

Advanced Internship Regulations for the Bachelor's Programme "Engineering Science" (FPrO-ESBS)

10 June 2020

The Executive Board of the Hamburg University of Technology (TUHH) approved the Advanced Internship Regulations for the course “Engineering Science” leading to a “Bachelor of Science” degree as per section 108, paragraph 1 of the Hamburg Higher Education Act (HmbHG) on xx June 2020. The provisions were decided by the board of the Department of Multidisciplinary Engineering Science and Technology at the TUHH on 10 June 2020 on the basis of section 85, paragraph 4.2 HmbHG, dated 18 July 2001 (HmbHGVbl. p. 171) as amended on 24 January 2020 (HmbHGVbl. p. 93), as well as sections 12, paragraph 3.1, and 15, paragraph 2 of the Charter of the TUHH (Grundordnung der TUHH), dated 27 October 2017 (Amtlicher Anzeiger No. 53) and section 3, paragraph 4 of the Regulations on Schools of Study and Departments (Satzung der Studiendekanate und Studienbereiche).

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Section 1 Scope

These Advanced Internship Regulations complement the Subject-specific Provisions for the Course and Examination Regulations for the Bachelor’s Programme “Engineering Science” (FSPO-ESBS) with regard to the obligatory Advanced Internship.

Section 2 Content and Objectives

- (1) The aim of advanced internship is to introduce students to academic and professional practice, and assure the acquisition and consolidation of specialised and interpersonal skills.
- (2) It is meant to provide students with an insight into the organisational structures, operating procedures, organisational processes, and social fabric of relevant companies or institutions.

- (3) Interns should be involved in an existing project. The internship activities must be suitable for students in higher semesters of the Bachelor's programme.
- (4) The advanced internship should encompass activities relevant to the student's selected specialisation.
- (5) On successful completion of the advanced internship, students should be able to provide a written summary and description of the content of the project they worked on at the company/institution, as well as a description of the operating structures and organisational processes.

Section 3 Timing and Duration

- (1) In general, the advanced internship should take place in the seventh semester.
- (2) The minimum duration of the advanced internship is 12 consecutive weeks full-time. Completing the internship over the course of several shorter periods is only possible in exceptional circumstances and where a valid reason is given. The responsible examiner shall reach a decision on such exceptions (see section 7). Leave of absence, e.g. for examinations, or days off due to illness or public holidays must be made up for subsequently.

Section 4 Organisation

- (1) Students are expected to choose an internship position according to their interests, strengths and weaknesses, and, where possible, also according to their chosen specialisation. Students are responsible for finding and applying for an internship. The TUHH is not obliged to arrange internships.
- (2) Students are responsible for organising the advanced internship and incorporating it into their study plan and daily routine.

Section 5 Internship agreement

- (1) The advanced internship shall be the subject of a legally-binding agreement between the student and the internship provider.
- (2) The agreement must regulate the following points in particular:
 - I. Obligations on the internship provider:
 - a) To train the student in line with these regulations, especially the content and objectives defined in section 2, in a time period established on an individual basis.
 - b) To brief the student on applicable regulations, particularly work regulations and accident prevention regulations, as well as provisions on professional secrecy and confidentiality.
 - c) To check and countersign the results-oriented technical internship report produced by the student.
 - d) As per section 3 of these regulations, to give the student the opportunity to make up for absences.
 - e) To provide the student with written evidence of the type and duration of their individual activities (see section 6).
 - II. The intern's obligations:
 - a) To execute the tasks outlined in the agreement with due care.
 - b) To comply with instructions from the internship provider and any persons engaged by them.

- c) To adhere to applicable regulations, particularly work regulations and accident prevention regulations, as well as provisions on professional secrecy and confidentiality.
 - d) To produce an advanced internship report.
 - e) In the event of absence, to inform the internship provider without delay. In the event of illness, to present a doctor's certificate within three days.
- III. Matters surrounding insurance for the student
 - IV. Possibility of early termination of the agreement
 - V. A named individual from the internship provider, who will supervise the student before the start of the internship, during the planning phase, and during the practical phase of the internship.
- (3) Interns have no legal entitlement to remuneration. On the basis of their academic progress, students should be expected to perform skilled work. As such, an agreement with the internship provider on appropriate remuneration should be sought.

Section 6 Internship certificate

- (1) The internship provider shall produce an internship certificate. This indicates the type and duration of the internship, what it involved, and any absences.
- (2) If this is not written in German, English or another language that has been agreed with the examiner (see section 7), a certified translation must also be included.

Section 7 Approval

- (1) The internship is approved by the examiners assigned to the module. These are the relevant specialisation and focus coordinators. The examiner shall inform the examination office regarding whether the internship has been approved and thus whether the module has been passed.
- (2) In order to gain approval for the advanced internship, students must submit the following to the examiner once the internship has been completed: the fully completed internship approval form (Formular "Abschluss des Fachpraktikums AIW/ GES/ ES"); a complete results-oriented, technical internship report (bound or stapled), signed by the company, and the internship certificate from the internship provider in the original. In this signed internship certificate, the company shall indicate the duration of the internship, any days on which the student was not present (holiday, illness), the tasks carried out and how long these took in days. Missing information on the company internship certificate or the approval form shall result in the advanced internship not being approved. Serious deficiencies in the advanced internship report (see annex: Advanced Internship Report Specifications) shall result in the internship not being passed.
- (3) If there were absences during the advanced internship, the examiner must establish whether these adversely affect approval. If the advanced internship is not approved at first due to periods of absence, the examiner will establish the requirements for approval in a timely manner.
- (4) Internships that have already been approved by another higher education institution in relevant study programmes shall be re-examined. They can be approved as long as there is no substantial difference to the requirements set out in these Advanced Internship Regulations. Evidence of approval, information on the internship regulations adhered to, reports and, where necessary, certificates from the internship provider shall be required for this.

- (5) Employment activities (working student positions), for which the company or institution does not expressly provide a certificate for an accomplished 'internship' but that do provide training as outlined in these regulations, can be counted as long as they were completed in the relevant activity areas. The following will be required: a relevant employment contract and a report, signed by the company or institution, on the working student position (corresponding to the advanced internship report outlined in these regulations).

Section 8 Legal and social status of students on internship

- (1) During the advanced internship, students remain enrolled at the TUHH with all associated rights and obligations.
- (2) Students should be aware of the advisability of health and accident insurance. Any obligatory insurance requirement is regulated by the corresponding laws. Students are obliged to clarify issues regarding accident and liability insurance protection before commencing the advanced internship.

Section 9 Effective date

- (1) These Advanced Internship Regulations come into effect on the day following their publication.
- (2) These Advanced Internship Regulations shall apply for the first time for students who commence their studies in winter semester 2020/21.

10 June 2020

Hamburg University of Technology (TUHH)

Annex

Advanced Internship Report Specifications

Formal requirements

- (1) The advanced internship report is to be written in German or English.
- (2) Format requirements:
 - a) A4
 - b) 11 point, 1.5 line spacing
 - c) Margins: top - 2.5cm; bottom - 2cm; left - 3cm; right - 2cm
 - d) 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 internship provider.
- (4) A table of contents should be included at the beginning of the 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 images should be numbered consecutively.
- (6) The advanced internship report should be no fewer than 10 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) 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.

Qualitative requirements

- (1) The advanced internship report is a results-oriented, technical report, which describes the project or projects the student worked on.
- (2) It ought to contain at least the following information (note: the number of pages suggested below is only a guideline and does not have to be adhered to):
 - a) Introduction: description of the task or problem, motivation, and objectives (c. 2 pages)
 - b) Current state of science and technology: description of existing solutions to the problem (c. 2 pages)
 - c) Selection and description of the student's own approach to solving the problem (c. 2 pages)
 - d) Results (c. 3 pages)
 - e) Conclusion: summary, conclusion, outlook (c. 1 page)

Confidentiality

- (1) Students should 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 a student's work, this is a private-law agreement between the establishment and the student.
- (3) Any non-disclosure agreements are thus only concluded between the intern and the internship provider, and not with the TUHH.
- (4) The intern shall ensure that no confidential information is passed on to the TUHH or to third parties.