

Advanced Internship Regulations – General Engineering Science (FPrO-GESBS(7))

Advanced internship regulations for the seven-semester Bachelor’s program “General Engineering Science” at the Hamburg University of Technology (TUHH), version dated 02.22.2017.

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1 Introduction

- (1) These regulations complement the subject-specific provisions for the course and examination regulations for the seven-semester Bachelor’s program “General Engineering Science” at the Hamburg University of Technology (FPrO-GESBS(7)) with regard to the obligatory advanced internship.

2 Content and Objectives

- (1) The aim of the advanced internship is to introduce students to scientific and business practices and assure the acquisition and consolidation of specialized and interpersonal skills.

- (2) It is meant to provide students with an insight into the organizational structures, operating procedures, organizational processes, as well as the social fabric of the relevant companies or institutions.
- (3) Interns should be involved in an existing project. The internship activities must satisfy requirements that are suited to higher semesters in the Bachelor's program.
- (4) Activities relevant to the student's chosen technical specialization or focus must be evidenced. The responsible examiner (see section 7) has to provide written approval of the internship content before the internship commences.
- (5) On successful completion of the internship, students are able to provide a written summary and presentation of the content of the project they worked on at the company or institution, as well as a description of the operating structures and organizational processes.

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 weeks (full-time), which should be completed within a single time period. Completing the internship over the course of more than one time period is only possible in exceptional duly justified cases. The responsible examiner shall reach a decision on such exceptions (see section 7). Absence for examinations or days off due to illness or public holidays should be made up.

4 Organization

- (1) Applying for an internship
Students are expected to choose an internship position according to their interests, strengths and weaknesses and, where possible, according to their specialization or focus. Finding a position and applying for the internship is the student's responsibility. The TUHH is not obliged to facilitate internship positions.
- (2) Organizing the internship and incorporating it into the student's study plan and daily routine is the student's responsibility.
- (3) When applying for an internship position, it is advisable to do this in consultation with the responsible examiner (see section 7).

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) During the advanced internship, the students are expected to work on tasks with professional guidance, either independently or in a group. The tasks should be typical of those carried out by a graduate of a Bachelor's program in "General Engineering Science". The content of the advanced internship must be designed such that the student's specific specialization or focus is adequately reflected through meaningful integration of practice and theory.
 - b) The student is to be trained in line with these regulations in a time period established on an individual basis.
 - c) The student is to be briefed on applicable regulations, particularly work regulations and accident prevention regulations, as well as provisions on professional secrecy and confidentiality.
 - d) The internship report produced by the student is to be checked and countersigned by the internship provider.
 - e) As per section 3 of these regulations, the student must be given the opportunity to make up for absences.
 - f) The student must be provided with written evidence of the type and duration of their individual activities (see section 6).
 - II. The intern's obligations
 - a) The intern must execute the tasks outlined in the agreement with due care.
 - b) The intern must comply with instructions from the internship provider and any persons engaged by them.
 - c) The student is to adhere to applicable regulations, particularly work regulations and accident prevention regulations, as well as provisions on professional secrecy and confidentiality.

- d) The student is to produce an internship report.
 - e) In the event of absence, the student is to inform the place of internship without delay. In the event of illness, the student is to present a doctor's certificate within three days.
- III. Matters surrounding insurance for the student
 - IV. Possibility of early termination of contract
 - 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) The intern has no legal entitlement to remuneration. On the basis of their academic progress, the student should be expected to perform skilled work. As such, an agreement with the internship provider on appropriate remuneration should be sought.

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.

7 Approval

- (1) The internship is approved by the examiners assigned to the module. These are the relevant specialization 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, the student must submit the following to the examiner once the internship has been completed: an approval form, completed in full (see annex I: Advanced Internship GES Approval Form); a complete internship report (bound or stapled), signed by the company or institution and an original internship certificate from the company or institution. In the signed internship certificate, the internship provider shall indicate the duration of the internship, any days on which the student was not present (vacation, illness), the tasks carried out and how long these took in days.

Missing information on the internship certificate or the approval form shall result in the advanced internship not being approved. Serious deficiencies in the internship report (see annex II: GES Internship Report Specifications) shall result in the internship not being passed.

- (3) If there were absences during the internship, the examiner must establish whether these adversely affect approval. If the internship is not approved at first, 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 Internship Regulations. Evidence of approval, information on the Internship Regulations adhered to, reports and, where necessary, certificates from the company or similar shall be required for this.
- (5) Working student positions
Employment activities, 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 relevant employment contract and a report, signed by the company or institution, on the working student position that corresponds to the internship position outlined in these regulations, are required.

8 Legal and Social Status of Students on Internship

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

9 Effective Date and Annexes

- (1) These internship regulations come into effect the day after they are published by the TUHH.
- (2) These internship regulations shall apply for the first time for students who commenced their studies in the Winter Semester 2016/2017.
- (3) Annex I: Advanced Internship GES Approval Form
- (4) Annex II: GES Internship Report Specifications



Technische Universität Hamburg-Harburg

“Advanced Internship GES” - Approval

of practical teaching as per the Internship Regulations for the Advanced Internship in the GES program at the Hamburg University of Technology (FPrO-GESBS(7))

for submission to the examination office.

Surname, first name:

Matriculation number:

Course: General Engineering Science (GESBS(7))

has successful completed the **advanced internship** (18 credit points) as per the relevant Internship Regulations.

Date

Stamp/signature

GES Internship Report Specifications

1. Formal requirements

- (1) Internship reports are to be written in German or English.
- (2) Format requirements:
 - a. A4
 - b. 11 point, 1.5 line spacing
 - c. Margins: top - 2.5 cm, bottom - 2 cm, left - 3 cm, right - 2 cm
 - 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 internship, student's name, matriculation number, study semester, course including specialization, duration of the internship and name of the company or institution where the internship 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 figures should be numbered consecutively.
- (6) The 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 alphabetic order by first author's surname.

2. Qualitative requirements

- (1) The internship report describes the project or projects you work on.
- (2) It ought to contain at least the following information (note: the number of pages suggested is only a guideline and does not have to be adhered to):
 - a. Introduction: Description of the task or problem, motivation (why you selected the internship) and objectives (c. 2 pages)
 - b. Current state of science and technology knowledge: Description of existing solutions to the problem (c. 2 pages)
 - c. Selection and description of your own approach to solving the problem (c. 2 pages)
 - d. Results (c. 3 pages)

- e. Conclusion: Summary, evaluation, outlook (c. 1 page)

3. Confidentiality

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