



Internship Regulations for the International Master's Program "Mechanical Engineering and Management" at the Hamburg University of Technology (PrO-IMP MEM)

Version date: January 25, 2017

Präambel

The Board of the Hamburg University of Technology (TUHH) approved the internship regulations for the international Master’s program “Mechanical Engineering and Management” leading to a “Master of Science” degree as per section 108, paragraph 1 of the Hamburg Higher Education Act (HmbHG) on February 2, 2017. The provisions were decided by the TUHH Academic Senate on January 25, 2017 pursuant to section 85, paragraph (1), number 1 HmbHG of July 18, 2001 (HmbGVbl., p. 171) in the version dated November 16, 2016 (HmbGVbl., p. 472).

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1 Content and Objectives

- (1) The purpose of the internship within the Mechanical Engineering and Management course (hereafter MEM internship) is to provide training and develop students’ mechanical engineering and managerial knowledge. In particular, it should provide international students with an insight into the organizational structures, working processes and social framework of German industry.
- (2) During the internship, students should either be responsible for their own project or contribute substantially to an existing project. The internship activity must entail requirements that are suited to an engineer who has completed a Bachelor’s program.
- (3) On successful completion of the MEM internship, students should be able to summarize and describe the content of the project they worked on at the company in writing, and describe the company structures and organizational processes.

2 Duration

- (1) The minimum duration of the MEM internship is 160 hours. If working 40 hours a week, this corresponds to at least 20 days or four weeks, which must be completed within a continuous period of time. Holidays for examinations or days off due to illness or public holidays must be made up for. An internship period amounting to less than the time stated above cannot be approved.

3 Approval

- (1) In order to gain approval for the MEM internship from the person responsible for the module, the student must submit an approval form, completed in full (see annex I: Internship Approval Form); a complete internship report (bound or stapled), signed by the company and an original internship certificate from the company once the internship has been completed. In the 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 MEM internship not being approved. Serious deficiencies in the internship report (see annex II: MEM Internship Report Specifications) shall result in the internship not being passed.
- (2) The person responsible for the module shall inform the examination office regarding whether the internship has been approved and whether the module has been passed.

4 Organization

- (1) Application for an internship

Students should choose an internship position according to their interests, strengths and weaknesses and, where possible, according to their specialization (mechatronics, materials, product development and production, management). Finding a position and applying for the internship is the student's responsibility. The TUHH is not obliged to provide assistance in this regard.

- (2) Suitable companies

The necessary knowledge and experience for the MEM internship can primarily be acquired in medium and large industrial companies, as well as in companies with extensive technical facilities. Small companies in the maintenance and services sector and university institutes are not suitable and thus not permitted.

- (3) Organizing the MEM internship and incorporating it into the student's study plan and daily routine is the student's responsibility.

5 Legal and Social Status of Students on Internship

- (1) Legal status

During the MEM internship, students remain registered at the TUHH with all associated rights and obligations.

- (2) Insurance/liability

Any obligatory insurance is regulated by the corresponding laws. Students are obliged to clarify issues regarding health, accident and liability insurance protection before commencing the MEM internship.

6 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 winter semester 2016/2017.
- (3) Annex I: Approval form - MEM Internship
- (4) Annex II: MEM Internship Report Specifications



Technische Universität Hamburg-Harburg

MEM Industrial Internship - Approval

of practical teaching as per the Internship Regulations for the International Master's Program "Mechanical Engineering and Management" (PrO-MEM) at the Hamburg University of Technology (TUHH)

for submission to the examination office.

Surname, first name: _____

Matriculation number: _____

Course: Mechanical Engineering and Management (MEM)

has successfully completed the **internship** (6 LPs) as per the relevant Internship Regulations.

Date

Stamp/signature

Internship Report Specifications

International Master's Program "Mechanical Engineering and Management"

1. Formal requirements

- (1) Internship reports are to be written in German or English.
- (2) Format requirements:
 - a. 11 point, 1.5 line spacing
 - b. Margins: top - 2.5, bottom - 2, left - 3, right -2
 - c. 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 the name of the company 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 15 pages and no more than 25 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.

2. Quality requirements

- (1) The internship report describes the project or projects you 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):
 - a. Introduction: Description of the task or problem, motivation (why you selected this internship) and objectives (c. 2 pages)
 - b. Current state of science and technology: Description of existing solutions to the problem (c. 6 pages)
 - c. Selection and description of your own approach to solving the problem (c. 2 pages)
 - d. Results (c. 4 pages)
 - e. Conclusion: Summary, conclusion, outlook (c. 1 page)

3. Confidentiality

- (1) Avoid including confidential information about objects, special facilities or 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 and not with the TUHH.
- (4) The intern shall ensure that no confidential information is passed on to the TUHH or to third parties.