

Annexe to

The Bachelor's Degree Programme in International Hospitality Management

Annexe to the Institutional Part of the Curriculum
In force from September 2022



**UNIVERSITY COLLEGE
OF NORTHERN DENMARK**

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Please note: this Annexe is a translation of a Danish text. In the event of any discrepancy between this translation and the original text, the original shall prevail.

1. Introduction

The following is stipulated in section 5 of Ministerial Order no. 863 of 14 June 2022 on examinations in profession- and trade-oriented higher education programmes (the Exam Order. In Danish: 'Eksamensbekendtgørelsen')

(1) A student has the right to receive one offer of an internship place for each internship period.

(2) A condition for the student to be allowed to sit the examination is that the educational institution finds that the internship has been completed. In the curriculum for the programme, the educational institution must stipulate the criteria for determining which conditions must have been satisfied for an internship to be considered completed.

(3) The educational institution may exempt a student from the stipulations of subsection (1) on the grounds of exceptional circumstances.

UCN has set out the conditions that must have been satisfied for an internship to be considered completed in this Annexe to the Institutional Part of the Curriculum for the Bachelor's Degree Programme in International Hospitality Management.

2. Conditions for considering an internship completed

During the internship, the student will work on problems that are relevant to the profession while acquiring knowledge of relevant work functions. The student's learning objectives for the internship must be based on the relationship between the student's theoretical studies and practical tasks and working methods.

Based on the internship learning objectives, as indicated in the National Part of the Curriculum, the student must define specific objectives for the internship in collaboration with the contact person from the internship host company.

The learning objectives must be made in writing and uploaded by the student themselves to the Internship Portal. These objectives will then guide the planning of the student's work during the internship, including the writing of the internship report. The internship period should be considered similar to a full-time job with the same requirements in terms of number of working hours, effort, commitment and flexibility as what a graduate would be expected to encounter in the labour market.

The internship may be organised in a flexible, varied manner and may form the basis of the student's bachelor's-degree project.

The student must satisfy the following requirements for the internship to be considered completed:

- The student must carry out two monthly evaluations of the internship in the internship portal and carry out the final evaluation and reflection on the entire internship, also in the internship portal.
- The student is furthermore responsible for arranging and hosting a compulsory tripartite meeting (the student, the internship host contact and the supervisor), either face-to-face or via Teams.
- The internship must be of at least 3 months' duration.

Formal requirements to the evaluations

The student must:

- write two monthly evaluations of the internship – each of a maximum of 4,800 characters in length (1 standard page being 2,400 characters, including spaces) and at least 75% of the maximum number of characters in length – in the internship portal
- write the final evaluation and reflection of a maximum of 14,400 characters (1 standard page being 2,400 characters, including spaces) and at least 75% of the maximum number of characters, also in the internship portal
- ensure that the monthly evaluations as well as the final evaluation, including reflections on the student's learning, are submitted duly and correctly.

All requirements, including formal requirements, must have been met for the internship to be considered completed.

If a student does not satisfy the requirements for completion of the internship, he/she must write a 10-page assignment about their internship.

3. Effective date

This Annexe to the Institutional Part of the Curriculum for the Bachelor's Degree Programme in International Hospitality Management of 1 September 2021 will come into force on 1 September 2022. From the effective date, this Annexe will apply to all students registered on the programme.

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