

*This translation of the admission regulations is solely for informational purposes.
Only the German version is legally binding.*

Internship Regulations for the Master Program: “Physical Geography: Environmental History” in Faculty 8/ Social Sciences at the University of Bremen

xx.xx.2015

§ 1

General

(1) Students may complete an internship in accordance with the examination regulations for the master program “Physical Geography: Environmental History” from xx.xx.2015 and as amended from time to time.

(2) In addition to the examination regulations, these internship regulations document the intended outcomes and procedures involved with the completion of an internship. They are intended as a means of information and recommendation for students and the establishments within which the students complete their internships.

(3) The Institute of Geography is responsible for adherence to the guidelines of these internship regulations and must appoint an internship coordinator.

§ 2

Goals of the internship

(1) In general, the goals of the internship are as follows:

1. to develop the student’s professional orientation and professional identity,
2. to develop career plans and strengthen professional goals by gaining insights and contacts in potential professions,
3. to gain a more comprehensive understanding of the organizational structure and way of working in a specific profession,
4. to apply and test skills and knowledge acquired in the degree course,
5. to promote the development of practical und scientific issues in the degree course,
6. to reinforce and develop skills such as initiative, responsibility, cooperation, communication and articulation, persuasiveness and sensitivity for professional problems.

(2) During the internship, students will get to know professional demands in a relevant field within or outside the university. In doing so, they learn how to define and analyse specific problems and tasks using the academic skills they have acquired at the university to come up with and implement possible solutions.

§ 3

Legal relationship

(1) The internship is usually a form of temporary employment between the students and an establishment (such as a university, a research institution, a company or an association).

(2) The internship is based on an internship contract. The internship contract determines the rules and regulations of the internship.

(3) In particular, the internship contract must regulate accident insurance. This is the responsibility of the placement's accident insurer if the internship is not carried out at the university.

§ 4

Time and duration of the internship

(1) The time and content of the internship must be arranged to compliment the other parts of the degree course and form a coherent unit.

(2) The internship lasts 8 weeks (12 CP) with the usual working hours in the relevant professional field. Students are advised to have completed the internship by the end of the third semester.

§ 5

Registration and supervision

(1) A written registration must be submitted to the internship coordinator who then reviews the compatibility of the envisaged internship with the regulations set out in this document and is responsible for approval of the internship.

(2) A representative of the internship establishment, the internship coordinator and a member of the academic teaching staff at the university (academic supervisor), chosen by the student for personal supervision and named in the registration form, are all responsible for supervision during the internship. The selected member of teaching staff must agree to take responsibility for supervision.

§ 6

Internship certificates and report

(1) The internship establishment certifies the completion of the internship and normally writes a report describing the internship duration, working hours and tasks, as well as the absence rate and a performance assessment.

(2) After completion of the internship, the intern must write a report consisting of eight pages (plus possible attachments) describing the structure and way of working in the internship establishment, important tasks and outcomes and reflecting on the experience. The report must be handed in no later than eight weeks after completion of the internship.

(3) Personal details must be anonymized in the report. The report may only be published with the establishment's consent. The report may be read by other students and teaching staff as long as the intern and the establishment give their consent.

(4) The reports are stored by the internship coordinator and, providing that sentence (3) is assured, are available to future interns for informational purposes.

§ 7

Performance records and assessment, recognition

(1) The academic supervisor confirms completion of the internship requirements, grades the report and forwards it to the responsible internship coordinator, who stores the report and registers the internship in the electronic examination system after the colloquium.

(2) The module grade consists in equal parts of the grades for the written report and for the oral or poster presentation.

(3) An internship completed in the same subject at another university may be recognized by the internship coordinator upon application and the presentation of relevant documents. The same is true for internships completed in different subjects, as long as the internship is relevant to the current subject.

(4) Relevant professional experience may be recognized by the internship coordinator upon application and the presentation of relevant documents. The recognition does not relieve of the obligation to present a report. Recognition may be linked to further requirements.

§ 8

Information and evaluation

(1) The internship coordinator informs students of possible internships and experiences, advises during the conclusion of the internship contract and makes contact to internship establishments.

(2) The study commission is responsible for the evaluation of internships in cooperation with the internship coordinator. An evaluation must occur every two years as part of the quality cycle and serves as quality control to improve teaching.

§ 9

Conflict management

The examination board decides on interpretation and application of these regulations in case of conflict between the parties to the proceedings.

§ 10

Inception

These regulations come into effect after approval by the Rector.