

PLEASE NOTE:

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**Internship Regulations
for the Degree Courses Master of Arts (M.A.) in Political Science and Master of Arts
(M.A.) in Sociology of the School of Social Sciences of
the University of Mannheim**

as at

Based on section 32 subsection 3(1) of the Act on Higher Education of the Land of Baden-Württemberg (LHG) the senate of the University of Mannheim passed the following Internship Regulations according to section 19 subsection 1(2) number 9 LHG on 30 May 2018. The President approved these statutes on .

In the German language version of these Internship Regulations, this sentence deals with the subject of gender-neutral language. For the English language version, this is not relevant and therefore omitted.

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I. General Provisions

(1) In the degree courses M.A. Political Science and M.A. Sociology of the University of Mannheim, students are required to complete a Research Internship in the form of a professional internship or attendance of a Summer School, according to the respective current examination regulations of the University of Mannheim.

(2) In addition to the examination regulations, these Internship Regulations govern the duration and possible professional fields for an internship as well as the process. Moreover, they contain directives for the contents of the internship or summer school and their preparation and revision.

(3) ¹The examination committee of the degree courses M.A. Political Science and the M.A. Sociology makes all decisions regarding these Internship Regulations and the examination regulations if no other entity is responsible. ²In order to support the examination committee, an internship office may be established at the School of Social Sciences whose staff (internship managers) is mainly in charge of the proceedings according to these Internship Regulations on behalf of the chairs or their deputies.

II. Objectives and Contents of the Research Internship

(1) ¹The Research Internship serves to intensify exchange between university education and application of social science research. ²For students, this exchange has the following objectives:

³They are to learn about the research process in order to complement their theoretical knowledge of empirical research.

⁴Through their research task or attendance of a summer school they are given the opportunity to identify areas in which they lack knowledge and can get ideas for the further course of their studies and the topic of their master's thesis.

⁵The Research Internship is also to enable them to make important connections for their future career in research.

(2) The internship reports should allow the school's staff members involved with the master's programs Political Science and Sociology to draw conclusions for the further development of the programs.

(3) ¹During their internship, interns are to be involved in the research process at the respective institution. ²Ideally, students will get to know all stages of the research process and at the least contribute to some of them.

(4) A summer school shall encompass research methods and techniques for the social sciences and teach the stages of an empirical research process.

III. Legal Provisions for the Internship

(1) ¹As a rule, the professional internship entails work in a practical field based on a contract between the students and the institution where the internship is completed (employer). ²The type of employment shall be in line with the objective of the Research Internship according to section 2. ³The intern shall receive a professional letter of reference from the employer.

(2) Interns do not have a legal right to be granted compensation for the internship from the University of Mannheim.

(3) ¹During an internship with a company away from the University of Mannheim, accident insurance is to be provided by the accident insurance provider responsible for the company. ²Taking out private liability insurance is highly recommended.

IV. Possible Professional Fields, Duration and Execution of the Research Internship

(1) ¹An internship may be completed at research institutions in the field of social sciences. ²Institutions may be part of the academic or non-academic sector. ³Academic institutions shall be conducting research in the empirical social sciences. ⁴Non-academic institutes may be conducting research in related fields.

(2) ¹As an alternative to an internship, students may attend in summer schools or corresponding post-graduate educational programs with summer school character on empirical research in the social sciences. ²The summer schools shall have an empirical focus. ³The Internship Office holds a list of approved programs. ⁴If a student wishes to attend a summer school not included in this list, he or she needs to request approval by the examination committee before attending.

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(3) ¹The duration of the internship shall be six weeks or 210 working hours respectively. ²The duration of the summer school shall be at least two weeks. ³Both the internship and the summer school are to be completed without interruption. ⁴In exceptional cases, the internship or summer school may be completed in parts. One part may not be shorter than three weeks at a research institute or one week of summer school. ⁵Particular reasons relating to the contents and the organization of the internship may be grounds for exceptions from these regulations, so that actual work is only completed on certain days or during certain hours or the internship is completed during the semester, parallel to the degree program. ⁶In these cases, it has to be ensured that the total duration of the internship meets required 210 working hours stated in sentence 1.

(4) ¹Upon request, professional internships and summer schools the student completed before taking up the master's program may be recognized for the research internship, if they meet the objectives and requirements for the research internship set forth by these Internship Regulations, especially those of section 2 and section 4 subsections 1-4. Moreover, the internship shall broaden the practical competencies already obtained with the first degree. ²The regulations of the examination regulations regarding the recognition of periods of study, coursework and examinations apply accordingly.

(5) ¹As a rule, the Research Internship should be completed during the semester break. ²The internship may also be completed during the semester, parallel to the degree program.

(6) ¹Work in social science research as part of a student assistant position at universities or research institutions may be recognized as an internship. ²The requirements for internships as stated in subsections 1-5 need to be met. ³The regulations of sections 5 and 6 apply accordingly. ⁴A separate request for the recognition of such work is not required. ⁵The examiner decides whether the type of work qualifies as a research internship as part of his or her decision according to section 6 subsection 1.

(7) ¹Internships in fields or with a duration not stated in the subsections 1-5 may be approved upon written request. ²The chair of the examination committee decides on the approval of the request.

V. Report

(1) ¹Students are to write a report in order to evaluate and follow-up on the research internship. ²The report is to be of at least 750 words in length (about 2 pages DIN A4) and contain information on the following aspects of the research internship:

For research institutes/internships:

- a description of the institution or company at which the internship was completed,
- a description of the department or the specific research group,
- a description of the internship: equipment of the workspace, type of mentoring during the internship, description of the research tasks completed and possibilities regarding future employment,
- a reflection on the value of the knowledge obtained during the program of study applied in the practical context,
- suggestions for the development of the curriculum as well as
- an evaluation and recommendation of the internship for other students.

For summer schools:

- a description of the institution hosting the summer school,
- a description of the type of mentoring, the time frame and duration,

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- a description of the theme of the summer school as well as its contents,
- a reflection on the value of the knowledge obtained during the program of study applied in the practical context,
- suggestions for the development of the curriculum as well as
- an evaluation and recommendation of the internship for other students.

³The standards for written academic works apply to the contents and formal structure of the report. ⁴The student is to include a signed declaration of originality in accordance with the regulations on term papers and project-related papers of the examination regulations. ⁵If the declaration is not made, the report may not be accepted and the examination research internship graded "failed" ("nicht bestanden").

⁶A copy of the internship certificate by the employer or a certificate of attendance for the summer school by the respective university/higher education institution is to be submitted alongside the report.

(2) ¹The report including the declaration of originality and the certificate is to be submitted to the Internship Office of the School of Social Sciences after completion of the research internship. ²In addition to a written copy of the report, a digital copy is to be submitted. ³With permission by the student and the employer or the summer school, the report may be published on a password-protected website of the University of Mannheim.

VI. Examiner, Examination and ECTS Credits

(1) ¹The examiner appointed for the practical module decides if the Research Internship was passed or failed based on the report submitted. ²Examiners may be academic staff members of the Internship Office who have been entrusted with the authority to conduct examinations by the President's Office in accordance with the applicable regulations. ³For the decision it is also taken into consideration, if the Research Internship meets the formal requirements stated in sections 2, 4 and 5. ⁴If the Research Internship is failed, an official notification is issued by the examiner. ⁵If the report is graded "failed", but the internship or summer school is recognized for the Research Internship, a new report according to section 5 can be submitted under consideration of the maximum period of study. ⁶If the Research Internship is graded "failed", because the Research Internship or the summer school or the internship did not meet the requirements and objectives defined by these Internship Regulations, the student may complete another Research Internship within the maximum period of study taking according to the regulations.

(2) ¹If the Research Internship is passed in accordance with subsection 1, the student is awarded the respective certificate. ²Once the Research Internship is completed the respective number of ECTS credits defined by the examination regulations is issued. ³The decision shall be entered into the records at the Student Services. ⁴The Research Internship is assigned to the semester in which the student submitted all necessary documents according to section 5 subsection 2 to the Internship Office.

VII. Internship Office

¹Reports are archived by the Internship Office in accordance with the respective data protection regulations in place. ²The Internship Office supports students looking for an internship on their own.

VIII. Commencement, Scope

¹These Internship Regulations become effective the day after their announcement in the Bulletin of the President's Office ("Bekanntmachungen des Rektorats") of the University of

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Mannheim and apply to all students studying according to the aforementioned examination regulations. ²At the same time the Internship Regulations for the M.A. Political Science and the M.A. Sociology of the School of Social Sciences of the University of Mannheim as at 15 December 2009 (Bulletin of the President's Office (Amtliche Bekanntmachungen des Rektorats) No. 32/2009, pp. 59 et seqq.) cease to be effective.

Approved and issued:

Mannheim,

Prof. Dr. Ernst-Ludwig von Thadden
President

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