3. The Student remains subject to compulsory health insurance under the terms of student health insurance throughout the internship/practical project.

**Section § 6 Compensation**

The monthly compensation amounts to EUR \_\_\_\_\_ gross.

**Section § 7 Vacation Leave and Interruptions**

During the internship/practical project, the Student is not entitled to vacation leave. The Internship Provider may grant short-term leave for personal reasons. Any interruptions to the internship/project must be made up.

**Section § 8 Resolution of Disputes**

In the event of any disputes arising from this agreement, both parties shall seek an amicable resolution with the involvement of Fachhochschule Dortmund before taking legal action.

**Section § 9 Counterpart of the Agreement**

This agreement shall be signed in identical copies by the Internship Provider and the student. It is the responsibility of the Student to submit a copy to Fachhochschule Dortmund in a timely manner before the start of the contract.

---



**Section § 10 Additional Agreements**

The following supervisor is appointed by the  
Internship Provider:

---

---

Place, Date

Place, Date

---

For the Internship Provider

Student

For Fachhochschule Dortmund:  
This agreement is recognized subject to  
the Student's admission to the  
internship/practical project.  
Representative of the Faculty  
of Design

---

Date

Signature

**Disclaimer:**

The English version of this document only serves information purposes.  
Solely the German version of this document is the official and legally binding one.

---