

Information Leaflet on Company Suitability – English-taught work-integrated study-programmes

Registration for the work-integrated study requires subject-specific work experience that accompanies studies, which is described in the examination regulations or in the study programme-specific regulations.

Companies must be able to guarantee work experience in line with the objectives of the work term in terms of personnel and structure. This requirement is justified by the study and examination regulations and a cooperation agreement (agreement on the implementation of the work-integrated study), which is concluded between the company providing training, the students and HSBI.

Companies are suitable as training providers if they have employees whose qualifications make them suitable supervisors for the students during the work term. The **specialist supervisors** must have successfully completed their studies at a university of applied sciences or university; i.e. they must have at least the students' targeted academic degree (i.e. bachelor's) or an equivalent qualification (e.g. *Diplom*).

For the work-integrated engineering study programmes Industrial Engineering or Mechatronics / Automation, the specialist supervisors must have completed engineering studies in a related discipline.

The specialist supervisors need sufficient English language skills to be able to adequately supervise international students and to be able to conduct the interview with HSBI to determine the company suitability. Ideally, this also applies to a person from the HR department.

HSBI's Department for Scientific Further Education, Work-Integrated and Part-Time Studies will determine whether a company is suitable for cooperation in a work-integrated study. In order to do so, an employee of the department will conduct a detailed interview with the company management and/or HR management (if available) – depending on the structure of the company. It is *essential* for the company's specialist supervisors to be present in the interview. The interview will take place in the company and can be supplemented by a visit to the company's facilities. Alternatively the interview can take place digital.

The suitability must have been determined in the context of the information interview prior to the first registration of a student; at the latest by 30 June of the respective year of the start of studies. Please make an appointment in good time.

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