

# Regulations for the Internship Semester

for the undergraduate programs

Theology/Social Work in intercultural contexts,

Theology/Education in intercultural contexts, and

Theolog /Development Studies

In the version dated June 16, 2021, last amended by Senate resolution on December 13, 2024.

## § 1 Scope of application

The regulations for the internship semester apply to the undergraduate programs in Theology/Social Work in intercultural contexts (TSA), Theology/Education in intercultural contexts (TPI) and Theology/Development Studies (TDS), and govern the objectives, content and course of the internship semester.

## § 2 Objectives and contents

- (1) The internship semester is an integrated and supervised part of the degree program, and concludes with an evaluation. After completion of all associated work, it is assessed as "passed" or "failed" (ungraded).
- (2) Practical training is intended to ensure that students
  - familiarize themselves with the conditions that determine the respective field of profession,
  - have the opportunity to practice professional action within given limits, characterized by independent action with limited responsibility, and
  - learn to apply the skills and abilities they have acquired in the field of practice.

## § 3 General rules regarding the internship semester

- (1) The compulsory internship semester must generally be completed in the fifth or sixth semester. The specifics of the individual degree programs are regulated in the syllabi B2602 (TSA), B2601 (TPI) and B2604 (TDS).
- (2) During the internship semester, students work under the usual working conditions of a 100% employee at the respective place of work. They can be released from work for the internship report (40 hours), for IHL's internship reflection and for vacation (12 working days). However, a total of **820 hours of pure working time** must be completed. Up to 10 sick days (80 hours) can be counted towards this.
- (3) During the internship semester, students remain enrolled at IHL with all the associated rights and obligations. They continue to pay the administrative fee and 45% of tuition.

## § 4 Internship provider and places

- (1) The internship semester can be completed in Germany or abroad. The required language skills must be demonstrated for an internship semester abroad.
- (2) In order to recognize an internship place, IHL's career and internship center checks the professional profile of the placement. To this end, students must submit to the IHL career and internship center a description of the internship place, showing that the tasks involved are in accordance with the IHL syllabus, and proving the qualifications of the internship supervisor. Recognized internship places are listed in a list accessible to students.
- (3) The internship provider issues the following documents:
  - it concludes an internship agreement (§ 6) with the student and IHL,
  - it draws up an individual training plan with the student (§ 7),
  - at the end of the internship semester, the internship provider issues a Job reference,
  - fills out the internship certificate for the period completed, and
  - submits a statement on the student's written internship report (§ 8).
- (4) By signing the internship agreement (see above), the internship providers declare their willingness to train the students in accordance with the objectives stated in § 2 and to provide students with the knowledge, skills and professional experience required to achieve the learning objectives formulated in the respective syllabus.
- (5) If a change of the internship place becomes necessary during the practical semester, this must be applied for at the career and internship center. If possible, a statement from the previous internship provider should be enclosed with the application. The career and internship center will decide on a case-by-case basis.

## § 5 Internship supervision

- (1) The internship activities are carried out under professional supervision. In this context, regular instructional meetings will take place which the students should
  - be given space to plan tasks and reflect on their experiences in,
  - have the opportunity to review their theoretical knowledge and critically rethink their personal values in, and

- reflect on the practical experience, they have gained in one area in order to enable a transfer to other areas, in.
- (2) Internship supervision is provided by a specialist who has at least an undergraduate degree that qualifies him/her for the activity, he/she has at least three years of professional experience and has worked for at least one year in the work area of the internship place.  
Regarding students of the social work degree program, the internship supervisor must be holding a social work degree.
- (3) In justified exceptional cases, particularly in the case of an internship semester abroad, and in consultation with IHL, internship supervision can be provided by a professionally qualified and experienced person without an undergraduate degree. It is a prerequisite for this situation that a specialist from IHL or from the internship provider with an undergraduate degree and corresponding professional experience maintains contact with the actual internship supervisor and the student. In this way, he/she complements the professional instruction.

## § 6 Internship agreement

- (1) Before the start of the internship semester, the IHL internship agreement is concluded between the three parties, the internship provider, the student and IHL. These *regulations for the internship semester* form the basis of the internship agreement.
- (2) The internship agreement regulates the rights and obligations of the student, the internship provider and IHL during the internship semester.

## § 7 Individual training plan

- (1) At the beginning of the internship semester, the internship supervisor draws up an individual training plan together with the student. This regulates the individual objectives and content of the internship semester, the time sequence and the form of the internship instruction.
- (2) The individual training plan is based on the learning objectives of the internship semester specified in the respective syllabus.
- (3) The individual training plan will be submitted to the career and internship center not later than four weeks after beginning of the internship period. It will bear the signature of the internship supervisor and the student.
- (4) The individual training plan is part of the internship agreement in accordance with § 6 of these regulations.

## § 8 Internship report

- (1) In the internship report, students analyze and reflect on their own practical behavior and draw conclusions from this. Students are given criteria by the career and internship center corresponding to their degree program that must be fulfilled in terms of content in order for the report to be recognized.
- (2) The report must be submitted to the career and internship center after completion of the internship semester on September 15 or February 28.
- (3) The internship supervisor confirms its content in a statement.
- (4) On the basis of the report and the opinion of the internship provider, the career and internship center conducts evaluation interviews with the students.

## § 9 Responsibility within the university

- (1) The career and internship center is responsible for supervising the internship semester. It is responsible for the organizational management of the internship semester as well as the implementation and review of the requirements set out in these regulations and the respective syllabi.
- (2) In the case of content-related questions or questions that go beyond the practical supervision and organization, the concerned IHL program directors are consulted, who are ultimately responsible for achieving the educational objectives.

## § 10 Cooperation between the internship provider and the university

- (1) The IHL career and internship center works together with the respective internship provider on all essential issues relating to the practical instruction of students.
- (2) The IHL career and internship center keeps contact with the students and can inform itself about the progress of the internship semester by visiting the internship place or calling the internship provider/supervisor.

## § 11 Internship committee

- (1) As a rule, IHL convenes a committee once per academic year with the involvement of the staff of the career and internship center, the program directors and a representative of the student services and spiritual formation group at IHL.

- (2) The aim of the internship committee is to discuss fundamental issues of the practice-theory network and to further develop content, requirements and support so that continuous improvement takes place through the systematic evaluation of experience and adaptation to teaching objectives.
- (3) In addition, quality assurance takes place through contact between the career and internship center and the internship providers, intensive support for students during the internship semester and reflection and evaluation with the students following their internship semester. A pool of data on internship places is maintained and updated following the evaluation.

## § 12 Liability

- (1) Students travel to and from the internship places and stay there at their own risk. IHL and Liebenzeller Mission gGmbH as the trustee agency of IHL assume no liability for damages or costs of any kind incurred by students or their families.
- (2) During the internship semester, students in Germany are considered "employees" (§ 7 Abs. 1 SGB IV). Therefore, they are covered by statutory accident insurance (§ 2 Abs. 1, no. 1, SGB VII). The internship provider is responsible for registering them as "employees" with the relevant accident insurance provider. If these provisions do not apply for any reason, leaving the student without statutory accident insurance, it is his or her responsibility to purchase private accident insurance.
- (3) In the case of an internship semester abroad
  - students are required to attend the course section "Security" of course B2021 "Organizing a Study Abroad Semester,"
  - IHL advises students to obtain the contact details of the responsible German diplomatic mission abroad via the Federal Foreign Office and to register with the "Electronic Registration of Germans Abroad,"
  - IHL expressly draws students' attention to the travel and safety alerts issued by the Federal Foreign Office and advises against travelling to countries with partial or full travel warnings, and
  - IHL advises students of the need for international health insurance and, if applicable, accident insurance.

## § 13 Recognition of the internship semester

- (1) The following achievements and certificates are required for recognition of the internship semester:
  - internship report and statement from the internship provider on the internship report,
  - proof of participation in the teaching and reflection units,
  - internship certificate for the period completed by the internship provider,
  - Job reference issued by the internship provider,

- presentation and evaluation discussion.
- (2) After examination of all documents and successful participation and completion of the various teaching units and presentations, the course is recognized by the career and internship center and the course is assessed as "passed".
  - (3) In accordance with the study and examination regulations for the undergraduate degree programs in Theology/Social Work in intercultural contexts, Theology/Education in intercultural contexts, and Theology/Development Studies, 30 ECTS credit points are awarded for the internship semester.

#### § 14 Cancellation of the internship semester

- (1) If the internship semester is cancelled, the career and internship center will check whether the hours completed are sufficient to serve as a basis for the report, the presentation and the reflection groups. If this is the case, the missing hours must be completed elsewhere. The career and internship center must check this "other place" and categorize it as suitable if this applies.
- (2) If the internship semester is not recognized, the examination board decides whether it must be repeated in whole or in part.

#### § 15 Entry into force

These regulations come into force through university-wide publication on January 1, 2025.