

Internship Regulations

for Gender and Diversity, B.A.

at Rhine-Waal University of Applied Sciences

Dated 9 November 2015

In accordance with Section 2 (4) sentence 1 and Section 64 (1) of the Higher Education Act of North Rhine-Westphalia (*Hochschulgesetz, HG NRW*), in the version dated 16 September 2014 (GV.NRW. 2014, p. 547), and in conjunction with the General Examination Regulations for Bachelor's and Master's Degree Programmes of Rhine-Waal University of Applied Sciences (RPO) dated 22 October 2012 (Official Notice 11/2012), as amended by the fourth amending statutes on 25 November 2014 (Official Notice 30/2014), the Faculty Council of the Faculty of Society and Economics of Rhine-Waal University of Applied Sciences has enacted the following internship regulations for Gender and Diversity, B.A.:

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Section 1 General provisions

- (1) These internship regulations govern the goals, content and implementation of the curricular internship semester for students in Gender and Diversity, B.A., and are valid in conjunction with Section 21 of the General Examination Regulations for Bachelor's and Master's Degree Programmes at Rhine-Waal University of Applied Sciences ("RPO", version dated 25 November 2014) as well as the examination regulations for Gender and Diversity, B.A. ("PO").
- (2) The internship semester is an integrated part of the study programme and should occur, as a rule, at a suitable external organisation.
- (3) Students will remain members of Rhine-Waal University of Applied Sciences, with all associated rights and responsibilities, for the duration of the internship semester.
- (4) The RPO stipulates for Gender and Diversity, B.A. either a semester-long internship (Section 21) or a study abroad semester (Section 22). The internship semester or, alternatively, the study abroad semester are integrated parts of the curriculum worth 30 credit points each.
- (5) Internship semesters can be completed outside of Germany. The internship regulations apply analogously to semesters abroad. This includes, in particular, the approval process for proposed internships, concluding an internship contract, documenting all tasks and responsibilities, and submitting the final internship report.
- (6) Before commencing an internship abroad, students should schedule an advising appointment with the responsible international office of Rhine-Waal University of Applied Sciences.

Section 2 Goal of the internship semester

- (1) The internship semester should serve as an opportunity for students to glimpse a future career path by receiving specific tasks, responsibilities and contribution opportunities at a company or organisation relevant to the degree programme. The internship semester should also serve as an opportunity for students to apply knowledge and skills from their studies and gain practical work experience that they can later reflect upon, assess and utilise for the final phase of their studies.
- (2) In addition, the internship should also allow students to network and introduce themselves to other professionals in career-relevant areas.
- (3) Beyond the aforementioned considerations, the internship should also serve as a basis for the student's future thesis work. In particular, it can help students narrow down potential topics so that they can begin gathering useful data and materials for their future thesis.

Section 3 Requirements for the internship semester

- (1) In accordance with Section 21 (3) RPO, the Examination Board of the Faculty of Society and Economics is responsible for permitting students to begin the internship semester and approving proposed internships.
- (2) In accordance with Section 21 (2) RPO, students may request permission to begin the internship semester when they have successfully obtained at least 90 credits.
- (3) Students will choose (ideally themselves) a professor from the Faculty of Society and Economics to act as supervisor for the duration of the internship semester, whose responsibilities include assessing the suitability of the proposed internship as well as supporting the student within the meaning of Section 21 (5) to (7) RPO.

Section 4

Timeframe and duration of the internship semester

- (1) The internship semester is scheduled for the sixth semester for full-time students in Gender and Diversity, B.A. at Rhine-Waal University of Applied Sciences and for the eighth semester for part-time students (based on the respective recommended study and examination plan).
- (2) The minimum duration for the internship is 20 continuous, full-time work weeks. The number of weekly working hours depends on applicable labour laws. Students are expected to adhere to the daily working hours of their internship provider.
- (3) In the case of absences due to illness, students are subject to the same rules as employees. Students are expected to familiarise themselves with the rules and regulations of their internship provider. Students are expected to inform their internship provider immediately in the event of any illness-related absence. Internship providers will document any absences occurring during an internship.
- (4) As a rule, students must make up any absences due to illness lasting longer one week.
- (5) Students have no legal entitlement to remuneration for internships that are integrated parts of their study programmes.
- (6) Rhine-Waal University of Applied Sciences does not offer any financial assistance to students, in particular for costs arising from transport, insurance, living expenses or other circumstances.
- (7) Special circumstances for students, for example a disability or special care responsibilities (e.g. single parents), will be assessed on a case-by-case basis and duly considered in the planning and implementation of the internship semester, in particular with regard to the content-related requirements. Students with special circumstances can request appropriate compensatory arrangements through the examination board. The Disability Liaison Officer of Rhine-Waal University of Applied Sciences (*Behindertenbeauftragte/r*) can be included in this process as needed. Rhine-Waal University of Applied Sciences reserves the right to request proof of special circumstances.

Section 5

Choosing an internship

- (1) Students are free to choose their own internship based of their interests and career aspirations, but chosen internships must have a clear connection to the contents of the degree programme Gender and Diversity, B.A. Students in Gender and Diversity, B.A. can undertake internships in the following organisations:
 - Public and private institutions focused on gender and diversity issues, or organisations where students would be able to deal with issues relating to diversity and/or equal opportunities
 - Equal opportunities offices
 - Companies with HR departments
 - Unions, NGOs or other non-profit organisations
 - Public agencies such as youth services departments, charities and voluntary welfare organisations
 - Advising offices focused on issues relating to diversity and equal opportunities
 - Research institutions, particularly those with an emphasis on applied empirical research.

Potential topic areas for internships can include:

- Equal opportunities for women, empowerment of women, anti-violence training
 - Integration, work with ethnic minorities, anti-racism activities
 - Equal opportunity work for LBGTQ+ individuals
 - Disability and inclusion, work with people with disabilities
 - Child and adult education
 - Media/public relations work relating to diversity and equal opportunities
 - HR, diversity management
 - Personnel development.
- (2) The search for a suitable internship is considered one of the internship-related responsibilities for students. The supervising professor and/or degree programme coordinator can provide students with information and advice to aid them in their search.

Section 6

Receiving approval for the internship

- (1) An internship will be approved if:
- it involves, to a suitable degree, tasks and responsibilities in at least one of the topic areas defined in Section 5 (1); and
 - it will be accompanied by a mentor with the qualifications defined in Section 8 (1).

Section 7

Internship contract

- (1) Students will conclude an internship contract with their internship provider prior to commencing their internship. The internship contract must respect the provisions set forth in these internship regulations.
- (2) Students must submit the internship contract to their supervising professor for approval no later than two weeks before the scheduled start of the internship.

Section 8

Internship mentor and defining the student's tasks and responsibilities

- (1) The internship provider should assign a mentor who will accompany the student for the entire duration of the internship. Mentors should have a relevant university degree and/or multiple years of work experience in the social sciences, psychology, education or business (in particular: personnel management and organisational development), preferably with an emphasis in gender and diversity. The mentor is responsible for ensuring that the stated goals of the internship are achieved.
- (2) The internship is intended to serve as a mix of participatory learning and active involvement, mentoring instruction, independent and assisted work, and reflection. Mentors should help students establish their own foundation of professional experience, i.e. activating new and expanding existing opportunities for learning. A mentor should structure and accompany the student's learning process by giving feedback on the student's quality of work and conduct, but must be aware of and living up to their function as a role model. Guidance should be provided regularly.
- (3) In the first week of the internship, students and their mentors should develop both the focus areas for the student's activities as well as the internship's short- and long-term goals based on the content requirements for the internship semester. Planning should incorporate the special opportunities afforded by the internship provider in particular as well as the student's own interests.
- (4) The student's tasks and responsibilities should involve the following:
- Familiarise students with essential aspects of the internship provider's organisational environment, operational processes, trusteeship and financing.
 - Familiarise students with work typically done at the internship provider, its networking activities and any relevant projects involving student contributors.
 - Allow students to complete tasks from the internship provider's clients, particularly tasks relating to clients' lives / day-to-day issues.
 - Give students experience working in teams with other professionals and volunteers (or different occupational groups / organisations) at both the organisational and conceptual level.
 - Familiarise students with essential administrative processes and their implementation (planning, reporting, quality assurance etc.)
 - Give students opportunities to assess and reflect on their tasks and responsibilities, as well establish connections between their practical experiences and their theoretical knowledge.

Section 9 Recognition of the internship semester

- (1) After the internship, students must write and submit a comprehensive report to their supervising professor together with the documentation from the internship provider on the student's tasks and responsibilities. This documentation must cover the full internship period, its contents, and any absences. The report and accompanying documentation must be submitted to the supervising professor within four weeks of the conclusion of the internship.
- (2) The report should be 10 pages in length. For details on the content and structure of the internship report, refer to the example provided to students (*Musterstruktur des Praktikumsberichtes*).
- (3) The supervising professor will recognise the successful completion of the internship requirement if they are convinced that the internship content and activities aligned with the goals of the internship semester and the student performed their assigned tasks in a satisfactory manner; the submitted report and documentation from the internship provider will be consulted as part of this assessment. Rhine-Waal University of Applied Sciences assesses the internship semester, as well as all aforementioned partial tasks and responsibilities, as "pass/fail" only. Internship providers may also issue a qualifying certificate to students for their internship.
- (4) Supervising professors will forward the internship recognition form to the examination board. The recognition form is a mandatory requirement for students to receive permission to begin their bachelor's thesis.
- (5) In accordance with Section 21 (7) RPO, the internship semester may be repeated once in its entirety if the first attempt was unsuccessful. Students may also opt for a semester abroad in lieu of repeating the internship semester.

Section 10 Entry into force

These regulations will enter into force on the day after their original publication in the Official Notices of Rhine-Waal University of Applied Sciences.

Note: These internship regulations entered into force on 26 November 2015.