



## Participation requirements for the accompanying program “International Young Professionals Academy (IYPA)”

### 1. Aim of this paper

The aim of this paper is to set out in writing the framework for the participation and successful completion of international students at Mainz University of Applied Sciences in the accompanying program “International Young Professionals Academy (IYPA)”. On this basis, both the students and the management of the study programs particularly relevant to the IYPA have clarity and know which conditions must be met in order to successfully complete the IYPA with a Certificate of Completion.

At the same time, successful completion of participation is a prerequisite for possible recognition of achievements in certain degree programs.

### 2. Short description of the accompanying program “IYPA”

The IYPA is an accompanying program that supports international full-time students during their studies and helps them with their transition and entry into the job market. Every year, it accepts 30 international full-time students who, alongside their studies, take part in courses and workshops that provide them with further qualifications within 4 semesters and guide them individually into the job market.

During this period, the IYPA focuses on three interrelated areas:

1. Study success: study-related language courses and courses on academic work as well as a peer-to-peer mentoring program support students individually.
2. Labor market qualification: CV checks, application training and the placement of internships, working student jobs and final theses prepare the participants for their first practical experience and support them in the process.
3. Entering the job market: Accompanying events such as company workshops, employer branding presentations, matching events and career fairs.

The program is geared towards the immediate needs of partner companies from the cooperative network and is therefore designed in particular for BA and MA students from the following areas:

a. MINT area. Specifically: Civil Engineering, Applied Informatics, Geoinformatics and Information Systems.

b. Business administration subjects. Specifically: Business Administration and International Business, as central partner companies and network partners have registered great demand in the coming years, especially in the areas of logistics and supply management.

c. The Academy is to a small number also open to all subjects (approx. 5 places per year).



### 3. Overview of the participation requirements

- Participation in the IYPA is intended for four semesters.
- The prerequisite for participation in the IYPA is that students are on site at Mainz University of Applied Sciences for at least two semesters and participate in the measures on site.
- For internships, stays abroad or for final theses that are written as part of the work at a company, a "leave of absence" can be granted.
- If participation in the IYPA up to the completion of studies at Mainz University of Applied Sciences is only two or three semesters, a certificate of participation can be issued, provided that the student has participated in measures on a pro rata basis.

Frequency of attendance	Measure	Details
German course with final exam		
each semester	Offer of the IYPA	For further information on the IYPA German course format, see Table 2: German Course at the IYPA.
	Offer of the Department of Languages (HS Mainz)	Submission of a screenshot of the final grade in the CIM system, with the participant's name clearly visible.
	Offer from another provider by arrangement (proof required). Please contact us beforehand.	Submission of the certificate of attendance, including: name of the institute, name of the course, course period, total course hours (at least 20 SWS or 15 hours), participant's name, date of issue of the results, signature and name of the course instructor, and result of the final examination.
	Completion of a portfolio examination at the IYPA; not more than two times.	The portfolio examination consists of the submission of level-appropriate texts, a written examination, and an oral examination. The assignments must be submitted by March 1st for the winter semester and by September 1st for the summer semester
	Presentation with colloquium. Available only in the context of a semester abroad or an internship.	Oral and visual presentation of the study abroad period or internship at the end of the respective semester. Exact requirements and scheduling will be arranged
Peer-to-Peer-Events (P2P)		
at least 4 P2P	Offer of the IYPA	
Bewerbungsworkshopreihe der Agentur für Arbeit		
one time	The workshop is offered in German in the winter semester and in English in the summer semester	Proof of attendance at both sessions of the two-part workshop series.
Career Events (CE)		
at least 6 CE	Offer of the IYPA offer (e.g. employer branding webinars, company visits, workshops/case studies, alumni talks)	Career event up to 2 hours in length = 1 CE Career event lasting more than 2 hours = 2 CE
	Participation at the "Company Fair" of the School of Business = 1CE (proof required)	
Optional instead of Career Events (CE)		



<b>Future Skills Week</b> – Offer of the “Kompetenzzentrum Lehre” (Competence Center for Teaching)	
<b>Kooperation Selbstlernkompetenz (KoSeKo)</b> – Selected offers from the student advisory service*	
Participation replaces a maximum of 3 CE	<ul style="list-style-type: none"> <li>- 1 offer up to two hours = 1 CE</li> <li>- 1 offer lasting more than 2 hours = 2 CE</li> </ul> <p>The certificate of attendance is submitted to the IYPA.</p>

Table 1: Overview of the participations requirements.

\*The offer changes every semester. The IYPA communicates the selected courses that will be acknowledged before the start of each semester.

Students also have the option of taking part in other voluntary courses that support and boost them in the three key areas. These vary and include, for example:

- Advice on all three areas of focus (entering the job market: CV check, job reference check, advice on finding an internship/job)
- Entering the job market: 1:1 interview training for preparing for job interviews or other interview situations in a professional context
- Entering the job market: application photo shoot

#### 4. German course requirements

The German courses at the IYPA pursue the goals of ‘academic success’ and ‘preparation for the labour market.’ Each semester, at least two different German courses are offered by the IYPA

	<b>German Course at the IYPA</b>
<b>Course scope</b>	10 sessions of at least 90 minutes per semester, including final examination = at least 20 SWS = at least 15 hours.
<b>Total workload</b>	In addition to attendance time, a preparation and follow-up time of at least 15–30 hours is required; the total time commitment thus amounts to at least 30–45 hours.
<b>Attendance</b>	100% attendance is aimed for.
<b>Absences</b>	A maximum of 3 sessions (30%) may be missed.
<b>Substitute assignments</b>	For each missed session (90 minutes), a written substitute assignment must be submitted by the end of the lecture period, before the start of the examination period of the respective semester. In the winter semester 2025/2026, this corresponds to 18 January 2026.
<b>Exceeding the absence limit</b>	From 4 missed sessions onwards, the course is considered not successfully completed.

Table 2: German Course at the IYPA.