

This English translation is offered for information purposes only. In the event of any discrepancy or doubt in interpretation, the original German texts published in the Official Notices of Rhine-Waal University of Applied Sciences take precedence. Only the original German texts are considered legally binding.

Internship regulations

for

Biomaterials Science B.Sc.

Faculty of Technology and Bionics

Rhine-Waal University of Applied Sciences

Dated 4 January 2018
(Official Notice 06/2018)

Section 1 Scope

- (1) Acceptance into Biomaterials Science B.Sc. of the Faculty of Technology and Bionics of Rhine-Waal University of Applied Sciences requires proof of completion of an 8-week preparatory internship. This proof must be provided by no later than the conclusion of the third semester of study in the degree programme.
- (2) Previous vocational training, relevant work experience and internships conducted in degree programmes at different universities can count towards this internship requirement. Corresponding documentation of previous training, work experience or internships must be submitted by the student. The Examination Board is responsible for this recognition decision. The Examination Board will consult with a qualified expert (the faculty's Internship Coordinator) with regard to contents.
- (3) In dual study arrangements, the vocational training portion of the programme automatically satisfies the 8-week internship requirement.

Section 2 Purpose and duration of the internship

- (1) The goal of the 8-week preparatory internship is to familiarise current and future students with the realities of working in the field of material science and/or biomaterials. Under the supervision of a qualified mentor, students should engage with the standards and practices of industry which are relevant to Biomaterials Science B.Sc. Furthermore, students should gain a better understanding of the internal structures of companies and other organisations in these fields.
- (2) The 8-week duration of the internship refers to eight weeks of full-time work at the internship provider, in accordance with the organisation's regular working requirements for full-time employees. Absences due to holidays, illness or other personal reasons do not count towards the 8-week requirement and thus must be made up for at a later date.
- (3) The 8-week internship requirement can be divided into different segments separated by

time or location, but this is not a mandatory requirement.

- (4) Internships in companies should be at least two full weeks in length.

Section 3 Contents of the internship

- (1) Internships can be conducted in companies or research organisations whose tasks and duties are applicable to Biomaterials Science B.Sc.
- (2) These internship regulations apply equally to all internships regardless of country.

Section 4 Conducting the internship

- (1) Students are subject to the regular rules of operation of the internship provider without exception and for the entire duration of the internship. Students are expected to distinguish themselves through an outstanding willingness to work and contribute as well as their collegial attitude. Students are expected to contribute to the success of their internship by maintaining positive motivation and attitude. Furthermore, students themselves are responsible for monitoring whether the content requirements for the internship are being fulfilled.
- (2) The internship is considered training within a higher education context and is thus eligible for funding in Germany. Various organisations can provide additional information on funding opportunities (for example: Studierendenwerk Düsseldorf, BAföG offices, the Federal Labour Office [Bundesagentur für Arbeit]).

Section 5 Internship agreement

- (1) Internships are not assigned. Accordingly, each student is responsible for seeking and securing their own internship which adheres to requirements.
- (2) A legally binding internship agreement will be concluded between the student and the internship provider. Rhine-Waal University of Applied Sciences will not be a party to this agreement.

Section 6 Documenting the internship

- (1) Internships should be thoroughly documented via reports for their entire duration. Reports should describe the assigned tasks, daily processes and any pertinent observations of the student in a brief and concise fashion, and ideally broken down by day. Relevant illustrations and sketches can also be included.
- (2) Reports should not exceed two pages (DIN A4, with appropriate font size and including any illustrations or sketches) for every one week of the internship. Reports can be composed in German or English. In addition, students may be required to provide a technical summary of their internship of no more than ten pages.
- (3) The internship provider will certify the completion of the internship with a certificate. Internship certificates should include:
 - The organisation's name and the specific division, location and branch in which the internship occurred
 - The first name, surname and date of birth of the student
 - The start and end dates of the internship
 - An overview of the student's activities and the areas in which they were conducted, the types and durations of activities undertaken, days absent
- (4) An example internship certificate can be found in the annex of these regulations.

Section 7 Recognition process

- (1) Rhine-Waal University of Applied Sciences will document the successful completion of the internship requirement with an official recognition form. The recognition form can be found in the annex of these regulations.
- (2) In addition to this form, students must also submit the original internship certificate from the internship provider as well as the reports composed over the course of the internship upon request. The technical summary (if available) will also be included in the overall assessment of the internship. Submitted certificates and reports (as defined by Section 6) must seamlessly document the entire 8-week minimum duration.
- (3) The type and duration of each separate phase of activities must be clearly evident in the submitted documentation. Affidavits or sworn statements are not considered adequate substitutes for internship certificates.
- (4) The recognition process will primarily analyse whether the activities undertaken during the internship adhere to the requirements set forth by the internship regulations. Vocational training periods that are insufficiently or incomprehensibly documented will only be recognised in part. Submitted documentation (reports, certificates, technical summary) of the internship will be evaluated as a whole by the faculty's Internship Coordinator and the internship will be subsequently recognised or rejected by the Examination Board. The result of this decision will be communicated to Examination Services. In the event that an internship recognition request is rejected, the affected student must make up the incomplete portion of the requirement as soon as possible, but by no later than the end of their third semester of study in Biomaterials Science B.Sc.
- (5) Recognition decisions should be made within three months of submission of all required documentation.

Section 8 Entry into force

These internship regulations will enter into force on the day after the publication of the German-language original the Official Notices of Rhine-Waal University of Applied Sciences.

Issued by the Faculty Council of the Faculty of Technology and Bionics on 19 June 2017

Note: These regulations entered into force on 7 February 2018.

Catalogue of activities

Activities in the following areas can be recognised towards the 8-week internship requirement for Biomaterials Science B.Sc.

- Research
- Development
- Production
- Quality assurance

Internships can be completed in the following industries:

- Material production
- Material processing
- Medical technology and prosthetics
- Material testing and damage assessment
- Biomedical testing
- Synthetics industry
- Chemical industry
- Food industry
- Packaging industry
- Recycling industry

INTERNSHIP CERTIFICATE

Ms/Mr

born on in

residing at

interned at our organisation from to

..... in the following areas:

Division	From	To	Weeks	Types of activities

Total number of weeks:

Work hours per week:

Days absent:

The activities documented in the internship report have been checked and are hereby verified for accuracy and truthfulness.

.....
Place, date:

.....
Stamp, signature

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

The number of weeks are recognised for this internship: weeks

.....
Place, date:

.....
Internship Coordinator



INTERNSHIP RECOGNITION

Ms/Mr

born on in

residing at

completed their internship in the following segments:

Organisation	Division	Types of activities	Weeks

Total number of weeks:

The 8-week internship requirement is hereby confirmed to be completed in full.

.....
Place, date:

.....
Chair of Examination Board