



**Advanced Internship Regulations
set out by
Hamburg University of Technology
for the Bachelor's course
"General Engineering Science
(7 semesters)"
(FPrO-AIWBS(7))**

22 February 2017

Version: 10 July 2024

Preamble

On 8 March 2017 and 27 November 2019, the Executive Board of Hamburg University of Technology (TU Hamburg) approved these Advanced Internship Regulations set out by Hamburg University of Technology for the Bachelor's course "General Engineering (7 semesters)" (FPrO-AIWBS(7)) as per section 108, paragraph 1.3 of the Hamburg Higher Education Act (HmbHG). The regulations were agreed on 22 February 2017, 13 November 2019 and 10 July 2024 by the Academic Senate of Hamburg University of Technology and on 31 July 2024 by the board of the Department of Multidisciplinary Engineering and Technologies 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 Advanced Internship Regulations (FPrO-AIWBS(7)) supplement the subject-specific study and examination regulations of Hamburg University of Technology for the Bachelor's course "General Engineering Science (7 semesters)" (FSPO-AIWBS(7)) with regard to the mandatory advanced internship. Conditions of admission to the Bachelor's course

Section 2 Content and objectives

- (1) The advanced internship is intended to introduce students to academic and professional practice and to help them acquire and consolidate professional and personal skills.
- (2) It is meant to provide students with an insight into the organisational structures, operating procedures, organisational processes, as well as the social fabric of relevant companies or institutions.
- (3) Interns should become involved in an existing project. The internship activities must satisfy requirements that are suited to students in higher semesters of the Bachelor's programme.
- (4) The advanced internship should include activities corresponding to the chosen specialisation.
- (5) On successful completion of the advanced internship, students should be able to summarise and present, in writing, the content of the project they worked on at the company/institute, and describe the company structures and organisational processes.

Section 3 Timing and duration

- (1) The advanced internship should generally be completed in the seventh semester.
- (2) The minimum scope of the advanced internship is twelve weeks full-time, which should be completed consecutively. Only in justified exceptional cases is it possible to split the advanced internship. The examiner responsible decides on exceptions (see section 7). Holidays for examinations or days off due to illness or public holidays should be made up for.

Section 5 Organisation

- (1) Students should choose an internship according to their interests, strengths and weaknesses and, where possible, also according to their chosen specialisation. Finding a position and applying for the internship is the student's responsibility. TU Hamburg is not obliged to arrange internships.
- (2) Organising the advanced internship and incorporating it into the student's study plan and daily routine is the student's responsibility.

Section 6 Internship contract

- (1) During the advanced internship, the internship relationship is legally established by a contract concluded between the student and the internship provider.
- (2) The contract must specify the following points:
 - I. Obligations on the internship provider
 - a. To train the student in the period to be determined in each case as per these Advanced Internship Regulations, especially with regard to the content and objectives defined in section 2,
 - b. To instruct them in the applicable regulations, in particular work regulations and accident prevention regulations, as well as regulations on confidentiality and non-disclosure,
 - c. To review and countersign the results-oriented technical advanced internship report written by the student,
 - d. To allow the student to make up for absences in accordance with section 3 of these regulations,
 - e. To provide the student with written proof of the nature and duration of the individual activities (cf. section 6).
 - II. Obligations on the intern
 - a. To complete the tasks assigned under the contract with due care,
 - b. To comply with the instructions of the internship provider and persons authorised by the internship provider within the scope of the training,
 - c. To follow the applicable regulations, in particular work regulations and accident prevention regulations, as well as regulations on confidentiality and non-disclosure,
 - d. To write an advanced internship report,

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- e. To notify the internship provider immediately in the event of absence and, in the event of incapacity for work due to illness, to submit a medical certificate by the third day at the latest.
 - III. Matters relating to the student's insurance cover
 - IV. Option to terminate the contract early
 - V. The name of the training officer at the internship provider who will supervise the student during their planning before the start of the internship and during the practical implementation phase.
- (3) There is no legal entitlement to remuneration. The progress students have already made in their studies should lead them to expect to be assigned qualified activities. Therefore, an agreement should be reached with the internship provider regarding appropriate activities.

Section 7 Internship certificate

- (1) The internship certificate must be issued by the internship provider. It specifies the nature and duration of the activity, the content and any hypothetical absences.
- (2) If this is not written in German or English or another language agreed with the examiner (see section 7), a certified translation must be enclosed.

Section 8 Approval

- (1) Approval is granted by the respective specialisation or expertise coordinators or, in the event that a student is studying the Bachelor's course "General Engineering Science (7 semesters)" in the dual studies programme, by the staff of the dual@TUHH Coordination Office, who must, as a minimum, hold the qualification to be determined by the examination in question, or have an equivalent qualification. This group of persons as per point 1 is appointed as examiners by the responsible Board of Examiners in accordance with section 30, paragraph 1 of the ASPO. The examiners shall inform the Examination Office whether the internship has been approved, and by implication whether the module has been passed or failed.
- (2) As a prerequisite for approval of the advanced internship, the student must submit the completed form (form "Completion of the advanced internship AIW/ES"), a complete, bound or stapled results-oriented technical internship report signed by the company, and an original copy of the internship certificate issued by the company to the examiner upon completion of the advanced internship. In the signed internship certificate, the company shall indicate the duration of the internship, any days on which the student was potentially absent (holiday, illness), the tasks carried out and how long these took in days. Missing information on the company intern-

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ship certificate or the approval form shall result in the advanced internship not being approved. Serious deficiencies in the advanced internship report (see annex II: Advanced internship report specifications) shall result in the internship not being passed.

- (3) Should any periods of absence have occurred during the advanced internship, the examiner must determine whether these affect approval. If the internship is initially not approved due to absences, the examiner will determine in a timely manner the conditions under which approval can be granted.
- (4) Advanced internships that have already been approved by another university in relevant degree courses are subject to re-examination. They can be approved provided that no significant difference from the requirements of these Advanced Internship Regulations can be demonstrated. This requires proof of approval, information on the underlying Advanced Internship Regulations, reports and, if applicable, certificates from the company or similar institute.
- (5) Activities primarily aimed at gainful employment (work-study activity) for which the company does not expressly certify in its certificate that they are "internship activities", but which nevertheless promote training within the meaning of these Advanced Internship Regulations, can be credited provided they are carried out in relevant activity areas. Corresponding certificates of employment and a report signed by the company on the working student's activities similar to the advanced internship report in accordance with these Advanced Internship Regulations are required.

Section 9 Legal and social status of the student

- (1) During the advanced internship, students remain registered at TU Hamburg with all associated rights and obligations.
- (2) Health and accident insurance cover must be in place. Matters relating to compulsory insurance are regulated by the relevant laws. The student is obliged to clarify matters relating to accident and liability insurance cover before commencing the advanced internship.

Section 10 Effective date

- (1) This FPrO-AIWBS(7) comes into effect on the day following its publication.
- (2) This FPrO-AIWBS(7) shall apply for the first time for students who commenced their studies in winter semester 2016/2017.
- (3) The amendment dated 13 November 2019 comes into force on the day after its publication and applies to all students of the Bachelor's course "General Engineering Science" who start their advanced internship from this date.

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- (4) The amendment dated 10 July 2024 comes into force on the day after its publication and applies to all students of the Bachelor's course "General Engineering Science (7 semesters)" who seek approval of their advanced internship from this date.

22 February 2017, 13 November 2019 and 10 July 2024

Hamburg University of Technology

Enclosed:

Advanced internship report specifications

Formal requirements

- (1) The advanced internship report is to be written in German or English.
- (2) Format requirements:
 - I. A4
 - II. 11 point, 1.5 line spacing
 - III. Margins, top: 2.5 cm, bottom: 2 cm, left: 3 cm, right: 2 cm
 - IV. Use legible fonts such as Arial or Calibri.
- (3) The cover sheet should include the following information: University (TUHH), examination type (internship report), tasks completed during the advanced internship, student's name, matriculation number, study semester, course including specialisation, duration of the internship and the name of the company where it was completed.
- (4) You should include a table of contents at the beginning of your report, which lists all sections and subsections with the corresponding page numbers. The titles listed in the table of contents must correspond to the section titles.
- (5) Tables and illustrations should be numbered consecutively.
- (6) The advanced internship report should be no fewer than ten pages and no more than 15 pages (excluding the cover sheet, table of contents and annex).
- (7) All sources used must be indicated in the text.
- (8) Source citations should be provided in a uniform citation style (e.g. IEEE style).
- (9) A complete reference list must be included at the end of the report, either in the order the sources are cited in the report or in alphabetical order by first author's surname.

Quality requirements

- (1) The advanced internship report is a results-oriented technical report and describes the project(s) worked on.
- (2) It should contain at least the following information (note: the number of pages suggested is only a guideline and does not have to be adhered to):
 - I. Introduction: Description of the task or problem, motivation (why you selected this internship) and objectives (approx. 2 pages)
 - II. Latest developments in science and technology: Description of existing solutions to the problem (approx. 2 pages)
 - III. Selection and description of your own approach to solving the problem (approx. 2 pages)
 - IV. Results (3 pages)
 - V. Conclusion: Summary, conclusion, outlook (approx. 1 page)

Confidentiality

- (1) Avoid including confidential information about objects, special facilities or procedures in the advanced internship report.
- (2) If the external establishment requires confidentiality with regard to an intern's work, this is a private law agreement between them and the student.
- (3) Any potential non-disclosure agreements are thus only concluded between the intern and the company and not with TU Hamburg.
- (4) The intern shall ensure that no confidential information is passed on to TU Hamburg or to third parties.