

**Common Regulations**  
**for compulsory internships and practical work experience at IPU Berlin**  
**within the framework of the study courses of psychology**

**§ 1**

**General information**

The students should get to know fields of application of psychology in their professional internship and acquire practical knowledge in the professional application of psychological working techniques. The students should have the opportunity to combine the theoretical knowledge they have acquired during their studies with professional practice.

**§ 2**

**Type and scope of the internship or professional activity**

- (1) The type and scope of the study and examination achievements of the internship or the practical work experience can be found in the module descriptions (Annex to the study regulations) of the relevant degree program.
- (2) Whether an organization or organizational unit is suitable as an internship institution is decided by the internship coordinator, if necessary in accordance with professional regulations, which are also referred to in the module descriptions. Internships abroad are generally possible, provided that there are no professional regulations to the contrary. However, they must be registered with the internship coordinator for international internships in time for him/her to check and approve their suitability. A list of already approved internships is kept by the internship coordinators and the Office for Studies and Teaching and is made available online (<https://www.ipu-berlin.de/studium/career-service/>) with password-protected access for students.

**§ 3**

**Supervision of the internships**

- (1) The activity must be supervised in the organization by a psychologist working there. Further details are regulated by the module descriptions (appendix to the study regulations).
- (2) The student selects an internship supervisor from among the professors and research assistants at IPU Berlin.
- (3) This supervisor must confirm the choice of the internship location in writing prior to the start of the internship and agree with the student on a question to be worked on during the internship or the job-qualification activity, which is the basis for the final report (examination) according to § 3. He/she advises the student during the execution of the internship or the job-qualifying activity and receives the final report.

**§ 4**

**Final Report**

- (1) Within four weeks after the end of the internship or the job-qualifying activity, the intern shall submit a final report.

The final report should contain

- for the profile "Psychology" in the bachelor's program in professional internship about 4,000 words (about 15 pages),
- for the profile "Psychotherapy" in the bachelor's program in the orientation internship about 1,300 words (about 5 pages) and for the professional qualification I about 2,700 words (about 10 pages),

- for the professional internship in the Master's program in Psychology, focus on clinical psychology or the focus on work, society, environment should be about 4,000 words (about 15 pages),
- for the professional qualifying activity III in the Master's program in Psychology, focus on clinical psychology and psychotherapy should be about 5,300 words (about 20 pages).

The internship supervisor as an examiner must accept the reports. The internship supervisor confirms the submission of the accepted internship report on a form.

- (2) The final report may mention the specifics of the respective occupational field, the practice institution and the organizational framework of the occupation-qualifying activity. The focus of the final report, however, is on the previously developed question as well as the topics and professional problems the intern was confronted with on site and how they were dealt with in detail in practice.
- (3) The final report, like other examination documents, will be archived by the Office for Studies and Teaching (§ 8, paragraph 2 of the framework study and examination regulations) and sent to the internship coordinator.

## **§ 5**

### **Evaluation of the internship or the professional qualification**

- (1) The intern and the IPU internship supervisor will evaluate the internship in writing or in an interview. The results of the evaluation are reported informally and promptly to the internship coordinator and the quality assurance coordinator.
- (2) The final reports are read at irregular intervals by the internship coordinators and the quality assurance officers and are also evaluated.

## **§ 6**

### **Module certificate**

The confirmations form of the internship organization and the internship supervisor and the final report is submitted to the internship supervisor, who certifies that the module has been completed.

## **§ 7**

### **Liability and insurance coverage**

- (1) The intern must ensure that he/she is adequately insured during his/her internship. The university is not liable for any damage the intern may suffer during his/her practical work and is not liable for any damage to third parties caused by the intern. For interns, the regulations for student health insurance in § 5 paragraph 1, No. 9 and 10 SGB V apply.
- (2) As a rule, the intern is insured for the insurance coverage of his or her internship organization; however, it is recommended that the management of the internship organization be informed about this.

## **§ 8**

### **Entry into force**

These internship regulations were adopted by the Academic Senate of the IPU Berlin on 17.7.2020.

Enclosure: Valid module descriptions for the internships and the activities qualifying for professional qualification