

Internship Regulations
of the
Faculty of Technology and Bionics
for
Engineering Degree Programmes
at Rhine-Waal University of Applied Sciences
Dated 4 December 2017
(Published in Official Notices 22/2017)

Translator's note: This English translation is offered as a service of Rhine-Waal University of Applied Sciences for information purposes only.

Every effort has been made to render a true and authentic translation. However, only original German-language texts published in the Official Notices of Rhine-Waal University of Applied Sciences are legally binding.

In the event of discrepancy or doubt between the German original and this English translation, the German version takes precedence.

Section 1 Scope of Application

(1) In order to pursue a bachelor's degree in one of the following engineering programmes:

- Mechanical Engineering B.Sc.
- Mechatronic Systems Engineering B.Sc.
- Industrial Engineering B.Sc.
- Electrical Engineering B.Sc.

in the Faculty of Technology and Bionics at Rhine-Waal University of Applied Sciences, students are required to complete a period of practical work experience in relevant fields (internship) in one or more industrial firms, engineering services providers or other organisations which operate large technical systems and/or facilities.

- (2) Previous vocational training or professional work experience can be recognised toward this requirement, as can internships completed in degree programmes at other universities. Recognition requests must be substantiated with sufficient and relevant documentation. Recognition requests are decided by the Examination Board.
- (3) For part-time students, this internship requirement is fulfilled by the practical work portion of the dual study arrangement.
- (4) Applicants who have graduated from a technical college in Germany [Fachoberschule Technik] with a degree in an engineering field are also exempted from this internship requirement.
- (5) Applicants who have acquired their higher education entrance qualification in a manner other than the aforementioned are obligated to complete an 8-week internship in a relevant field. This requirement must be met, at the latest, by the end of 3rd semester.

Section 2 Objective and Length of the Internship

- (1) The internship is intended to introduce future students at an early stage of their academic careers to the basic knowledge and technology used in the production, processing and testing of materials and components. Under the supervision and guidance of a knowledgeable expert, the future student should familiarise himself or herself with production processes and facilities. An additional goal is to increase future students' awareness of the social fabric that exists in companies as well as their ability to recognise typical organisational structures.
- (2) The aforementioned length of 8 weeks is defined as 8 full weeks of work at the internship provider in accordance with its standard full-time weekly hours or, in any case, no less than 32 hours per week. Absences due to holidays, illness or other personal reasons will not be recognised towards the eight-week total and thus must be made up for at a later date.
- (3) Internships should not consist of less than 2 weeks at a single organisation.

Section 3 Content

- (1) In order to ensure that the required skills are adequately taught, internships should be undertaken in mid-sized to large industrial firms, engineering services providers or other organisations which operate large technical systems and/or facilities. A core requirement for internships is the presence of a suitable technical infrastructure.
- (2) Small-scale production firms can be approved under certain conditions as internship providers.
- (3) For internships outside of Germany, the provisions contained in these Internship Regulations apply accordingly.
- (4) Interns must work in at least 3 specific fields of activity which are predefined according to his or her degree programme. The range of accepted fields of activity, as well as the corresponding degree programmes and minimum/maximum number of work weeks, are documented in the catalogue in Annex 1 of this document.
- (5) An internship in fields of activity not listed in the aforementioned catalogue can be recognised partially, up to a maximum of 4 weeks, if it can be proven that the goals and objectives defined in this document were achieved.

Section 4 Undertaking the Internship

- (1) Interns are subject, without exception, to the work regulations of their internship provider for the full duration of the internship. Interns are expected to demonstrate a high degree of eagerness, readiness to help and courtesy. The success of an internship depends largely on the interest and commitment of the interns themselves, who are also responsible for continuously monitoring whether the internship content adheres to the requirements defined in this document.
- (2) As it is considered a period of vocational training in tertiary education, interns are eligible for financial assistance. For more information, please contact the relevant financial offices and agencies (e.g. Studierendenwerk Düsseldorf, BAföG Office, Bundesagentur für Arbeit).

Section 5 Internship Contract

- (1) Internships are not allocated by the faculty. Accordingly, prospective students are responsible for finding and securing suitable internships of their own accord.

- (2) Internships become legally binding when a corresponding contract is concluded between the internship provider and the intern. The University is not a party to this contract.

Section 6 Documentation

- (1) The contents of an internship must be thoroughly documented in reports for the entire duration. These reports should be organised by day and document all tasks, workflows and other observations in a clear and concise manner. Illustrations and sketches can be included.
- (2) Reports should not exceed two DIN A4 pages for each internship week (using appropriate font size, including illustrations/sketches). Reports may be in German or English.
- (3) The internship provider will confirm the successful conclusion of an internship with a corresponding certificate. This certificate will include the following:
 - Name of the internship provider, department, location, industry/sector
 - Surname, first name and date of birth of the intern
 - Start and end date of the internship
 - Full list of the tasks undertaken according to field, type and duration, as well as the number of days absent.
- (4) An example certificate for internship providers can be found in the annex.

Section 7 Recognition Process

- (1) Rhine-Waal University of Applied Sciences documents the successful completion of an internship via an official recognition process. The corresponding recognition form for individual internships can be found in the annex.
- (2) In addition to the aforementioned form, the corresponding internship certificate and the properly drawn up final report, compiled from the daily and weekly internship reports, must be submitted digitally or, upon request, as original documents.
- (3) The internship documentation as defined by Section 6 must be gapless for the full 8-week internship period.
- (4) The type and length of individual fields of activity must be clearly indicated in the documentation. Sworn affidavits are not considered acceptable substitutes for official internship certificates.
- (5) The recognition of an internship depends on the degree to which the requirements of these Internship Regulations were met. Internships with insufficient or inadequate documentation (due to gaps or general incomprehensibility) are only eligible for partial recognition. To determine whether requirements as a whole were met, all reports will be evaluated together with their accompanying documentation (internship certificates). The final result is then forwarded to the central Examination Service. Should requirements not be met as a whole, the unrecognised portions must be completed again in the future, at the latest by the end of the 3rd semester.
- (6) Recognition requests will be decided within 3 months after all proper documentation has been submitted.

Section 8 Entry into Force

These Internship Regulations will enter into force on the day after their publication in the Official Notices of Rhine-Waal University of Applied Sciences.

Issued on the basis of the resolution dated 10 May 2017 and approved by the Faculty Council of the Faculty of Technology and Bionics of Rhine-Waal University of Applied Sciences.

Notice: These Internship Regulations entered into force in their present form on 20 December 2017.

Annex 1

Catalogue: Fields of Activity

Interns are required to work in at least 3 of the following approved fields of activity for their respective degree programme with corresponding documentation:

Field of activity	Mechanical Engineering	Mechatronic Systems Engineering	Industrial Engineering	Electrical Engineering
Machining/moulding/ primary shaping processes (2-4 wks.)	X	X	X	
Thermal cutting and joining processes (1-2 wks.)	X	X	X	
Production/assembly (2-3 wks.)	X	X	X	
Servicing equipment (1-2 wks.)	X	X	X	X
Receiving inspection/quality assurance (1-2 wks.)	X	X	X	X
Technical procurement (1-2 wks.)	X		X	
Technical sales and distribution (1-2 wks.)	X		X	
Marketing technical products (1-2 wks.)			X	
Installation of electrical or electronic components (1-2 wks.)		X		X
Operation and maintenance of electrical or electronic systems (1-2 wks.)		X		X
Troubleshooting electrical or electronic systems (1-2 wks.)		X		X
Operation and maintenance of IT infrastructure (1-2 wks.)	X	X		X
Measurement and control technology (1-2 wks.)	X	X		X

INTERNSHIP CERTIFICATE

Ms/Mr

born on in

residing in

interned from to

in our organisation in the following capacity:

Department	From	To	Weeks	Main Tasks

Average hours worked per week:

Total number of weeks:

Days absent:

We hereby confirm that the content of the internship report is accurate, in particular the work activities documented therein.

.....
Place, date

.....
Stamp, signature

To be completed by Rhine-Waal University of Applied Sciences:

Number of internship weeks officially recognized: weeks

.....
Place, date:

.....
Internship Coordinator



INTERNSHIP RECOGNITION FORM

Ms/Mr

born on in

residing in

has completed the 8-week internship in the following segments:

Company	Department	Field of Activity	Weeks

Total number of weeks:

I hereby confirm that the 8-week internship requirement has been met in full.

.....
Place, date:

.....
Head of Examination Board