

# **- NON-OFFICIAL VERSION -**

This translation is based on the German version of the Internship Regulations (2013) for the Bachelor and Master's Programmes of Faculty I: School of Arts and Humanities. Historical and Contemporary Perspectives on Politics and Culture".

**The German version of this text and the official releases it is based on are the only legally binding versions.**

## **Internship Regulations (2013) for the Bachelor and Master's Programmes of Faculty I: School of Arts and Humanities**

**at the  
University of Siegen**

of 03 December 2013

Last changed on 18 May 2017

These regulations are based on the wording of:

- The Internship Regulations (2013) for the Bachelor and Master's Programmes of Faculty I: School of Arts and Humanities at the University of Siegen of 3 December 2013 (Official Notification 143/2013),
- The amendments to the Internship Regulations (2013) for the Bachelor and Master's Programmes of Faculty I: School of Arts and Humanities at the University of Siegen of 6 May 2014 (Official Notification 47/2014),
- The corrections to the Internship Regulations (2013) for the Bachelor and Master's Programmes of Faculty I: School of Arts and Humanities at the University of Siegen of 16 February 2017 (Official Notification 6/2017),
- The second regulations amending the Internship Regulations (2013) for the Bachelor and Master's Programmes of Faculty I: School of Arts and Humanities at the University of Siegen of 18 May 2017 (Official Notification 50/2017).

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## Subject-specific regulations for the Internship Regulations (2013)<sup>\*1,2,3</sup>

1. Applied Linguistics: Language and Communication in Professional Life (Master)
2. Christian Theologies from an Ecumenical Perspective (Bachelor)
3. History (Bachelor)
4. International Historical-Cultural Studies (Master)
5. Literature, Culture, Media (Bachelor)
6. Literature Science: Literature, Culture, Media (Master)
7. Media Studies (Bachelor)
8. Media Culture (Master)
9. Media and Society (Master)
10. Philosophy (Bachelor)
11. Social Sciences (Bachelor)
12. Social Sciences (Master)
13. Language and Communication (Bachelor)
14. Philosophy (Master)
15. Language and Linguistics: German, English and Romance Languages (Master)
16. Social Sciences in Europe (Bachelor)
17. Art History (Bachelor)
18. Roads to Democracies – Historical and Contemporary Perspectives on Politics and Culture (Master)

## **§ 1**

### **Scope of these regulations**

These internship regulations are valid for all students who enrolled on a Bachelor or Master's programme in Faculty I for the first time from the winter semester 2013/2014 onwards.

## **§ 2**

### **Duration and continuity of the internship**

- (1) In the case of Bachelor programmes, an internship lasting a minimum of eight weeks (full time or accordingly) is generally obligatory (see § 6 (7) for exceptions). A total of 9 credit points (CP) are awarded for the internship.
- (2) In the case of Master's programmes and in accordance with the subject-specific regulations to the examination regulations for the Master's programmes in Faculty I, an internship lasting at least eight weeks can generally be completed. A total of 9 CP are awarded for the internship (see § 7).
- (3) Internships are not graded.
- (4) Internships can be completed in one block or two parts. Each part of the internship must have a minimum duration of four weeks and they must be performed and continued in the same company.

## **§ 3**

### **Internship Committee of Faculty I**

- (1) The Internship Committee of Faculty I is responsible for the administration and proper realisation of internships in accordance with these Internship Regulations.
- (2) The Internship Committee of Faculty I consists of seven members: three professors, three academic employees, of which at least one is a member from the student advisory/coordination office, and one student.
- (3) The members of the committee are elected by the Faculty Council. The academic members are elected for a period of two years, while the student member is elected for one year. The re-election of members is permitted.
- (4) The Internship Committee of Faculty I elects a chairperson and a deputy chairperson from its members. Both the chairperson and the deputy chairperson must be professors.
- (5) The Internship Committee of Faculty I is supported by the Internship Office in the performance of its tasks.
- (6) The Internship Committee checks adherence with the framework conditions for an internship in accordance with the Internship Regulations and decides on the eligibility of internships in cases of doubt.
- (7) The Internship Committee constitutes a quorum if, alongside the chairperson or the deputy chairperson and at least one other professor, at least two other members from the group of academic employees are present. Decisions are passed by a simple majority. The vote of the chairperson or deputy chairperson is decisive in the event of a tied vote. The student member of the Internship Committee is not entitled to vote on eligibility decisions.
- (8) The meetings of the Internship Committee are not open to the public. The members of the Internship Committee are bound by their official duty of confidentiality. If they are not in public service, they must be sworn to secrecy by the chairperson or deputy chairperson.

#### **§ 4**

##### **Internship certificates**

- (1) Proof of completion of the internship must have been provided at the latest by the time the topic for the Bachelor or Master's Thesis is issued (see § 11 (2) of the Examination Regulations for Bachelor/Master's Programmes in Faculty I).
- (2) Proof is to be provided in the following form: Internship certificates (see § 12), where relevant references and work samples. More details can be found in the subject-specific regulations to these regulations.
- (3) Students must produce a report about the internship (approx. 2-3 pages). A subsequent internship evaluation meeting with one of the full-time teaching staff in the subject being studied is held based on the report. The internship evaluation meeting can also be held in the form of a group discussion.
- (4) Credit points for the internship can only be awarded when the internship report and the internship evaluation meeting have been passed.
- (5) If it was not possible for the applicant to fully complete the internship for reasons for which they were not responsible, a certificate must be produced to verify that at least half of the internship has been performed and which also confirms that the entire internship will have been completed by the time that the topic for the Bachelor/Master's thesis has been issued. Verification of the completion of the internship must be subsequently provided.

#### **§ 5**

##### **Pre-study internship**

- (1) If a pre-study internship is scheduled for before the start of the study programme, specific requirements and conditions apply that are stipulated in the subject-specific regulations to these regulations.
- (2) The subject-specific regulations to these regulations govern the framework conditions for pre-study internships, including their duration, the provision of verification/certificates about the successful completion of the pre-study internship and specify the areas in which the pre-study internship can be performed.

#### **§ 6**

##### **Internship in a Bachelor programme**

- (1) In accordance with the Examination Regulations for the Bachelor's Programmes in Faculty I, an internship in a Bachelor programme is awarded 9 CP and corresponds to an eight week internship period.
- (2) The internship should be performed in a period between semesters and must not negatively impact the student's full participation in the teaching for the semester.
- (3) The internship in a Bachelor programme must be performed outside of the university in an area related to the study programme or in a company department that is appropriate to the themes/content of the subject being studied. More details can be found in the subject-specific regulations to these regulations.
- (4) The activities performed in the internship must be relevant to the study programme. Practical activities that are appropriate to the themes/content of the subject being studied are considered relevant for the internship in a Bachelor programme.
- (5) The internship position must be independently organised by the student. The Internship Office can provide support in this area.
- (6) The relevance of the internship to the study programme is checked when the internship is registered at the Internship Office, where necessary in consultation with representatives from the field of study.
- (7) In a subject-oriented study model, a module from general studies can be completed instead of the internship, insofar as it is not already part of the degree course. The module must be selected from the areas of Art History (SG-KG1-3), Theology (SG-CT1-7) or Economics (SG-WI1).

- (8) Specific details on internships in Bachelor programmes are governed by the subject-specific regulations to these Internship Regulations.

## **§ 7**

### **Internship in a Master's programme**

- (1) In accordance with the Examination Regulations for the Master's Programmes in Faculty I, an internship in a Master's programme is awarded 9 CP and corresponds to an eight week internship period.
- (2) A module from general studies can be completed instead of the internship for all study models.
- (3) The internship should be performed in a period between semesters and must not negatively impact the student's full participation in the teaching for the semester.
- (4) Internships can be completed in one block or two parts. Each part of the internship must have a minimum duration of four weeks and they must be performed and continued in the same company.
- (5) Specific details on internships in Master's programmes are governed by the subject-specific regulations to these Internship Regulations.

## **§ 8**

### **Internship in the area of general studies in a Bachelor programme**

If a second internship is completed in addition to the obligatory internship in a Bachelor programme, this can be taken into account in the area of general studies in module SG-D1: Work experience. This internship must also last eight weeks and is awarded 9 CP. § 4 applies accordingly.

## **§ 9**

### **Special regulations for internships**

- (1) In exceptional cases
  - a) an internship completed before the start of studies
  - b) or a continuous and extended period working as a freelancer or a period of professional work in an occupational field related to the subject being studied
  - c) or training completed before the start of studies in an occupational field related to the subject being studied and appropriate to the themes/content of the subject being studiedmay be recognised as an internship in a Bachelor programme. The Internship Committee is exclusively responsible for deciding on such recognition.
- (2) The end of the training or internship period must not be more than one year before the start of the studies.
- (3) The activities must be closely related to the subject being studied in all cases. The relevance to the subject being studied is based on the institutions deemed appropriate for an internship that are defined in more detail in the relevant subject-specific regulations to these regulations.
- (4) In case 1 a), the internship must also have had a minimum duration of 8 weeks.
- (5) In case 1 b), the extended period of work must have covered a working time of at least 20 hours/month for at least one year.
- (6) The application for recognition of a period working as a freelancer or training in an occupational field related to the subject being studied as an internship in a Bachelor programme must be accompanied by work samples, references and/or other verification that would enable an assessment of the type and scope of the activities.

- (7) The application for crediting the internship or freelance work or training or occupational work as an internship must be submitted to the Internship Committee during the first year of study together with the corresponding verification documentation, which are also valid for the pre-study internship (see § 5). The deadline is always the 30 September each year.
- (8) An internship completed between a Bachelor and Master's programme can be credited to the Master's programme. The same conditions for recognising and crediting the internship apply as for the Bachelor programme.
- (9) The same rules apply to an internship completed abroad as for an internship completed in Germany.

## **§ 10**

### **Interruption of the internship**

- (1) If an internship could not be fully completed for reasons for which the applicant is not responsible, a certificate for the internship period performed by the applicant must be submitted.
- (2) The missing internship period must either be
  - a) performed later in the same company, at the latest by the time at which the topic for the Bachelor's/Master's Thesis is issued or
  - b) performed in a company belonging to a sector with the same themes/content as the first internship company in which the internship was interrupted.
- (3) Reasons for which the applicant is deemed not responsible include, in particular, delays due to the performance of work for the Federal Volunteer Service. Sudden illness and/or accidents could also be reasons for interrupting the internship.

## **§ 11**

### **Registering the internship**

- (1) Students enrolled on Bachelor and Master's programmes must inform the Internship Office about the internship position, the internship address, the agreed internship period and, where possible, a contact person for the internship position before starting the internship.
- (2) If required by the company in which the internship is being performed, the Internship Office will promptly send information on the degree programme, the Internship Regulations and confirmation that the internship is a proper part of the degree programme to the internship address.
- (3) Before starting the internship, the student will agree with one of the teaching staff in her/his subjects that she or he will accept the report and conduct the internship evaluation meeting after the successful completion of the internship (see § 4 (3)).

## **§ 12**

### **Certification of the internship**

- (1) Completion of the internship will be confirmed by the company or operating unit in which the internship is performed in the form of a certificate. This certificate must state the type and duration of the activities performed (see here § 4).
- (2) After submitting the certificate about the successful completion of the internship, the student must register for their internship evaluation meeting (see § 4) with the Internship Office. The credits for the internship will be awarded by the full-time member of the teaching staff who conducted the internship evaluation meeting via the online system for the Examination Office after the internship evaluation meeting has been passed.

### **§ 13**

#### **Compensation regulations for disabled and chronically ill students**

If a student provides credible evidence in the form of a medical certificate that she/he is not able to fully or partially complete an internship in the stipulated form or within the deadlines specified in these regulations due to a chronic disease or disability according to § 2 (1) of the SGB IX, the Internship Committee can permit an equivalent internship to be completed in a different format or for other study to be completed that is appropriate for the chronic disease or disability.

### **§ 14**

#### **Enactment and publication**

(...)

These regulations govern the enactment of the original Internship Regulations. This notification contains the valid versions from 24 May 2014 and 1 October 2016.

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\*1 Subject-specific regulations for the Internship Regulations (2013) amended by official notification 47/2014  
“Amendment to the Internship Regulations (2013) for the Bachelor and Master’s Programmes of Faculty I:  
School of Arts and Humanities at the University of Siegen of 6 May 2014, which came into force on 24 May  
2014, agreed on 09 April 2014.

\*2 Subject-specific regulations for the Internship Regulations (2013) amended by official notification 6/2017  
“Corrections to the Internship Regulations (2013) for the Bachelor and Master’s Programmes of Faculty I:  
School of Arts and Humanities at the University of Siegen of 16 February 2017.

\*3 Subject-specific regulations for the Internship Regulations (2013) amended by official notification 50/2017  
“Second regulations amending the Internship Regulations (2013) for the Bachelor and Master’s  
Programmes of Faculty I: School of Arts and Humanities at the University of Siegen of 18 May 2017, which  
came into force on 1 October 2016, agreed on 3 May 2017.

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