

Internship regulations

**for the Master's degree programme International Security Management
of the Department of Police and Security Management
of the Berlin School of Economics and Law (HWR Berlin)**

Date: 16.05.2017¹

In accordance with § 71 section 1 of the *Gesetz über die Hochschulen im Land Berlin (Berliner Hochschulgesetz – BerlHG)* in the version from 26.07.2011 (GVBl. p. 379), revised on 9.05.2016 (GVBl. p. 226) the department council of the Department of Police and Security Management of the Berlin School of Economics and Law (*HWR Berlin*) issued the following Internship regulations (on 16.05.2017) to supplement the Framework Study and Examination Regulations of the Berlin School of Economics and Law:

Contents

- § 1 Scope of application
- § 2 Principles and aims of the internship
- § 3 The Work Experience Supervisor
- § 4 The internship provider and the operational areas
- § 5 Timetabling regulations and changing internships
- § 6 Admission to an internship
- § 7 Acquiring internships
- § 8 The internship plan
- § 9 The internship agreement and the status of the intern
- § 10 Evaluating the internship
- § 11 Completing the internship
- § 12 Repeating the internship
- § 13 Commencement

¹ The English translation is for information purposes only. The German version is the original and constitutes the sole legally-binding version of this text.

§ 1 Scope of application

These internship regulations regulate the internships pursued within the scope of the Master's degree programme International Security Management (ISM) from the Department of Police and Security Management at the Berlin School of Economics and Law (*HWR Berlin*)

§ 2 Principles and aims of the internship

- (1) The internship is an integral part of the Master's degree programme International Security Management. Its successful completion is a prerequisite to registering for a Master's thesis.
- (2) § 4 section 2 of Study and Examination Regulations for the Master's degree programme International Security Management (*Studien- und Prüfungsordnung des Masterstudiengangs International Security Management - StudPrüfO/ISM*) stipulates that students having acquired 210 ECTS credits (of which 30 were awarded for the completion of an internship integrated into the degree programme) within the scope of their first university degree qualifying its holder for professional entry are able to opt out of the internship requirement. We recommend taking advantage of the opportunity to complete an internship in the field of International Security Management.
- (3) The internship is intended to introduce its students to practice-based problems within real-world institutions and to provide training in their solution. The internship provides students with the opportunity to apply the theoretical knowledge which they have acquired in the course of their studies; it also enables them to attain in-depth experience with security-relevant issues. The students will learn to understand specific risks and security needs and develop adequate reactions to them taking into account the special circumstances of each context.

§ 3 The Work Experience Supervisor

The Department Council will appoint a university lecturer with the task of ensuring the organization and implementation of the internship. This person will also liaise with the internship provider, performing all necessary co-ordination tasks. The university administration will provide the Work Experience Supervisor with the necessary administrative support in conducting these activities and in procuring internships.

§ 4 The internship provider and the operational areas

- (1) As a rule, the internship is performed in a private sector company or a public sector agency operating in a security-related field.
- (2) The provider of the internship must be prepared to provide the intern with employment and training as specified by a pre-agreed internship plan for the duration of the agreed internship. The provider of the internship is to nominate a personal contact person. The activities of the internship should incorporate the entire range of the work areas touching on security issues.
- (3) The internship can be completed either in Germany or outside Germany.

§ 5 Timetabling regulations and changing internships

- (1) The internship has a minimum duration of six months and is usually conducted in the third subject-specific semester. Any negative impact on the student's degree progression resulting from the decision to undertake the internship at a point other than in the third semester will not be borne by the *HWR Berlin*. Students not undertaking their internship during the third semester do not have any claim to study a specific course at a specific time.
- (2) As a rule, the internship should be completed without interruption and at the same internship provider. After consultation with the Work Experience Supervisor, under exceptional circumstances, the internship can be divided into two three-month internships (minimum period) at different internship providers.
- (3) Changing the internship under circumstances other than those specified in Section 2 is only permitted in exceptional cases and requires the permission of the Work Experience Supervisor.
- (4) The working hours during an internship corresponds to the usual full-time conditions established by the internship provider. Given a valid reason and with the permission of the Work Experience Supervisor, the internship can be performed as a part-time activity; the duration of the internship increases proportionally.
- (5) Absences of more than 5 days from the internship must be made up at the end of the internship period as far as the duration of the internship is under six months.

- (6) The intern does not have any holiday entitlement during the minimum duration of the internship. Nevertheless, the internship provider can grant 14 days holiday.

§ 6 Admission to an internship

- (1) Students wishing to apply for and be granted an internship are first required to have successfully completed all the modules of the first subject-specific semester, have obtained an internship agreement and be in possession of an internship plan no later than four weeks before the intended start of the internship.
- (2) The Work Experience Supervisor will make all decisions relating to exceptions.
- (3) The Work Experience Supervisor issues admission to the internship.

§ 7 Acquiring internships

- (1) Students are required to begin with the acquisition of a suitable internship within the course of the second subject-specific semester at the latest. The suitability of the internship is to be checked by the Work Experience Supervisor. Confirmation and recognition of an internship is provided via admission to the internship semester.
- (2) The Work Experience Supervisor will take all decisions pertaining to the suitability of the internship and its satisfaction of the requirements of these regulations.

§ 8 The internship plan

- (1) The internship plan sets out the areas of deployment during the internship. It ensures that all the planned tasks comply with the general aims of the internship semester as defined by § 2 section 3.
- (2) The student is to agree the internship plan with the internship provider and then communicate it to the Work Experience Supervisor.

§ 9 The internship agreement and the status of the intern

- (1) The student and the internship provider are to conclude an internship agreement before commencing the internship.
- (2) In particular, the internship agreement regulates:
 1. The obligations of the student
 - a) To take advantage of the working and training provided.
 - b) To perform with care, the tasks allotted to them within the scope of the internship agreement.
 - c) To follow the instructions of the internship provider and those persons who are tasked to supervise them.
 - d) To observe and comply with all valid regulations, especially work regulations and accident protection regulation and those relating to confidentiality.
 2. The obligations of the internship provider
 - a) To nominate a contact partner to the student for the duration of the internship.
 - b) To provide employment for the student for the duration of the internship agreement.
 - c) To enable the student to participate in repeat examinations.
 - d) To provide the student with a transcript certifying the duration of the internship, the tasks performed within the scope of the internship, the degree of success with which the student has completed the internship.
 3. The nature and scope of any payment for the tasks performed.
 4. The status of the student during the internship (see section 4).

The contact partner (sentence 1 no. 2a) is specified by name in the internship agreement.

- (3) The student is to submit a copy of the agreement to the *HWR Berlin*.
- (4) The internship agreement does not constitute an employment contract. The student remains enrolled at the *HWR Berlin* during the course of the internship and is subject to all the associated rights and obligations.
- (5) The *HWR Berlin* will provide template agreements in both German and English.

§ 10 Evaluating the internship

- (1) The student is to perform follow up work and to evaluate the internship. As a rule, the evaluation is subject to an oral presentation and a written internship report. The examination board regulates the specifics of this matter, in particular the classes in which the evaluation is to be submitted.
- (2) The internship report should describe the tasks allotted to the intern and the outcomes achieved.

(3) The presentations should present selected experiences from the internship and demonstrate a closer understanding of the connection between theory and practice.

§ 11 Completing the internship

(1) The obligatory internship is taken as having been completed successfully if the following documentation has been issued:

- Certification from the internship provider in accordance with § 9 section 2 no. 2 d.
- A “passed” internship report.
- A presentation has been submitted and graded as “pass”.

(2) The Work Experience Supervisor establishes requirements pertaining to the form and contents of the internship report. The internship report is to be submitted six weeks after the start of the teaching period of the semester following the internship.

(3) The decision pertaining to the recognition of the internship report is to be taken by the Work Experience Supervisor.

(4) 30 ECTS credits are awarded for a successfully completed internship.

(5) If the internship is recognized, the Work Experience Supervisor will issue certification (upon application) stipulating the duration of the internship, the internship provider (company, institution, department etc.) and the tasks performed.

§ 12 Repeating the internship

If the internship was completed unsuccessfully, it can be repeated once. § 5 applies accordingly.

§ 13 Commencement

These regulations take effect on the day after their publication in the *Mitteilungsblatt / Bulletin der HWR Berlin*.