

Preliminary internship in the Master's program in General Management

The pre-study internship should take place in an economic or economic science context. In particular, it can be completed in a company, an NGO, an administration or in a university or scientific institution (research internship).

No ECTS credits are awarded for the pre-study internship. In principle, decisions on the recognition of proven pre-internships are made on a case-by-case basis.

Type and duration of the internship

The pre-study internship must have a duration of at least six weeks in full-time (at least 240 hours). This corresponds to eight working hours per day based on a weekly working time of 40 hours; however, the internship can also be carried out part-time, but must be completed with one and the same internship provider.

The pre-study internship does not necessarily have to take place between the completion of the first degree and the start of the Master's program in General Management; it can also have been completed at an earlier point in time.

A voluntary internship with a business connection within the framework of the first degree program is recognized as a pre-study internship for the Master's program in General Management - provided it was not a compulsory part of the first degree program. Other practical achievements that were not explicitly performed as part of an internship (e.g. professional activities) will be recognized if they are equivalent.

Not approved:

- Obligatory internships from the previous (first) degree program
- Vocational training, civilian and alternative service (unless the training took place with a background in economics)
- Language courses and semesters abroad
- Activities in the context of school attendance (student co-administration, party organization, excursion organization, etc.)
- Internships in parental companies
- Vacation jobs

The pre-study certificate should be submitted at the beginning of the study program. In exceptional cases (however, this must be coordinated in writing with the Study & Examination Center), the proof can be submitted later until the end of the second semester. If a pre-study internship cannot be submitted with the application for admission, the Study & Examination Center must be informed.

Please submit the internship certificate/proof to studentaffairsoffice@zu.de .