

I. Quality Standards for Job Advertisements

- **Transparency**

The job advertisement should make it very clear to students and graduates which company is offering the position and who the contact person is at the company. Students will receive feedback about their work performance during their time in the position.

- **Relevance to Studies**

The job advertisement should clearly articulate its relevance to university studies. We will not publish job advertisements for temporary jobs or part-time jobs that do not have academic relevance (for example, for wait staff or unskilled office work).

- **Relevance to Courses Offered**

Our portal publishes job advertisements exclusively for our students and alumni. Advertisements should therefore be offered in subjects taught at the University of Potsdam (i.e., not in engineering or medicine).

- **Commission for Positions**

We reserve the right not to publish job advertisements that require the payment of a commission or fee. The job search should not present an unreasonable financial expense for our students or graduates.

- **Information on Maintenance of the Company Database**

Companies and institutions that have not published a job advertisement on the portal for six months will receive a status update request via email. If there is no further activity, we reserve the right to delete the company or institution from our database.

II. Additional Quality Standards for Internships

- **Learning Goals**

Specific and measurable learning goals should be agreed upon with the intern before the internship begins. The prospective intern will gain insight into the company or organization's work processes.

- **Contract**

A work contract must be signed before work begins. The contract shall clearly regulate the parameters of the employment relationship.

- **Information**

The intern shall be informed of their rights and obligations before the internship begins.

- **Supervision / Work Environment**

Supervision of the intern must be assured for the duration of the entire internship. An extensive introduction to their job duties must take place.

- **Duration**

An internship may last up to a maximum of six months.

- **Payment**

Since January 1, 2015, the Minimum Wage Law (MiLoG) requires compensation for internships. Interns are now considered employees. They must be paid gross wages of at least € 8.50 per hour. Depending on the applicable higher education regulations, there are exceptions, such as obligatory internships, as well as voluntary exploratory or professional internships, yet these can last no longer than three months.

If an intern has already completed an internship in your company and you would like to offer this intern a second internship, then the intern is considered an employee and must be remunerated accordingly.

Payment is recommended for the exceptions, but is not mandatory. If no payment is offered, this can be balanced out with training offers, consulting services, or compensation for expenses.

- **Reference**

A job reference shall be produced upon the conclusion of the internship. This reference contains detailed information about the intern's duties and includes a performance evaluation.

III. Quality Standards for Additional Offers

Career and Recruitment Fairs

- **Regionality**

For students and graduates, the costs of travel and accommodation associated with attending a trade fair can be a disproportionately large expense. This is why we prefer to publish only regional offers.

- **Value**

There should be a clear value for our students and graduates.

- **Timeliness**

We only publish information about current trade fairs or events; we do not publish continuous offers.

Information Events

These include for example open-house days or information evenings.

- **Relevance to Professional Career**

We would like to see a clear relevance to the beginning of our students' and graduates' professional careers.

- **Proper Fit**

We only publish events that fit with the courses offered at the University of Potsdam.

Qualification Offers

These include further education, consulting, and mentoring offers.

- **Proper Fit**

The offer should be appropriate for the level of education at the University of Potsdam and should be relevant to the courses offered.

Competitions

- **Value**

We only publish announcements for competitions that, first, lead us to expect that students will gain further expertise in their subject and, second, clearly articulate their value to our students.

Scholarships

- **Timeliness**

We only publish current calls for scholarship applications. The International Relations Office already has information on scholarship and fellowship programs that are offered on an ongoing basis.

Offers that we will not publish:

- Invitations to events about master's programs
- Offers that require payment
- Information centered on product advertisement
- Advertisements for other job exchanges
- Advertisements for professional journals
- Links to specific offers / advertisements for products and services
- Links to other job exchanges
- Congresses / conferences with a very specific thematic focus
- Prize competitions, prize drawings, lotteries, and raffles
- Surveys at the University of Potsdam: contact the Potsdam Evaluation Portal (PEP).