

Work Placement FAQ for the Bachelor and Master Psychology Study Courses

Work Placement Coordinators

Professor Dr. Annette Streeck-Fischer
(Bachelor and Master Psychology, fulltime study courses)

Professor Dr. Andreas Hamburger
(Master Psychology, part-time study course)

Who can answer my questions regarding the organisation of the work placement?

Organisational questions can be sent by email to the Study Office at studienbuero@ipu-berlin.de.

Who is responsible for approving the work placement position/facility and recognising and approving the work placement?

Professor Dr. Dr. Horst Kächele (representing Professor Dr. Annette Streeck-Fischer) and Professor Dr. Andreas Hamburger are responsible for approving work placement positions/facilities and work placements, as well as for the subsequent recognition and approval of the work placement once the related report has been submitted and approved by the work placement supervisor at the IPU Berlin.

How much advance time do I have to plan for to ensure that my work placement position/facility is recognised and approved by the IPU prior to the commencement of the work placement?

The work placement coordinator should be contacted at least four weeks before the commencement of the work placement to ensure you have a timely response prior to the commencement of the work placement.

Where do I find the relevant forms?

The Work Placement Regulations, as well as the registration/application and confirmation forms are available under "Downloads" on the IPU website:

<http://www.ipu-berlin.de/studium/downloads.html>

To whom do I submit my registration/application form for my work placement?

Filled in registration/application forms can be sent by post to the Study Office, put directly into the letterboxes in front of the Study Office, or handed in there.

Where can I complete my work placement?

In the Bachelor Psychology study course, you can complete your work placement in a psychological facility, while those on the Master Psychology study course have to conduct their work placement in a clinical-psychological facility. Fundamentally, they have to occur under the instructions and guidance of a psychologist. The selection of the work placement position/facility requires prior approval by the IPU (exception: subsequent recognition and approval of a work placement). In the event that the work placement position/facility is not already recognised and approved by the IPU, please provide a description of the conditions for the work placement position/facility in your application. The work placement positions/facilities already recognised and approved can be viewed in the Study Office during office hours.

Can I also complete the work placement on a part-time basis, even at the weekend for instance?

Fundamentally part-time work placements parallel to studying are permitted. The Work Placement Regulations do not provide any information with respect to working hours occurring at the weekend. However, you should contact the specialist instructor/manager at the work placement facility.

Is there the option to complete the work placement at the IPU's outpatient service?

Yes, this is permitted. Please apply there in the same way you would for an "external" work placement position.

Which clinics in Berlin offer work placement positions/facilities?

A list of the potential work placement positions/facilities in Berlin and beyond can be viewed in the Study Office during office hours.

Is the workload caused by the lectures and seminars lower during the work placement?

Yes, partly. The work placement is taken into account when calculating the student's workload. In the fulltime study courses, this amounts to a maximum of 35 ECTS credits (35 times 30 hours = 1,050 hours), while with the part-time study courses, this amounts to a maximum of 18 ECTS credits (18 times 30 hours = 540 hours).

In which semester should the work placement be undertaken?

Bachelor Psychology study course: The professional work placement should be completed between the third and the fifth semester.

Master Psychology study course: In the fulltime study course, the professional work practice should be completed before or after the third semester, while in the part-time study course and those intended to be taken parallel to work, it should be completed before the sixth semester; either parallel to studying or as a block during the semester holidays.

It is assumed with students on part-time study courses that they complete a part-time work placement as a rule.

Is there the option for licenced child therapists to have psychiatric work placement recognised and approved?

Yes, provided a psychologist is responsible there for the work placement instructions and guidance, and this is confirmed. Please consult the Work Placement Regulations on Point 3. "Recognition and Approval of Any Work Placements Completed Prior to the Studies".

Can child therapists complete the work placement in their own practice?

Yes. In accordance with the Work Placement Regulations, students working in a clinical facility parallel to their studies (and this is also applicable in a practice) can use their own field of work for their work placement. However, it has to be ensured that the student has a specialist instructor there. When the complete work placement time should be recognised and approved, all of the IPU conditions for a work placement have to be fulfilled, i.e. the student must submit a work placement report to an IPU supervisor on a specific agreed subject.

Is there the option for other groups of professionals to have prior achievements recognised?

Yes. Please consult the Work Placement Regulations on Point 3. "Recognition and Approval of Any Work Placements Completed Prior to the Studies".

Are prior work placements recognised and approved (e.g. social education studies, education studies, clinical work as an art therapist, etc.)?

Relevant practical experience can be recognised and approved up to a maximum of 120 hours. However, work placements related to undergraduate studies that represented the admission requirement for acceptance onto the present study course cannot be newly recognised and approved for this course. The work placement commission take the decisions on the recognition and approval.

Is a research work placement also possible?

In exception cases, it is possible to complete a research work placement instead of a clinical work placement in the Master Psychology and Master Psychoanalysis study courses. However, the IPU recommends that at least part of it is completed as a clinical work placement. Please discuss the specific details with the work placement coordinator.

Should you have any further questions, please contact the work placement coordinator.