

## **Combined Work Placement Regulations of the IPU for the Bachelor Psychology Study Courses and for the Master Psychology Study Courses**

### **1. General**

In their professional work placements, the students shall become familiar with the application fields of psychology and gain practical knowledge in the professional application of psychological working methods.

The students shall be given an opportunity to combine the theoretical knowledge they acquire in their studies with professional practice.

### **2. Kind of Work Placement**

The professional work placement has to be completed in a facility under the guidance and direction of a psychologist. The placement coordinator determines whether a facility is suitable for the work placement position. Work placements abroad are fundamentally permitted, however they must be applied for in a timely manner with the placement coordinator in order for said placement coordinator to assess their suitability. A list of work placement positions already approved is available from the placement coordinator and the Student Office.

### **3. Supervision of Work Placements**

The students select a placement supervisor from the lecturing staff and scientific personnel at the university. This supervisor must confirm and approve the selection of the work placement location in writing prior to the commencement of the work placement, provide advice to the student when completing their professional work placement and is the recipient of the work placement report.

### **4. Scope of the Work Placement**

450 hours of work are intended for the work placement. Accordingly, 15 ECTS credits are awarded, however without any grades. Of this total number of 450 hours of work, 330 hours (11 ECTS credits) are intended for the actual work placement activities by the student and 120 hours (4 ECTS credits) for the follow-up review with the placement supervisor and for writing the work placement report.

In the event that fulltime work placement is undertaken during the semester holidays, the required 330 hours can be completed in 8 weeks. However, the work placement student can also arrange and agree to complete their work placement on one or more days per week.

### **5. Conducting of the Professional Work Placement**

In the Bachelor Psychology study course, the professional work placement shall be completed in the period between the beginning of the 3<sup>rd</sup> semester and the end of the 5<sup>th</sup> semester, and before or after the 3<sup>rd</sup> semester in the Master Psychology study course; either parallel to the studies or as a complete block in the semester holidays.

In the Master Psychology part-time study courses, the professional work placement shall be completed accordingly in the 4<sup>th</sup>, 5<sup>th</sup>, or 6<sup>th</sup> semester.<sup>1</sup>

The conducting of the practical work activities is to be confirmed on a form by the psychologist responsible for the work placement position. Work placements already completed can be taken into account to some extent by means of the signature of the placement coordinator, provided such a work placement was completed within the context of professional practice or during university studies and is not part of such achievements already recognised by the IPU. The work placement commission provides more details in this respect.

### **6. Work Placement Report**

Work placement students are to submit a work placement report within four weeks after the end of the

work placement. This shall consist of 4,000 words and has to be approved and accepted by the work placement supervisor. The submission of the accepted report is confirmed on a form by the work placement supervisor.

The unique aspects of the respective professional field, the practice facilities and the underlying organisational conditions of the professional work placement activities can be mentioned in the work placement report. However, the work placement report's focus is on the subjects and professional issues with which the work placement student is confronted and how they are treated individually on a practical basis.

The work placement report is to be archived, as is the case with the other examination documents and papers.

#### 7. Module Confirmation and Certification

The form with the confirmation of the work placement position and of the work placement supervisor and of the work placement report is submitted to the work placement coordinator, who then certifies that the module has been successfully completed.

#### 8. Liability and Insurance Cover

The work placement student must ensure that they have sufficient insurance during their work placement period. The university is not liabilities for any damages that the work placement student incurs during their work placement activities and it is also not liable for any damages to third parties that the work placement student causes. The provisions on student health insurance in Sec. 5(1) No. 9 and No. 10 German Social Security Code (SGB) are applicable for work placement students.

Generally speaking, the work placement student is insured through the insurance coverage at their work placement position; it is recommended, however, that they inform themselves about this from the head of the work placement facility.

#### 9. Applicability

These work placement regulations were agreed and approved with immediate effect by the Examination Committee of the IPU on 21 April 2011. <sup>1</sup>Supplementary resolution of the Examination Committee of the IPU on 24 April 2012.