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The Faculty Council of the Faculty of Humanities of Gottfried Wilhelm Leibniz Universität Hannover resolved the following amended placement regulations for the master's degree programme Atlantic Studies in History, Culture and Society on 13.05.2020. The Presidential Board approved the amendments on 23.09.2020 in accordance with section 37 paragraph 1 subparagraph 5. B) of the Lower Saxony Higher Education Act (NHG). These regulations shall take effect on 01.10.2020 following publication in the official bulletin of Gottfried Wilhelm Leibniz Universität Hannover.

**Amended placement regulations for the  
master's degree programme  
*Atlantic Studies in History, Culture and Society*  
at Gottfried Wilhelm Leibniz Universität Hannover**

The Faculty of Humanities of Gottfried Wilhelm Leibniz Universität Hannover has issued the following amended placement regulations as per section 44 paragraph 1 of the Lower Saxony Higher Education Act (NHG).

**Section 1 Scope**

These placement regulations specify the procedure for performing the placement on the basis of the examination regulations for the Master's Degree Programme *Atlantic Studies in History, Culture and Society* at Leibniz University Hannover.

**Section 2 Duration and Organisation of the Placement**

- (1) A placement in Germany or abroad is a mandatory component of the degree programme as an alternative to studying abroad. Students have the opportunity to become acquainted with relevant fields of work, to gain in-depth knowledge of special problems and tasks, to apply knowledge and skills already obtained in the degree programme in a reflected manner and in addition to gain in-depth knowledge of organisational and cooperation frameworks.
- (2) It is the student's responsibility to find their placement. The student, the module coordinator (or the degree programme coordinator) and a professor shall select the institution and agree on the form of the placement in advance; the professor shall advise students on the basis of their expertise in the field and the region.
- (3) This obligatory consultation, which must be documented, shall ensure that the selected institution is suitable, that the student receives the desired qualification and that the placement corresponds to the goals of the degree programme.
- (4) The institution offering the placement shall coordinate it in terms of time period, location and organisation.
- (5) Students shall perform their placements in the context of the obligatory "practical module" for a period of four to six months at an institution in Germany or abroad the content of whose work corresponds to the specific requirements and the professional profile of the degree programme (e.g., GIZ, German Federal Foreign Office, national or international NGOs, media or PR organisations). The number of credit points does not increase if the duration of the placement is longer.
- (6) The placement shall be performed either during a semester (recommended: 2nd to 3rd semester) or continuously during the semester on specified days of the week. Students may also split the maximum duration of six months and perform the placement at various institutions.
- (7) Students may apply for a placement performed before the master's degree programme to be credited. The application is to be submitted to the examination board. The provisions of paragraphs (4) and (5) shall apply accordingly.

### **Section 3 Coursework and Assessments**

- (1) Students shall prepare a placement report (PB) of at least 8 pages for each placement. The report shall include the following: 1. Sketch of the application phase, 2. Presentation of the institution, with contact details, 3. Explanation of activities during the placement, 4. Supervision during the placement and 5. Critical reflection on the placement. Presenting the placement report (PB) to the member of the teaching staff responsible for the module is a prerequisite for receiving credit points. The decisive factor for the evaluation is proof that the student is able to engage with their experiences in the practical field. The placement coordinator shall provide confirmation of the student's coursework.
- (2) If a placement report (PB) is rejected, the student may submit a complaint with the examination board. After hearing the student and reviewing the statement by the module coordinator, the examination board shall decide whether or not to recognise the placement/s or, if appropriate, to require revision of the placement report (PB).
- (3) No assessment is required, the "practical module" is ungraded.

### **Section 5 Entry into Force**

These amended placement regulations shall enter into force as of 01 October 2020 after approval by the Presidential Board and publication in the official bulletin of Leibniz Universität Hannover.