

**Regulation on Long-term Internships for the Bachelor courses  
“Intercultural Theology and Global Diaconia” (ITDG),  
and “Intercultural Theology, Migration and Global Cooperation” (ITMGZ)**

- The version according to the resolution passed by the University of Applied Sciences Conference (FHK) on 13/11/2018, approved by the board of the responsible body on 20/11/2018, last amended in the resolution passed by the FHK on 10/12/2019 and approved by the board on 30/6/2020.

## **§ 1 Scope**

Based on the study and examination regulations for ITDG and ITMGZ, the internship regulation for the bachelor courses ITDG and ITMGZ at FIT is applicable in its currently valid version.

## **§ 2 Objectives and forms of internship**

Practical training in the ITMGZ and ITDG courses takes place as part of an integrated practical study semester (usually in the fifth semester) in the form of a long-term internship. A mini-project that is independently planned and implemented by students forms part of the long-term internship.

1. A long-term internship of 480 hours must be completed during the course of the study.
  - a) The integrated practical study semester constitutes a part of the programme that is regulated by the university of applied sciences. It determines its contents, monitors it, and supplements it with lectures. The study semester includes events for the supervision of and specialisation in modules ITDG 18 and 19 and ITMGZ 16 and 17. Students shall participate in mandatory training supervision and in internship supervision. In modules ITDG 13 and ITMGZ 14, they learn the methods of simple project management which they need to apply.
  - b) Long-term internship enables students to become acquainted with ecclesiastical, social-diaconal, developmental or ecumenical fields of work by means of collaboration in a professional context and, in the process, to review and consolidate their theoretical knowledge by means of practical experience. It helps in the acquisition of action-relevant professional competencies in one of the above fields of work. The choice of internship position is made individually in consultation with the Internship Office. It is oriented towards the needs and interests of the student.
2. A mini-project (approx. 160 hours) must be completed at the internship institution. The choice of the mini-project depends on the experience gained in the completed module ITDG 13 or ITMGZ 14 (“Project Management”) before the start of the mini-project with the teacher of the “Project Management” module.

### **§ 3 Internship Office**

The Internship Office is a permanent body of the FIT. The Prorector for Study Affairs appoints the FIT teaching staff to run the Internship Office. Those in charge of the Internship Office are responsible for the following tasks:

1. Reviewing the integrated practical training with regard to formal conditions (module handbook and examination regulation, especially concerning the modules ITDG 18 and 19 and ITMGZ 16 and 17), and the suitability of internships for training interns; approving internship positions as part of the integrated internship. This includes monitoring the above-mentioned 480 internship hours.
2. Preparing students for internship selection. This takes place as part of the modules ITMGZ 10 and ITDG 12 and 17, as well as in the form of individual consulting. If necessary, this includes placement of internship positions.
3. Assisting students in choosing internships and in the application process.
4. Assisting in the development of students' individual training plans for long-term internships.
5. Coordinating and cooperating with internship institutions in general and with the respective mentors of the students from the practice facilities in particular.
6. Making decisions on the recognition of internship positions.
7. Making decisions on the recognition of long-term internships.
8. Commissioning tutors for internship visitations.

### **§ 4 Prerequisites for the recognition of internship positions for long-term internships**

1. Internship can be completed only in an internship position recognised by the FIT. Those in charge of the Internship Office shall decide on the recognition of internship positions.
2. Criteria for the recognition of internship positions:
  - a) From the point of view of professional ethics, an organisation is recognised as a FIT internship institution if
    - it implements generally accepted professional ethics in its work,
    - its actions are consistent with the basic documents "Recommendations for Missionary Activity" and "The Christian Witness in a Multi-Religious World" from the WCC, WEA and PCID;
    - it promotes human rights (especially of women, sexual minorities and persons of other faiths) and avoids "hate speech",
    - the "Do No Harm Approach" is reflected in its mission statement, and services such as emergency and disaster relief are provided to all those in need without any preconditions, and
    - it is not associated with corruption either in official bodies (government organisations, associations) or through reliable public media.

- b) Institutions are considered suitable for internships if the respective institution works according to a professional action concept, has a quality assurance system, and provides practice in continuous training.
- c) The internship institution is suitable for training students in terms of its staff, spatial equipment and material facilities, if it fundamentally enables implementation of the learning objectives of the training plan, ensures regular and qualified internship guidance by a mentor, and enables students to participate in in-house events such as team meetings, conferences, training events, etc.
- d) Internship mentors should have relevant qualified training or a degree in diaconic studies, theology, missiology, social pedagogy, social sciences, psychology, educational sciences, (development) sociology, adult education, social work with the elderly, or a comparable discipline. They should have professional experience of a minimum of three years, including at least one year in the field in which they supervise students.

Supervision should be carried out as part of the mission assignment, and mentors should be available for students throughout the day for the duration of the internship.

- e) It is not possible to complete a FIT-internship in the field of ‚socio-educational provisions for children and young people under a care order‘ (§§ 27-40 Social Security Code VIII).
- f) If the Internship Office certifies that the proposed internship organisation fulfils all the above-mentioned criteria, the internship can be completed there as part of the studies at the FIT once all formalities (contract, training plan, etc.) have been clarified.

In the exceptional case in which the organisation does not fulfil the criteria in the opinion of the Internship Office, the Internship Office will orally inform both the student and the rectorate. If the student wishes to raise an objection, this must be submitted in writing (e.g., via email) to the Examination Board. The Examination Board demands a written statement from the Internship Office upon receipt of the student's objection. After discussing the objection and the statement, the Examination Board decides whether the organisation is suitable for a FIT internship or not. The rectorate is informed about the decision of the Examination Board.

3. If an intern receives a commitment for long-term internship from a recognised internship institution, the student will prepare a draft of the training plan. This is discussed with the mentor and the Internship Office, and its final version is enclosed with the contract between the practice facility, student and the university of applied sciences. The training plan specifies the learning situations in the internship institution which enable an introduction into the field of work, orientation into independent work, and professionally sound supervision.

## **§ 5 Duration and time of internship**

1. A long-term internship usually takes place in the fifth semester. Its contents are prepared in the first semester (corresponding regulations can be found in the module descriptions). A supervised internship has a duration of 480 hours, which are usually completed as a full-

time internship, and should be distributed over at least 3 months. The student maintains a timesheet. The instructor checks and signs this timesheet. The mentor confirms the completed hours once a month.

2. There is no holiday entitlement during the internship. If, during the internship institution, the mentor cannot supervise the student during Christmas, or if the practice facility is closed, then this time must be made up for.
3. Long-term internship is considered to be duly completed if it is not interrupted for more than three days due to the student's own illness or the illness of a minor child living in the student's household. A medical certificate ("certificate of incapacity") for this period must be submitted to the Internship Office and to the practice facility at the latest on the third day after the onset of illness. If the illness period exceeds three days, then the duration of the internship will be extended by the period exceeding the three days.

## **§ 6 Accreditation of long-term internship**

1. After completing the long-term internship, the internship institution must confirm that the supervised internship has been duly completed. The Internship Office recognises the long-term internship. Prerequisite for accreditation is also the submission of an internship report that complies with the standards set for module ITDG 18 or ITMGZ 16.
2. The mini-project is recognised by the teacher of the "Project Management" module.
3. If the mini-project is not recognised, the prescribed 100 hours can be repeated, irrespective of the long-term internship. A new contract with a facility is required for this.

## **§ 7 Mentoring by the university of applied sciences**

1. The Internship Office organises the supervision of the long-term internship.
2. During the mini-project, supervision is carried out by the responsible teachers of the "Project Management" module.

## **§ 8 Repetition and change of internship**

1. The internship must be repeated if services according to § 6 of this regulation have not been provided by the end of the semester in which the supervised internship takes place. The mini-project within the internship can be repeated in the same internship facility. For this, the student must present a new plan and appropriate arrangements must be agreed upon with the internship institution.
2. The internship must be repeated in whole or in part if an interruption exceeds the deadlines specified in § 5, or if the objectives specified in the training plan have not been achieved.
3. Within the first three weeks of the long-term internship, the student can change the internship position in consultation with the management of the internship institution and a written notification to the Internship Office. After this time, a change is possible in justified exceptional cases only upon written application. In this case, the decision on the approval of the change within the scope of the internship is taken by the Internship Office.

## **§ 9 Integrated international internship (international internship)**

1. An international internship is expressly encouraged. Regular contacts with the FIT must be ensured during the international internship. This can also be done online. Supervision and reflection of the internship is based on local circumstances and should correspond to the content-related standards that are laid down in the module descriptions.
2. Recognition and consultation on internship institutions abroad are provided by the full-time teachers of the Internship Office. Internship institutions are recognised in conformity with § 4, as far as regional conditions permit.

## **§ 10 Entry into force**

These regulations shall come into force with immediate effect after approval by the Evangelical Lutheran Mission in Lower Saxony (ELM) as the responsible body of the University.