

Internship regulations

- 1) The internship within the practical module serves to gain insight into potential occupational fields and to examine whether and how the knowledge and skills acquired in the course of study can be used for work in these occupational fields, or whether and how the knowledge and skills acquired in work in these occupational fields can be used for the course of study.
- 2) The internship is at least four weeks long and comprises at least 140 working hours.
- 3) The internship is relevant in terms of subject matter or with regard to the intended occupation or is professionally useful with regard to the knowledge and skills required or imparted in that occupation.
- 4) Before choosing the internship position, a preliminary discussion must be held with the internship officer of the Institute of Historical Sciences or with the supervising lecturer.
- 5) Before the start of the internship, the supervising lecturer must have agreed to the supervision of the internship.
- 6) During the internship, the internship officer of the Institute of Historical Sciences and the supervising lecturer are available as contact persons for questions and problems.
- 7) After completion of the internship, an internship report of approx. 2000 words is to be prepared and submitted to the supervising lecturer in a timely manner. The internship report describes the type of internship, the type and scope of the tasks assigned, and provides a reflective assessment of the same and of the internship as a whole in the sense of section (1).
- 8) Before the internship report is signed off and returned, the supervising lecturer conducts a final discussion in which the internship and the report are reflected upon and, if necessary, an explanation is given as to why the internship report does not meet the requirements according to section (7). In this case, it will also be communicated how and by when the report is to be revised.
- 9) The internship module cannot be successfully completed before the supervising lecturer has signed off on the internship report.
- 10) Internships already completed or previous professional experience can be recognised, if applicable, after examination by the internship officer of the Institute of Historical Sciences with regard to sections (2) and (3) and after preparation of an internship report according to sections (7) and (8). Depending on the type of internship or activity, the report may be waived in this case