



**Internship Regulations**  
of the  
**Faculty of Technology and Bionics**  
for  
**Engineering Science Courses**

**Field of Reference**

Admission into a bachelor's degree program in engineering courses:

- Mechanical Engineering
- Systems Engineering
- Industrial Engineering
- Electronics

requires proof of relevant practical experience in one or more industrial companies.

For this purpose, it is necessary to provide evidence of training or internships. The acceptance of these will be decided by the one in charge appointed by the chairman of the examination board. For students in dual degree programs, the internship is provided for them, as part of their studies, by their employers

Prospective students with a diploma from a technical school/college with a specialty that is attributable to engineering, require no further relevant practical activities. Prospective students who qualify for the study course without the technical experience

mentioned above, are required to gain experience. This experience must be 8 weeks in duration and the evidence of which must be submitted by the end of the 3<sup>rd</sup> semester.

## **Purpose and duration of the internship**

The aim of the internship is for prospective students to familiarize themselves with basic techniques of manufacturing, processing and testing of materials and components early on. The prospective student should gain knowledge of the manufacturing and testing process, as well as the facility in which they work, under professional guidance. Another aim of the internship is to become aware of the social fabric of a company, as well as to recognize organizational structures and economical facts.

The internship serves preparation for the 6<sup>th</sup> semester internship. The duration of 8 weeks corresponds to 8 weeks internship with full time working hours determined by the company. Working hours lost due to vacation, illness or other personal reasons must be made up. To ensure insights into different organizational and social structures it is recommended, but not mandatory, that the internship be divided between different companies.

## **Practical content**

To ensure the procurement of the practical skills required, internships should be acquired in medium to major industrial companies. The presence of the necessary technical equipment is a prerequisite for commencement of the internship. An internship in a company should be no less than 2 weeks in duration. If the internship is performed abroad, the information provided here applies consistently.

As part of the internship at least 3 of the following catalog areas of activity should be met:

- Machining / forming / primary shaping production processes 2 - 4 weeks
- Thermal cutting and joining processes 1 - 2 weeks
- Production / assembly / electrical assembly 2 - 3 weeks
- Maintenance of equipment 1 - 2 weeks
- Testing and inspection / quality assurance 1 - 2 weeks

Activities, of up to four weeks, outside of the fields mentioned above may, after consultation with the one in charge appointed by chairman of the examination board, be recognized if they serve the purpose of the internship requirements.

## **Documentation of the internship**

The contents of the internship are to be documented for the entire duration of the internship through reports.

These are intended to describe the daily activities, procedures and observations in a brief and concise manner. This should be done on a form like the attached form 1. The general tasks should be described in additional reports (weekly or biweekly, see form 2). These reports should contain drawings and sketches. The amount of content should be not more than two DIN A4 pages per of week internship (including drawings and sketches). All reports are to be written in English or German. They have to be confirmed by the internship company.

The internship company is to accredit the internship with a certificate. This includes the following information:

- Training company and department, location, and industry
- Last name, first name and date of birth of the trainee
- Date of the beginning and end of the internship
- Number of days absent
- Mentioning and general confirmation of the reports

An example of a course certificate to be issued by the company is attached as form 3. After completion of the internship all forms should be sent to the secretary of the dean (actually to Mrs. Wolfseher). Then, successful completion of the entire internship will be documented by the Rhine-Waal University.

## **Internship contract**

Internships are not mediated by the university. The intern / trainee is responsible for the search for a suitable internship. The University supports the search through the dissemination of information on appropriate placement operations. An internship is a legally binding contract between the intern / trainee and the internship-providing company. The University does not enter into this contractual relationship as a contract partner.

Kleve, in September 2013

<h1>Internship Report - Daily Notes</h1>
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Name: _____	Week from _____ to _____
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Monday	<hr/> <hr/>
Tuesday	<hr/> <hr/>
Wednesday	<hr/> <hr/>
Thursday	<hr/> <hr/>
Friday	<hr/> <hr/>

## Confirmation

Date: _____	Date: _____
_____ Signature Internship Company	_____ Signature Intern / Trainee

# Internship Report - General Task

Name: \_\_\_\_\_

Week(s) from \_\_\_\_\_

to \_\_\_\_\_

## Confirmation

Date: \_\_\_\_\_

Date: \_\_\_\_\_

\_\_\_\_\_  
Signature Internship Company\_\_\_\_\_  
Signature Intern / Trainee

<h1>Internship Certificate</h1>
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## Internship Company

Name:	
Department:	
Location:	
Industry:	

## Intern / Trainee

Last Name:	
First Name:	
Day of Birth:	

## Duration and Days of Absence

Date of Start:	
Date of End:	
Number of Days Absence	

## Number of Reports

Number of Internship Reports - Daily Notes	
Number of Internship Reports - General Task	

## Confirmation

Date: _____	Date: _____
_____ Signature Internship Company	_____ Signature Intern / Trainee