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## **INTERNSHIP GUIDELINES FOR BACHELOR STUDENTS**

Description of procedures / provisions on education law (current version of the Study Regulations)

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### **Scope**

Bachelor: BA Programme in Film, BA Programme in Art & Design Education, BA Programme in Visual Communication, BA Programme in Product Design

There are no internships in the Master of Design programme.

Separate provisions apply to the Master of Art programme.

*Lucerne School of Art and Design offers preparatory and post-degree programmes and recognises internships in Switzerland and abroad with a view to offering opportunities to students who lack relevant work experience prior to the start of their studies. It thus makes an important contribution toward providing them with the skills they need in their future job, preparing them to enter the job market on completion of their studies. Doing so also helps in further developing the international and inter-cultural dimension of its programmes. The following sections lay out the conditions for completing an internship.*

### **Objectives**

Lucerne School of Art and Design offers supervised internships for the purpose of achieving a range of objectives, enabling students to benefit in a number of ways. At minimum, they should

- gain work experience in operational, social, artistic and business-relevant fields that encourages them in their current stage of development. This applies in particular to students who have not worked in a field relevant to the course for one year prior to commencement of their studies,
- gain further knowledge of a field that is of relevance for the BA Programme,
- apply and connect the theoretical and applied dimensions in the context of their work,
- participate in projects and processes with a view to further developing their project management and communication skills while working in teams and interacting with their superiors, among others,
- become aware of professional standards that apply to work and production techniques,
- explore and further expand their professional competencies in the applied realm,
- be able to reflect on the challenges posed by complex professional encounters and to express them in writing and orally with a view to increasing their qualifications for entering the job market after their studies.

### **Basic principle**

Internships are voluntary in all BA Programmes and can be completed instead of an exchange semester in Switzerland or abroad. They are of particular interest to students who have not worked in a field relevant to the course for one year prior to commencement of their studies. Students can start planning their internships after discussing the matter with the Head of the BA Programme. In principle, responsibility of finding an internship rests with the student; however, the Heads of the BA Programmes may be able to assist or provide information on relevant contacts. Although

internships are not subject to any geographic restrictions, they must meet the content and quality requirements laid out in the objectives above and fulfil the organisational conditions as defined in these guidelines.

### Legal basis

The legal requirements for an internship are described in Art. 35, *Studienreglement Ausbildung an der Hochschule Luzern – Design & Kunst*, Version 2015.

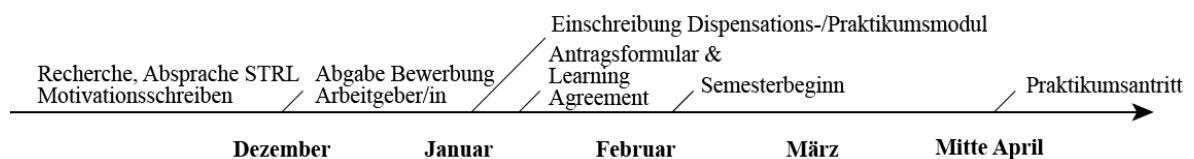
### Application

In principle, the duration, dates, type, anticipated fields of knowledge, and skills and location of the internship must be discussed with the Head of the BA Programme in advance. Students are expected to write a motivation letter to explain the reasons for the internship and to outline the learning objectives. A *Learning Agreement* is subsequently drawn up between the student and the employer and presented to the Head of the BA Programme in order to define the outcomes and meet the module requirements of Lucerne School of Art and Design. The *Learning Agreement* must be submitted to the Head of the BA Programme, together with the application form, for the attention of the responsible Associate Dean.

Students intending to do an internship with Swiss European Mobility Programme Erasmus+ must also complete the *Placement Agreement, Training Agreement and Quality Commitment* forms and fill out the insurance declaration for Erasmus+.

Students are responsible for contacting prospective employers and submitting the necessary application documents. The application portfolio can differ, depending on the employer, and may include a CV, portfolio, letter of motivation, among other things. It is therefore essential for students to clarify the requirements individually and to ask the Head of the BA Programme for help as needed in putting together the portfolio.

In order to start the apprenticeship in April, the application documents must be sent to the prospective employer at the latest in December. As soon as they receive an offer for an internship, students must submit the *Application form for approval of an internship* to the Secretariat; following acceptance of the offer, they must confirm the internship with the International Office, or with the Administration Office for internships in Switzerland, no later than 10 weeks before it starts or four weeks before the semester begins (at the latest by the end of January for an internship starting in mid-April). They must also inform the Head of BA Theory about the internship, which may require submission of a report for which supervision may be needed.



### Internship offers

Students are expected to make their own arrangements and inform the Head of the BA Programme. Any offers for internships are therefore sent directly to them, and they must complete and forward the *Application for approval of the internship* to the head of the programme, the responsible Associate Dean, and possibly also to the International Office.

### Learning agreement

The *Learning agreement* shows the number of ECTS points that can be gained from the internship to substitute the requirements of the module at Lucerne School of Art and Design. The Head of the

BA Programme and the responsible Associate Dean must sign the *Learning agreement* in every case. If theoretical and/or IDA modules are to be compensated in addition, the heads of these programmes must sign the forms as well.

### **Types of internship**

In accordance with the Regulations, both unsupervised (without ECTS points) and supervised internships that are equivalent to modules are possible. Unsupervised internships must be scheduled when no classes or exams are held; supervised internships generally replace modules offered by Lucerne School of Art and Design and may also extend into semester breaks. Any assessed assignments, learning objectives, and the possibility of earning credits must be agreed with the Head of the BA Programme in writing in advance. Unsupervised internships that extend into course schedule for up to one year are authorised only in exceptional cases and do not, in accordance with the Regulations, constitute a reason for the student to be off campus.

### **Awarding points under the ECTS**

Students doing an internship in the Bachelor's programme that is equivalent to the modules are awarded a maximum of 12 points (= 360 hours), preferably as a substitute for a project module (=12 points), plus 45 working hours (=1.5 points) for theory, i.e. a total of 13.5 points (= 405 hours) under the ECTS. As regards the theoretical part of the Bachelor's programme (except DMI), students must ensure that they acquire on average 6 ECTS points in theory per semester (4.5 points are still needed after the 1.5 ECTS points have been awarded!) while the student is off campus doing an internship. For this reason, it is essential that internships are planned in good time with the Head of BA Theory.

The period can also extend into times when there are no classes (e.g. holidays, for a maximum of 5 months). While such times cannot be used to compensate modules, they can be included in the reference. The company offering the internship must provide the student with confirmation of the number of hours that were served, whereby the total must equal at least those required for the module being substituted – at maximum 405 working hours, which is equivalent to 13.5 ECTS points. Students must ensure that they will meet the requirement in working hours, and they need to contact the Head of the BA Programme immediately in order to find a solution if this is not possible.

### **Timing**

Students can do an internship that is directly relevant to their studies, based on their competence profile, at the earliest from the beginning of the second year of the programme. Ideally, internships take place during the semester break over the summer so as to avoid any scheduling conflicts with the modules, courses, events and exams of the curriculum.

In the case of supervised internships during the school year, it is urgently recommended that students plan them in the fourth semester between calendar weeks 16 and 31. Internships scheduled before or after this period are possible only in exceptional cases and require the approval of the Head of the BA Programme, and possibly also of the Head of BA Theory.

### **Duration**

A supervised internship in the Bachelor's programme can last at the most five months, including any periods when there are no classes. Students who plan to do longer internships or who want to extend the one they are currently on must contact the Head of the BA Programme immediately, at the latest four weeks before the semester begins. Such permission is granted only in exceptional and well-founded cases because any scheduling overlap with modules in the following semester would result in the student having to extend the duration of his or her studies.

### **Deadlines**

The *Application form for approving an internship* must be completed and submitted to the secretariat with the signature from the Head of the BA Programme and the responsible Associate Dean at the latest by the end of January. The report must be submitted by 31 August – even if the student is still on the internship.

### **Companies offering internships**

Students should contact the Head of the BA Programme to discuss and agree on meaningful placements and employers. It is not permitted to do internships with family members, friends or in the form of independent projects.

### **Compensation**

Students can accept internships against pay or on a voluntary basis. The employer determines the amount of compensation.

### **Erasmus+**

Students who do an internship in Europe can apply for a grant from SEMP - Swiss European Mobility Programme Erasmus+, which requires them to complete the following forms and steps: In order to apply for a grant, students must complete the *Placement Agreement Erasmus, Training Agreement and Quality Commitment* forms and fill out the insurance declaration. Under the SEMP guidelines, only full-time internships are supported. When looking for an internship, students must also discuss any placements as part of Erasmus+ with the Heads of the BA Programmes. During the internship, students must request a *Certificate of attendance* from the employer that shows the duration and weekly hours of the internship. After the internship, a final Erasmus report, in addition to the report for Lucerne School of Art and Design, must be submitted. The forms and information about support, grants and requirements are available at the International Office.

### **SEMP Grants**

Those who do unpaid internships in a European country outside of Switzerland can apply for an SEMP grant at the International Office.

## Forms

- Before going on an internship, students must complete and submit the *Learning agreement* and the *Approval of internship* forms to the Head of the BA Programme, to be forwarded to the responsible Associate Dean and filed with the central Secretariats.
- The employer will issue a work confirmation letter and reference individually at the end of the internship. Besides describing and evaluating the work, the *Certificate of attendance* must also show the exact duration of the internship and the weekly hours that were served.
- Following their return from the internships, students must complete the *Crediting ETCS points* form and submit it to the head of the programme, who forwards it to the responsible Associate Dean and the central secretariats.

In the case of internships that were supported by SEMP Erasmus+, the following documents are due as well, which must be submitted to the International Office (cf. the *Erasmus+* section above):

- Training agreement and quality commitment
- Placement agreement
- Insurance declaration
- Certificate of attendance
- Erasmus+ final report

## Knowledge management

The Heads of the BA Programmes are strongly encouraged to work with the employers in managing knowledge and compiling information for the benefit of students and lecturers in connection with finding placements. This involves keeping a current list of all internship placements that have proven to be suitable<sup>1</sup>, including contact persons, addresses and dates of internships, and making it available to students as needed. Similarly, the internship reports must be saved systematically in a separate folder on the programme's drive and made available, with the approval of the author, to students who are looking for an internship. Students are not permitted to copy this material or to forward reports or lists, for data privacy reasons. An integrated information page on internships is currently being set up for all internships applicants.

## Accompanying information events

BA programmes that permit students to go on internships or that frequently process internship applications should offer prepared information for their students. They should also offer to meet with interested students in an advisory capacity on request.

Following completion of their placement, interns are obligated to present their experience to their colleagues. The Heads of the BA Programmes can invite students enrolled in other semesters and BA programmes to attend these presentations. For this, the BA programmes must ensure that there is adequate time and take measures to organise and communicate these events.

The International Office provides information on all questions relating to Erasmus+ grants. General questions on the internships must be directed to the head of the programme.

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<sup>1</sup> Internships that are unsuitable from a qualitative perspective should not be included and must be kept in a separate list (with the reason why it is unsuitable) on the drive for the programme. Students who are interested in one of these employers must be informed accordingly.

### **Internship report**

Submitting an internship report and giving a presentation are mandatory. The report must meet the formal requirements and include the internship (title, address), contact person responsible (name, phone number, email address), description of the work completed, details about the intern (name, programme, year of birth), time (date from/until) and duration (in hours).

In terms of content requirements, the report must at minimum reflect on the objectives laid out above, in particular the learning outcomes, and include information about the quality standards based on the theoretical requirements from the current version of the document on *Credits and requirements for the internship and exchange-semester report*. A diary on the learning experience is mandatory and must be included in the appendix of the report. The detailed modalities are prescribed by the Head of the BA Programme.

Students who have gained all ECTS points for the theoretical part of the Bachelor's programme must describe their internship experience based on the above-mentioned requirements in at least 2 pages, to be submitted to the Head of the BA Programme. All other returning BA interns must write an internship report in accordance with the summary sheet *Credits and requirements for the internship and exchange-semester report*, for which they will gain 1.5 ECTS points as part of a module. For this reason the following must be noted: 1.5 points are awarded only in combination with a theory sub-module (3 ECTS). The report must be submitted by email, and as a hard copy if requested, to the Head of the BA Programme and the Head of BA Theory by 31 August, regardless of whether or not the internship has been completed.

### **Quality assurance**

Every intern has a lecturer (Head of the BA Programme) assigned as a supervisor, who supports the student while he or she prepares for or does the internship, maintains regular contact (in particular in emergencies and when questions arise), and advises him or her up to the time of the presentation.<sup>2</sup> The support person must also ensure that the objectives (-> cf. chapter on objectives) are reached. Internship visits are encouraged, within the scope of any financial and time restraints. The BA Theory office assigns an expert for the internship report.

Students who have a SEMP grant must also complete the *Training Agreement and Quality Commitment* form.

### **Matriculation and fees**

In the case of a five-month internship for which credits are to be awarded, the student will remain matriculated and generally pays the normal semester fee, plus any other fees that may apply.

### **Health and accident insurance**

Students who apply for internships abroad must contact their own health and accident insurer so as to ensure that cover is in effect while they are abroad. Students are not covered through Lucerne School of Art and Design. Recipients of a SEMP grant must complete the insurance declaration in advance and submit it to the International Office of the School of Art and Design.

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<sup>2</sup> It is recommended that at least one meeting takes place before and after the internship, and that there is at least one email exchange in between if things go smoothly.

### **Return**

Returning students must complete the following steps:

- Submit the completed form for awarding credits, together with the required documents: *Work confirmation and reference*, *Certificate of attendance* and *Report* to the Head of the BA Programme. If points are awarded in order to compensate any theory and/or project modules, the documents must be submitted to the responsible Associate Dean to sign.
- The arrangements for submitting the report and holding a presentation must be discussed with the Head of the BA Programme, and possibly also with the Head of BA Theory.

Students with a SEMP grant must contact the International Office and submit a report that meets the Erasmus requirements.

### **Coordination**

There is no coordination office for internships, and students are expected to make their own arrangements. Responsibility for quality assurance and the internal processes of the programmes (forwarding information, holding information events and presentations, etc.) rests with the Head of the BA Programme, who can appoint a member of the core team of lecturers to manage the process and lend support.

## Responsibilities

Students	Requests a meeting with the Head of the BA Programme (or member of the core team of lecturers), arranges for the internship, completes all the required forms in advance and after his or her return, develops a presentation and writes the internship report.
Head of the BA Programme	Provides support and assures quality, advises students, approves the internship and reviews the outcome, manages knowledge transfer, arranges and holds advisory meetings and presentations; can also participate in the review and evaluation of the internship report.
Possible member of the core team responsible for internships	Provides support and assures quality, advises students, manages knowledge transfer, arranges and possibly holds advisory meetings and presentation events, can also participate in the review and evaluation of the internship report.
Lecturer as internship coach	Acts as coach before, during and after the internship
International Office	Coordinates the Erasmus+ grants, provides information to the secretariats
Assistant to the Head of the BA Programme	Manages processes, enters outcomes in Evento ensures information flow to the International Office, acts as Evento administrator
Manage the central secretariats	Manages and update procedures Provides information to the secretariats
Head of BA Theory	Reviews and evaluates the internship reports and award points for work submitted, provided that theory modules are affected <sup>3</sup>
Manage the IDA modules	Applies the credits for work completed, provided that project modules are affected
Responsible Associate Dean	Grants final approval of the internship and applies credits once it is completed

## Final provisions

The internship guidelines for the Bachelor's course at Lucerne School of Art and Design enter into force retroactively as of 1 September 2013. They must be made publicly available.

Resolution by the training conference: 10 September 2013, circulation on 18 November 2013  
Karin Mairitsch, Associate Dean and Head of Bachelor and Foundation Course / Modification  
23.12.2015/Andrea Moor

<sup>3</sup> For DMI, the report must be submitted to the Head of the BA Programme in every case.