



Basic Internship Regulations
set out by
Hamburg University of Technology
for the Bachelor's course "Civil and Environ-
mental Engineering" (GPrO-BUBS)

27 January 2017

Version: 17 July 2024

Preamble

On 31 July 2024, the Executive Board of Hamburg University of Technology (TU Hamburg) approved these Basic Internship Regulations set out by Hamburg University of Technology for the Bachelor's course "Civil and Environmental Engineering" (GPrO-BUBS) as per section 108, paragraph 1.3 of the Hamburg Higher Education Act (HmbHG). The regulations were agreed on 17 July 2024 by the School of Civil and Environmental Engineering at TU Hamburg as per section 85, paragraph 1.1 HmbHG of 18 July 2001 (HmbGVBl, p.171) in the version dated 11 July 2023 (HmbGVBl, p. 243).

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Section 1 Scope

These Basic Internship Regulations (GPrO-BUBS) are an implementing regulation for section 1, paragraph 1.3 of the Statute on Studies at Hamburg-Harburg University of Technology (TUHH) dated 27 February 2013 (Official Gazette No. 32 of 23 April 2013, p. 644) and apply for the course “Civil and Environmental Engineering” leading to a “Bachelor of Science” degree.

Section 2 Conditions of admission to the Bachelor’s course

- (1) A basic internship as per section 1, paragraph 1.3 of the current version of the Statute on Studies at TUHH dated 27 February 2013 is a condition of admission to the Bachelor’s course “Civil and Environmental Engineering”.
- (2) The basic internship is generally completed before the student commences the Bachelor’s course. Proof of the internship must be provided by the end of the fourth semester. If such proof has not been submitted to the Examination Office by two weeks before the start of the examination registration period of the following semester, the student will be prevented from taking examinations in the fifth and any subsequent semesters until proof of the internship has been provided. In this situation, examinations can only be taken from the semester in which proof of the internship is submitted to the Examinations Office at least two weeks before the start of the examination registration period. Repeat examinations are not affected by this. Upon application, the Board of Examiners responsible for the course decides on any exceptions to any such restriction.

Section 3 Purpose of the basic internship

- (1) The basic internship should provide initial insight into the engineering profession. The intern should familiarise themselves with the production and processing of key building materials, the use of construction machinery, various construction methods, particular construction site conditions, and a range of manual skills. At the same time, they should also gain an understanding of the concerns surrounding construction practice, gain an insight into the course of a construction project, and familiarise themselves with the social conditions prevailing on a construction site.
- (2) The intern is guided by a specialist supervisor at the internship provider and thus becomes familiar with various work processes and areas of activity during the course of the internship. Completing practical activities in the internship context is intended to promote the ability to solve specific tasks.
- (3) At the same time, the internship serves to provide career orientation. The prospective student can establish whether they have the necessary motivation for a technical career.

Section 4 Basic internship duration and procedure

- (1) The duration of the basic internship is ten weeks.
- (2) It is possible to complete the practical work over the course of more than one time period, and/or at several companies. In such cases, a single internship period should not be shorter than four weeks.
- (3) Excused days of absence (due to holidays, illness or for other reasons) are limited to a maximum of 10% of the internship period. If this threshold is exceeded, the absence has to be made up for subsequently. In this case, the intern is required to ask the internship provider for an extension of the contract, so that they can fully carry out the required time of the training period in question.

Section 5 Eligible activities

- (1) Activities within the meaning of these regulations include practical work on a construction site, as well as activities in an engineering firm's offices, sector-specific administration, or environmental engineering firms. Preferably, the internship should be fully completed on a construction site, but the mandatory minimum is five weeks on a construction site (construction site internship).
- (2) Practical manual work such as bricklaying, concreting, shuttering, reinforcing or work in a workshop is deemed to be a creditable work placement activity on a construction site within the meaning of these regulations, but not construction supervision, laboratory work, office work or similar activities.
- (3) The intern is free to choose the internship activities. However, they should be engaged in as wide a variety of activities as possible (dealing with different construction materials, processes, techniques, etc.). It is therefore recommended that the internship is completed in different areas of a civil or environmental engineering firm, such as building construction, foundation engineering, road construction, environmental economics and water management, etc.
- (4) Activities undertaken at university institutes, public research institutes and activities in finishing trades are not recognised as construction site internships.
- (5) The following can generally not be approved as practical work as part of a basic internship:
 - a. School work experience (including that completed while attending a vocational school or technical high school (Berufsbildende Schule or Technisches Gymnasium)),
 - b. Practical activities as part of military service,
 - c. Community college (Volkshochschule) courses or those run by Chambers of Commerce.

- (6) After consultation with the Internship Office, a special arrangement should be made for physically disabled students with regard to the activities that can be recognised.

Section 6 Internship

- (1) It is up to the intern to apply for and select a suitable internship.
- (2) The responsible Internship Office shall advise the applicant/student, but shall not arrange any internships.
- (3) Any company that provides an internship that fulfils its purpose in accordance with section 1 of these regulations and that enables the activities as per section 5 of these regulations is eligible as an internship provider.
- (4) A maximum of four weeks of the internship can be completed at an intern's family company.

Section 7 Internship report

- (1) A report shall be written on the entire duration of the internship.
- (2) The report should outline the general principles and essential characteristics of the procedures, as well as the tasks completed by the intern themselves. It should be evident that the intern completed the tasks themselves.
- (3) The report should contain a week-by-week summary of the completed activities and be approximately ten A4 pages in length. If necessary, sketches and photos can be included as an explanation.
- (4) The report is to be written in German or English.
- (5) The report should not describe objects, special facilities or procedures that are confidential. Documents whose use requires special authorisation should not be attached to the report without such authorisation being granted.

Section 8 Internship certificate

- (1) In addition to the report, an internship certificate from the internship provider is to be presented in order to gain approval of the practical work completed. This certificate must contain:
 - a. Personal details relating to the intern,
 - b. Place, nature and duration of the internship,
 - c. Internship performance,
 - d. Days of absence (illness or other absence),
 - e. Leave days taken.

- (2) The internship certificate must be written in German or English. If it is not, a certified translation into German or English must be included when submitting the certificate for approval of the internship.

Section 9 Approval of the internship

- (1) The basic internship shall be approved by the responsible Internship Office. Notwithstanding this, students studying the Bachelor's course in "Civil and Environmental Engineering" in the dual study variant are deemed to have completed the basic internship in full if they have successfully completed the module "Practical module 1 as part of the current curriculum of the dual Bachelor's course" of the curriculum applicable to them; the Coordination Office dual@TUHH confirms the module has been successfully completed with the Examination Office of TU Hamburg. If the student switches from the dual to the regular study programme before the start of practical phase 2, the basic internship is deemed to have been completed and the credit points earned by successfully completing the module "Practical module 1 as part of the current curriculum of the dual Bachelor's course" are noted as additional credits on the final documents.
- (2) In order to be recognised, the original activity report in accordance with section 7 of these regulations and the original proof of activity in accordance with section 8 of these regulations (in the case of non-German or non-English proof of activity, an officially certified German or English translation) must be submitted to the Internship Office.
- (3) The Internship Office shall decide on the basis of the documents submitted whether and to what extent the internship corresponds to the provisions of these regulations, and shall approve the completed internship on the basis of this decision.
- (4) With the exception of cases pursuant to paragraph 1.2, a certificate confirming recognition of the internship shall be issued to the intern upon recognition. The intern must submit these independently to the Examination Office.

Section 10 Internships abroad

Internships completed abroad will be approved if they correspond to the provisions outlined in these regulations. The responsible Internship Office shall decide on each internship on a case-by-case basis.

Section 11 Recognition and approval of internship activities completed elsewhere

- (1) Internships in the same subject area that have already been approved by another university or German technical college (*Fachhochschule*) will be recognised by the

Courtesy translation (only the German version is legally binding)

Internship Office in full if the intern presents the certificate of approval from the previous university. In this case, the Internship Office will also issue a certificate of recognition, which the intern must submit to the Examination Office. If there is no certificate of approval, the Internship Office will recognise the internship in full if the relevant internship content can be demonstrated.

- (2) Completed, relevant professional training and practical professional activities can also be recognised as part of this basic internship depending on their nature and content, up to the total duration of ten weeks. Corresponding certificates and, potentially, the completed training plan are required for this.
- (3) Training periods from professional training that was not completed can be approved if the training periods can be evidenced by the training company, and if there are corresponding reports about this training time. The Internship Office shall decide the extent to which these training periods from incomplete professional training can be approved depending on the evidence and reports provided.
- (4) In the event that an individual has completed engineering studies at a German technical college (*Fachhochschule*), the practical semester shall be approved as a ten-week internship as per these regulations, where such a semester was part of the course.

Section 12 Internship Office

The Internship Office shall provide information in response to questions that relate to practical internship activities. The name and contact details of the corresponding contact person will be provided on TUHH's website.

Section 13 Effective date

- (1) This GPrO-BUBS comes into effect on the day following its publication.
- (2) This GPrO-BUBS shall apply for the first time for students who commenced their studies in winter semester 2016/2017.
- (3) The amendment to this GPrO-BUBS dated 17 July 2024 comes into force on 1 June 2024 and shall apply for the first time to applicants for the Bachelor's course "Civil and Environmental Engineering" with admission for winter semester 2024/25, or students of the Bachelor's course "Civil and Environmental Engineering" who begin their studies in winter semester 2024/25.

27 January 2016 and 17 July 2024

Hamburg University of Technology