



Tool Nr. 8 – standard training plan for the praxis/ practical phases of education

Standard training plan for the work-based phases of education

The practical education in the financial institutes cooperating as training company is the second mainstay in the dual study program Business Administration / Banking. During the practical phases the students gain branch and company related knowledge and corresponding practical experience. They learn how to transfer the acquired theoretical knowledge and how to solve practical tasks with the help of the existing competencies and qualifications. But it works not only in a one-way direction – the practical experience, gained in the financial institute, contributes to the following theoretical semester and enriches the corresponding courses.

To guarantee the intended connection of theoretical knowledge and practice, the following standard training plan was created. It strives to link the fields of activity and the tasks during the practical phases with the content of the corresponding theoretical courses.

Accordingly the focus of the assignments during the two practical phases in the first academic year in the study program Banking is dedicated to the business areas of payments and account management, deposit banking as well as transaction in securities, including investment and financial consulting. The point in the named areas is, to apply the gained knowledge and to gather practical experience in a direct contact with customers and in sales activities as well as in production, clearing and settlement.

Simultaneously the students get the possibility to deal with general and banking specific economically problems. Corresponding to the content of the modules, that can be areas such as marketing, banking law and banking supervisory authority as well as economics questions in security research.

At the end of the phases the students have to write a project report to proof their performance. The subject of these project reports result from the combination of the existing knowledge gains during the theoretical and practical phases with the involvement and supervision of the financial institute. The supervision and assessment of the project reports is done by the universities teaching staff.

The practical phases during the second academic year are dedicated to the credit and foreign business, whereby the students have to complete apprenticeships in corporate and private banking first, because financing is the main business of all private and mutual saving banks. Besides sales

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and customer care this practical phase distinguishes between clearing / settlement and administration. The risk management in this content gets a special importance. The banking specific experience is completed by the possibility to get to know further business segments such as the insurance business which get even more important for banks following a strategy of one-stop-finance.

In the partner companies students also gain further knowledge about the other functional areas of the company corresponding to the content of the theoretical phase. The key qualifications enable the students to be deployed in even more complex questions in the credit business.

The conclusion of the third practical phase is again a written project report, the fourth practical phase is completed by the seminar paper, being more comprehensive than the project report.

The third academic year also comprises two practical phases, which are marked by a specialization and by the creation of the bachelor thesis as the final paper. The specialization during the fifth practical phases aims to design the assignment regarding to the wishes and main competencies of the student in consultation with all parties involved and to deepen the corresponding knowledge. Additionally the existing management skills should be used and possibly transregional stays realized (e.g. apprenticeship in a key department in Frankfurt or abroad). The gained knowledge and the professional experience are documented by an oral examination, where bank practical issues under consideration of theoretical aspects are addressed. The members of the examining board are academic teachers of the university as well as competent representatives from practice.

The practical phase after the sixth theoretical phases focuses on the creation of the written bachelor thesis and the preparation of the following colloquium. The topic of the bachelor thesis is defined consensually between all involved parties. It deals with a practical of the finance industry and should ideally correspond to the specifically gained experiences of the students.

The respective practical phases of the students in the financial institutes mostly concentrate on tasks in the regional branches, besides that stays in selected functional areas of the key departments are foreseen. The described standard training plan is a guideline for the study program Banking, but may vary due to different business models in the cooperating financial institutes. Advanced variations are possible but need a tight consultation with the study program manager.