



## Registration for the integrated work placements in the B.A. degree course in Heilpädagogik/Inklusive Pädagogik

<b>Work placement I (Modul 15)</b> <input type="checkbox"/> 80 working days	<b>Work placement II (Modul 16)</b> <input type="checkbox"/> 25 working days
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### Student's personal data

Surname, First Name::		Matriculation number:
Street:	Postcode, Town:	
Phone:	E-Mail: @evh-bochum.de	
E-Mail (optional private address):		

### Period of the practical phase

from: DD.MM.YY	until: DD.MM.YY
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### Details of the practical work institution

Name of the institution/ operator of the institution:	Name of practice supervisor:
Area of work / place of assignment	Surname, First Name
Street:	Degree / professional qualification:
Post-code	BA/Dipl. Curative Education
Town::	BA Curative/Inclusive Education
Phone:	BA Rehabilitation Education/ MA Rehabilitation Sciences
E-Mail:	BA/Dipl. Social Work / Social Education
Web:	other comparable training (please specify):
Stamp/seal of the institution / the operator of the institution	Place, Date
	Signature (practice supervisor or representative of the organisation)

### The student:

_____	_____
Place, Date	Student's signature
:.....	

### The Evangelische Hochschule RWL:

The Evangelische Hochschule RWL, Protestant University of Applied Sciences confirms the suitability of the practical work institution in accordance with § 4 of the practical work regulations for the BA degree course in Heilpädagogik/Inklusive Pädagogik<sup>1</sup>.

_____	_____	_____
Place, Date	Name of the module supervisor	Signature of the module supervisor

<sup>1</sup> This does not include confirmation of the examination regulation requirements for completion of and/or registration for the Modules 15 and 16.



**EVANGELISCHE HOCHSCHULE RHEINLAND-WESTFALEN-LIPPE**  
Protestant University of Applied Sciences

**Inclusion of contact data relating to the institution in the  
practical training database**

**The practice facility / institution:**

Name of the facility / operator of the facility:
Area of work / place of assignment:
Street:
Postcode, Town:
Phone:
E-Mail:
Web:

Stamp/seal of the institution / operator of the institution
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I/we agree to my/our contact data relating to the practical work institution being used until further notice by the Evangelische Hochschule RWL, Protestant University of Applied Sciences for the practical training database of Department II: Heilpädagogik und Pflege and made available to students for their perusal and for research.

I/we object to the inclusion of my/our contact data in the practical training database.

I am / we are already included in the practical training database.

(Please tick accordingly)

**Representative of the organisation**

Surname:	First name:
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\_\_\_\_\_  
Place, Date

\_\_\_\_\_  
Signature



### 1. General comments

Under the terms of the module handbook and of the practical experience regulations, the integrated practical work phase (Work placement I / Module 15 and Work placement II / Module 16) in the Bachelor degree course in Heilpädagogik/Inklusive Pädagogik includes two compulsory work placements. The practical work phase is central and fundamental to obtaining state recognition (cf. § 3 SobAG NRW<sup>2</sup>).

The aim of the practical work phase is to introduce students to operating independently in the field of Heilpädagogik/Inklusive Pädagogik, thus giving them the opportunity to:

- review their own motivation to study,
- develop skills for profound and practicable professional competence while putting this to the test by applying the theoretical knowledge they have acquired,
- get to know a selected field of action in greater depth, including its structures and action processes,
- strengthen their professional socialisation and identity as well as their reflective competence in interaction with values, norms and professional principles.

The student shall be assigned in such a way that he/she is given the opportunity to get to know the activities in the respective professional field in accordance with the stated objective of the practical work phase. This includes insights into and participation in regular processes and tasks such as: individual and group work, project work, team meetings, talks with parents, network and social environment work, conceptualisation, support planning, administrative activities including the inspection of records.

The student shall be supervised by a specifically named practical work supervisor who is both professionally qualified and experienced. As a direct contact person, the practical work supervisor has a key function in the qualification process.

### 2. Time frame

The integrated practical work phase (Work placement I + II) shall comprise a minimum total of 105 working days.

The requisite working days/hours shall be completed in two different practical work institutions, whereby Work placement I must comprise 80 working days and Work placement II must comprise 25 working days. Work placement I / 80 working days must be completed in a single block and working full-time.

The requisite working hours are always net working hours. Possible closing times due to public holidays, etc. shall not reduce the total number of hours that must be completed.

In the event of illness causing a student to fall short of the total of the 105 working days required for state recognition, the missing days must be completed subsequently – the time frame for the practical work phase will be extended accordingly.

Attendance times for participation in reflection activities in the university context shall not be credited as working time. The practical work institution shall release the student so that he/she can participate in the obligatory reflection activities in Module 15.

### 3. Obligations on the student

The student shall actively cooperate with the practical work institution and/or the professional instructor on the timing and practical arrangements of the practical work phase in accordance with the agreements made.

The student shall discharge the tasks assigned in the practical work institution and the opportunities these offer in line with the objectives of the practical work phase.

The student shall participate regularly in the compulsory activities reflecting on the practical work phase.

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<sup>2</sup> (Sozialberufe-Anerkennungsgesetz - SobAG)



#### 4. Notes on legal status during the practical work phase

The student shall remain a member of the Evangelische Hochschule RWL, Protestant University of Applied Sciences during the practical work phase (Work placement I and Work placement II).

The student, while completing the integrated practical work phases in Modules 15 and 16, shall not be regarded as working in an apprenticeship or training relationship in terms of the (German) Vocational Training Act (BBiG).

During an integrated practical work phase completed in Germany, the student has statutory accident insurance cover in terms of Section VII of the Social Security Code (Sozialgesetzbuch, SGB). Responsibility lies with the accident insurance agency engaged by the practical work institution on its behalf (cf. § 133 Para. 1 SGB VII). In the event of an insurance claim, the practical work institution shall compile an accident report and forward it to the agency responsible for the statutory accident insurance cover.

The student is advised to take out his/her own liability insurance, unless the third-party liability risk is covered by the insurance policy taken out by the practical work institution.

#### 5. Registration and certification

Registration for the integrated practical work phase and/or the practical training contract must be submitted to the appropriate module supervisor for examination and approval within the respective registration deadline and/or before the start of the practical work phase. On request, a copy of the document can be made for the student and/or the practical work institution.

Natur of Work placement Praktikums	Requirement	Period	Registration deadline
Modul 15	60 CP reached	winter semester	by 15 June of the preceding summer semester
	60 CP reached	summer semester	by 15 January of the preceding winter semester
Modul 16	Internship certificate for module 15	any time	at any time BEFORE the start of the work placement

If students register for an internship without having completed all prerequisites, they must complete those prerequisites before beginning the internship.

At the end of the practical work phase – and in sufficient time to meet the submission deadlines that are applicable for the student – the practical work institution shall give certification (using the official university form, page 5) of the working days / working hours the student has actually completed. This work placement certificate, verified with the signature of the supervising member of the university teaching staff, must be submitted to the student service / examination office immediately after completion of the work placement.

#### Please address all questions to:

Evangelische Hochschule Rheinland-Westfalen-Lippe || Immanuel-Kant-Str. 18 – 20 || 44803 Bochum

#### Student service and administration of practical training

<b>General</b>	Phone: 0234 36901-158	E-Mail: studierendenservice@evh-bochum.de
<b>Rutgart Siegler</b>	Phone: 0234 36901-119	E-Mail: siegler@evh-bochum.de
<b>Stephanie Baumann</b>	Phone: 0234 36901-153	E-Mail: baumann@evh-bochum.de

#### Practical work coordination and module supervision for the Heilpädagogik/Inklusive Pädagogik

<b>Marlies Berger-Albers</b> Module 15	Phone: 0234 36901-251	E-Mail: berger-albers@evh-bochum.de
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<b>Christiane Wetter</b> Module 16	Phone: 0234 36901-316	E-Mail: wetter@evh-bochum.de
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**Confirmation of the completion of an integrated practical work phase  
Work placement certificate**

BA degree course	BA degree course/Modul 15	Work placement II/Modul 16
Heilpädagogik/Inklusive Pädagogik	80 days	25 days <input type="checkbox"/>

**Student's personal data**

Surname:	First name:
Matriculation No.:	

**Details of the practical work facility / institution**

Name of the institution / operator of the institution:		
Street:	Post-code	Town:

**Period of the practical phase**

from: DD.MM.YY	until: DD.MM.YY	Number of days:
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I hereby affirm the details relating to completion of the practical work phase in the above facility/institution.

\_\_\_\_\_  
Place, Date

\_\_\_\_\_  
Student's signature

**Validation by the practical work institution:**

We certify that the student has successfully completed the practical work phase in our facility/institution in the period mentioned above.

\_\_\_\_\_  
Place, Date



Stamp/seal of the institution/operator of the institution

\_\_\_\_\_  
Signature of the placement supervisor or representative of the organisation

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**The Evangelische Hochschule RWL:**

As a member of the teaching staff with examination rights, I confirm that the student participated regularly in the activities reflecting on the practical phase.

\_\_\_\_\_  
Place, Date

\_\_\_\_\_  
Name of the teaching staff member with examination rights

\_\_\_\_\_  
Signature of the teaching staff member with examination rights