



## **Quality Guidelines for the University of Tübingen Praxisportal**

The Praxisportal is the University of Tübingen's **central forum for jobs and internships**. It helps you as an employer to find qualified young graduates and trainees.

Using your personal account for the Praxisportal, you can advertise jobs, edit your advertisements, and make your offer available to selected groups or subjects within the University at any time.

By registering, you commit to the following **guidelines for the quality of internships, jobs and final assignments**:

- Candidates are to be given **study-related, project-specific tasks**, receive a comprehensive insight into the field of work, and be integrated into concrete work processes.
- Generally, the following framework conditions should be met:
  - a contract of employment or traineeship signed by both parties
  - a certificate issued for the work or attendance
  - observance of legally permissible working hours

The quality and the aims of the **advertisements** published in the Praxisportal are subject to the following **terms and conditions**:

- You may not charge students any fees; e.g., for a job or internship placement.
- Advertisements ought to be published exclusively in the name of the employer. Job ads posted by third parties, such as personnel service providers, are only permitted upon prior consent of the platform operator.
- All advertisements are related to the qualifications of the students of the University of Tübingen and are in line with its study programs.  
(<https://www.uni-tuebingen.de/en/zielgruppen/prospective-students/courses-available/study-programs.html>)
- Internships should have an educative function rather than replacing regular employment, particularly entry-level employment.

We reserve the right to delete offers that do not explicitly fulfill the above-mentioned conditions.



**We also recommend the following:**

- Depending on the aim of the internship, a duration of 6 weeks to 6 months is recommended to ensure the intern obtains a practical understanding of the work processes involved.
- It is desirable that the student or graduate receives an allowance or compensation in line with the task performed and his/her qualifications.
- It is important that trainees are properly introduced to, and instructed in, their assigned tasks. Furthermore, a good internship incorporates regular **feedback** sessions and a **final discussion** including return information from both sides.

Praxis & Beruf, University of Tübingen, 09.03.2017  
praxisportal@uni-tuebingen.de